

2020-2021 Student Handbook

Wrangell High School Stikine Middle School

Home of the Wolves

PO Box 651

Wrangell, Alaska 99929

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Acknowledgement of Receipt of Handbook

We, _____ and _____
Parent/Guardian Student

acknowledge that the Wrangell High School & Stikine Middle School Handbook is available at the school website.

We are aware that it is our responsibility to read all the information contained in this handbook. We understand that school policies and rules contained within the handbook are to be followed at all times. When said policies and rules are not followed, there will be consequences at the time of the infraction. Not having read the student handbook will not relieve or excuse student consequences for misbehavior.

Parent/Guardian Date

Student Date

District Mission Statement: To educate and inspire every student.

Vision Statement: To graduate students who are resilient, innovative and prepared for their future.

Wrangell High School & Stikine Middle School Classroom Expectations:

Be Responsible

*Be on time *Be prepared *Participate *Do your own work *Turn in your work on time

Be Respectful

*Respect others *Respect yourself *Respect the facilities *Respect your tech

Be Safe

*Keep chairs flat on the floor *Keep feet on the floor *Use supplies appropriately

Be Engaged

*Try your best *Ask questions *Listen carefully

Welcome to the 2020-2021 school year! The teachers and staff of Wrangell High School and Stikine Middle School are excited you are here. We are eager to teach and ready to make this year fun, exciting and productive. Please help us do that.

First, notice the changes! We have new staff members, a different selection of classes, improved facilities and equipment, and more streamlined policies and procedures. These changes were all made with you in mind; an effort to make your experience this year productive, exciting and safe.

Engage with your lessons! The teachers and staff of Wrangell Schools are offering you the chance for a wonderful, first rate education, but you must engage! Students who have met this challenge in the past have been accepted to Ivy League schools and some of the country's finest vocational programs; they have gone on to successful military careers, and built themselves lives filled with achievement and excitement. But you must engage. Education is a two-way street. It takes teachers eager and able to teach and students eager and willing to learn.

Participate in extracurricular activities! Wrangell Schools offer many opportunities for after-school participation. Take advantage of them. These activities can be life changing. Students who participate in extracurriculars find school much more fun and productive, graduate with a tremendously enriched education, and build friendships and memories that will last a lifetime.

Lastly, stand for something! Older students, remember you are role models. Younger students are watching you. They will follow your example. Make that example something worth following, something you will be proud of when you are old and gray like me. Younger students, there are amazing students in Wrangell. Look for them. Learn from them. Be them as you grow older.

This handbook has been written to inform you and your families about Wrangell High School/Stikine Middle School guidelines and procedures. It contains important information that will allow you to better understand how your school operates. The information included in this handbook is specific to Wrangell High School/Stikine Middle School and all guidelines included here are in addition to the policies stated in the Wrangell Public School District's policy manual. If you have any questions about any of the policies, please do not hesitate to give us a call. We look forward to working with each of you.

Do Your Best.

Bob Davis
Stikine Middle School /Wrangell High School
Assistant Principal/Lead Teacher

Wrangell High School/Stikine Middle School Bell Schedule	
Regular Day	
Zero Hour	7:45 -8:30 am
1st Period	8:45 - 9:33 am
2nd Period	9:37 -10:25 am
3rd Period	10:29 - 11:17 am
4th Period	11:21 - 12:09 pm
LUNCH	12:11 - 12:51 pm
5th Period	12:53 - 1:41 pm
6th Period	1:45 - 2:33 pm
7th Period	2:37 - 3:25 pm

STUDENT FEES

Certain subjects within the curriculum have a required student fee. These are collected and distributed at the school office. Registration fees are also in place and are subject to change.

Stikine Middle School

Technology Fee - Individual	\$80
Technology Fee - Family	\$125
Activity Card (if student is playing a sport)	\$25
Yearbook (optional)	\$35

Wrangell High School

Technology Fee - Individual	\$80
Technology Fee - Family	\$125
Activities Fee	
First Activity	\$150
Second Activity	\$100
Third Activity	\$75
Yearbook (optional)	\$50
State Travel Fee(*for students going to state competitions)	\$350

OFFICE STAFF

Bob Davis – Assistant Principal/Lead Teacher
Jack Carney - Assistant Principal/Teacher
Megan Powell – HS Secretary
Katelyn Reeves - Middle School Secretary
Addy Esco– Counselor
Trisa Rooney – Activities Director
Josh Blatchley – District Maintenance
Katelyn Church - District Technical Coordinator
Barb Neyman - Special Education Secretary/Tutor/Saint

TEACHING STAFF

Jim Brooks -- Middle School Social Studies/P.E.
Lisa Brooks -- High School English/Librarian
Jack Carney -- High School Social Studies/ P.E./Assistant Principal
Tawney Crowley -- Art
Laura Davies -- Middle School Science/Math/Technology
Winston Davies -- Shop/Middle School Math/IEA Coordinator
Heather Howe --Science/Math/Yearbook
Matthew Kramer -- Middle School Language Arts/High School Technology & Career Education
Donna Massin -- Math
Odile Meister -- Spanish
Tasha Morse -- Music
Virginia Oliver --Tlingit
Jeri Ingram Ramsey -- Special Education

PARAPROFESSIONALS

Brenda Buethe -- Special Education
Cindy Martin -- Study Cafe/IEA
Lindsey McConachie -- Librarian/Migrant
Hannah Miethe -- Special Education
Adam Morse -- Special Education

THE SCHOOL DAY

Our regular school day is from 8:45 am to 3:25 pm. Buses will arrive at school around 7:50 am and depart at 3:35 pm. Every effort should be made so that students do not arrive at school prior to 7:45 a.m. Staff supervision does not begin until that time. Students must remain in the commons (if open) or on the front porch if they arrive before that time. At 7:50 am, the building will be opened and students may be in the commons. Students arriving to school after 8:45 am are tardy and must report to the office to receive a pass. Students will not be allowed in class without a tardy slip from the office. Students who remain in the building waiting for an activity, must be supervised by an adult who is under the employment of WPSD. The afternoon bus will leave to return students home at 3:37 pm.

PLEDGE OF ALLEGIANCE

United States and Alaska flags shall be displayed upon or near each principal school building during school hours and at other times the governing body considers proper. The governing body shall require that the pledge of allegiance be recited regularly, as determined by the governing body.

SCHOOL BUS EXPECTATIONS

Student safety is a primary concern for us here at Wrangell Public Schools. We consider it one of our most important duties: to provide each student with a learning environment that is safe and secure. This learning environment also includes the buses that transport your students to and from school as well as the bus loading areas before and after school. Etoin Bus Company and Wrangell Public Schools have been working together to address concerns about student behavior on the buses that can affect student safety. Together we have established some expectations for student behavior that we believe will improve the safety of all students who ride the school bus.

First, a reminder that riding a bus to/from school is a privilege and that privilege can be lost if students repeatedly refuse to follow bus-riding expectations. In addition, Wrangell Public School Policy, BP-3540 (a), desires to provide transportation for eligible students in accordance with state and federal law. Such as: 1) To provide maximum safety for students between home and school and on school-sponsored trips. 2) To promote desirable student behavior and respect for traffic safety. 3) To provide assistance and transportation for handicapped students. Lastly, student behaviors that require the driver to divert his/her attention from the road, place all students' safety at risk and will not be tolerated.

Students living more than one mile from school are eligible for bus transportation. Bus transportation is intended for home to school transportation only. Those past 13-mile need to walk to the 13-mile School Bus turn-around for pick up.

The buses run every day that school is in session. If there is a delay in the schedule, KSTK will be notified to air the information.

It is expected that students will demonstrate appropriate behavior while riding the bus and at bus stops.

School Bus Rules:

1. When your child is to get off at any other stop other than their own, he or she will need a note to give to the driver, or call a school official to write a note, or call the driver directly.
2. Do not distract the driver while the bus is in motion.
3. Follow directions of the driver.
4. Show respect for the driver and other riders.
5. Remain seated at all times.
6. No hands out the windows.
7. Low "classroom" voices and show appropriate "classroom" behavior.
8. No fighting or wrestling.
9. No climbing over seats.
10. No food or drinks on the bus.
11. No large instruments, sleds or the like.
12. No live animals, birds or bugs.
13. No sharp objects, matches, lighters.
14. Always cross in front of the bus, not behind.
15. Limit to one friend on the bus, note is required.

The following steps will be used to address student undesirable behaviors on the bus:

- Drivers will make every effort to work with students to remind them of appropriate conduct, review rules/expectations, create and enforce a seating chart if needed, change seats prior to issuing a citation.
- If it becomes necessary to remove a child from the bus for a time, the driver will fill out a citation for the child to give to the parent and every attempt will be made to contact the parent or guardian.
- Once a child has been removed 4 times, it will be for the rest of the year.

LIBRARY

The purpose of the library is to provide opportunities for curriculum related research and exploration as well as to supply recreational reading material. Students may be sent from class to work on special projects, reference

work, or any other class related study. Students may also use the library for small group or class work. Arrangements must be made by the teacher. Appropriate behavior is expected at all times. The library will maintain a quiet learning atmosphere. Inappropriate, loud or disruptive conversation or actions will result in dismissal from the library. **NO FOOD, DRINK (OTHER THAN WATER) OR CELL PHONES ARE ALLOWED IN THE LIBRARY.** Students are expected to care for the materials and property at all times.

Books will be checked out for a period of two weeks. Current periodicals and reference materials will not be checked out. Materials must be turned in on time or renewed. Cost of the replacement will be charged for lost materials.

TECHNOLOGY USE

Student Responsible Use Guidelines for Technology

The Wrangell Public School District makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the District, its students and its employees. These "Responsible Use Guidelines" are intended to minimize the likelihood of such harm by educating District students and setting standards which will serve to protect the District. The District firmly believes that digital resources, information and interaction available on the computer/network/Internet far outweigh any disadvantages.

Mandatory Review

To educate students on proper computer/network/Internet use and conduct, students are required to review these guidelines at the beginning of each school year. All District students shall be required to acknowledge receipt and understanding of all guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such guidelines. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the District's Student Responsible Use Guidelines for Technology as part of their review of the student handbook. Employees supervising students who use the District's system must provide training emphasizing its appropriate use.

Definition of District Technology System

The District's technology system is any computer, network, or combination of any configuration of hardware and software. The system includes but is not limited to the following:

- Telephones, cellular telephones, and voicemail technologies;
- Email accounts;
- Servers;

- Computer hardware and peripherals;
- Software including operating system software and application software;
- Digitized information including stored text, data files, email, digital images, and video and audio files;
- Internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- District-provided Internet access;
- District-filtered public Wi-Fi;
- Virtual environments; and
- New technologies as they become available.

Availability of Access

Acceptable Use. Computer/Network/Internet access will be used to enhance learning consistent with the District’s educational goals. The District requires legal, ethical and appropriate computer/network/Internet use.

Privilege. Access to the District’s computer/network/Internet is a privilege, not a right.

Access to Computer/Network/Internet. Access to the District’s electronic communications system, including the Internet, shall be made available to students for instructional purposes. Each District computer and public Wi-Fi (available for students who bring their own personal telecommunication devices) has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children’s Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by Children’s Internet Protection Act.

Student Access. Computer/Network/Internet access is provided to all students unless parents or guardians request in writing to the campus principal that access be denied. Student Internet access will be under the direction and guidance of a District staff member. Students may also be allowed to use the local network and public Wi-Fi with campus permission.

Students 13 or younger. For students under the age of 13, the Children’s Online Privacy Protection Act (COPPA) requires additional parental permission for educational software tools. Parents wishing to deny access to these educational tools must do so in writing to the campus principal indicating their child should be denied access to these tools. Examples of these tools are Discovery Education, wikis, blogs, and Edmodo, for students in grades 2-5, Google Drive will be used for the purpose of word processing, spreadsheets, presentation and collaboration. These tools can be accessed through the District’s Webpage.

Security. A student who gains access to any inappropriate or harmful material is expected to discontinue the access and to report the incident to the supervising staff member. **Any student identified as a security risk or as having violated the Responsible Use Guidelines may be denied access to the District's system. Other consequences may also be assigned. A student who knowingly brings prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved *Discipline Management Plan* and *Student Code of Conduct*.**

Content/Third-Party Supplied Information. Students and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate and/or objectionable material.

Subject to Monitoring. All District computer/network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. Students should not use the computer system to send, receive or store any information, including email messages, that they consider personal or confidential and wish to keep private. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. The District reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the District for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Responsible Use Guidelines have been violated.

Student Computer/Network/Internet Responsibilities

District students are bound by all portions of the Responsible Use Guidelines. A student who knowingly violates any portion of the Responsible Use Guidelines will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board-approved *Discipline Management Plan* and *Student Code of Conduct*.

Use of Social Networking/Digital Tools. Students may participate in District-approved social media learning environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, Google

Drive, and online meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other District-approved digital tools. Digitally transmitted content that includes inappropriate language, images or content is prohibited.

Use of System Resources. Students are asked to purge email or outdated files on a regular basis.

Password Confidentiality. Students are required to maintain password confidentiality by not sharing their password with others. Students may not use another person's system account.

Reporting Security Problem. If knowledge of inappropriate material or a security problem on the computer/network/Internet is identified, the student should immediately notify the supervising staff member. The security problem should not be shared with others.

Personal Devices

The following guidelines must be adhered to by students using a personally owned telecommunication device (cell phone) at school.

- Internet access is not guaranteed by the District for personal telecommunication devices. If network access is needed, connection to the filtered, wireless network provided by the District is required.
- These devices are the sole responsibility of the student owner. The campus or District assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on District property, including school buses, and at school-sponsored or school-related activities on or off school property.
- Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any District staff diagnose, repair, or work on a student's personal telecommunication device.
- Availability of telecommunication devices will not be used as a factor in grading or assessing student work. Students who do not have access to personal telecommunication devices will be provided with comparable District-owned equipment or given similar assignments that do not require access to electronic devices.
- Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher or as stated for specific age groups.

- Campus administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. MAP and PEAKS testing, classroom testing situations, campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- An appropriately trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it. The following actions are considered inappropriate uses, are prohibited, and will result in revocation of the student's access to the computer/network/Internet.

Violations of Law. Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to:

- threatening, harassing, defamatory or obscene material;
- copyrighted material;
- plagiarized material
- material protected by trade secret; or
- blog posts, Web posts, or discussion forum/replies posted to the Internet which violate federal or state law.

Tampering with or theft of components from District systems may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer. Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Transmitting Confidential Information. Students may not redistribute or forward confidential information without proper authorization. Confidential information should never be transmitted, redistributed or forwarded to outside individuals who are not expressly authorized to receive the information. Revealing personal information (such as, but not limited to, home addresses, phone numbers, email addresses, birthdates) about oneself or of others is prohibited.

Commercial Use. Use of the system for any type of income-generating activity is prohibited. Advertising the sale of products, whether commercial or personal is prohibited.

Marketing by Non-WPSD Organizations. Use of the system for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief. Any malicious attempt to harm or destroy District equipment, materials or data, or the malicious attempt to harm or destroy data of another user of the District's system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above is prohibited and will result in the cancellation of system use privileges. Students committing vandalism will be required to provide restitution for costs associated with system restoration and may be subject to other appropriate consequences. [See the *District Discipline Management Plan* and the *Student Code of Conduct*].

Intellectual Property/Copyright Violations. Students must always respect copyrights and trademarks of third-parties and their ownership claims in images, text, video and audio material, software, information and inventions. The copy, use, or transfer of others' materials without appropriate authorization is not allowed. Downloading or using copyrighted information without following approved District procedures is also prohibited.

Plagiarism. Fraudulently altering or copying documents or files authored by another individual is prohibited.

Impersonation. Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself, will result in revocation of the student's access to computer/network/Internet.

Illegally Accessing or Hacking Violations. Intentional or unauthorized access or attempted access of any portion of the District's computer systems, networks, or private databases to view, obtain, manipulate, or transmit information, programs, or codes is prohibited.

File/Data Violations. Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission is prohibited.

System Interference/Alteration. Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Email and Communication Tools

Email and other digital tools such as, but not limited to blogs and wikis, are tools used to communicate within the District. The use of these communication tools should be limited to instructional, school-related activities, or administrative needs. Email is subject to monitoring by appropriate staff.

All students in grades 6-12 will be issued email accounts. Students should check email frequently, delete unwanted messages promptly, and stay within the email server space allocations. Email attachments are limited to 2MB or smaller. Internet access to personal email accounts is not allowed.

Students in grades K-5 are issued a Wrangell Public School email for the purposes of setting up accounts such as but not limited to Discovery Education, Wikis, blogs, and Google Drive, but do not have general email access.

Students should keep the following points in mind:

- Perceived Representation. Using school-related email addresses, blogs, wikis, and other communication tools might cause some recipients or other readers of the email to assume that the student's comments represent the District or school, whether or not that was the student's intention.
- Privacy. Email, blogs, wikis, and other communication within these tools should not be considered a private, personal form of communication. Private information, such as home addresses, phone numbers, last names, pictures, or email addresses, should not be divulged. To avoid disclosing email addresses that are protected, all email communications to multiple recipients should be sent using the blind carbon copy (bcc) feature.
- Inappropriate Language. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails, blogs, wikis, or other communication tools is prohibited. Sending messages that could cause danger or disruption, personal attacks, including prejudicial or discriminatory attacks are prohibited.
- Political Lobbying. Consistent with State ethics laws, District resources and equipment, including, but not limited to, emails, blogs, wikis, or other communication tools must not be used to conduct any political activities, including political advertising or lobbying. This includes using District email, blogs, wikis, or other communication tools to create, distribute, forward, or reply to messages, from either internal or

external sources, which expressly or implicitly support or oppose a candidate for nomination or election to either a public office or an office of a political party or support or oppose an officeholder, a political party, or a measure (a ballot proposition). These guidelines prohibit direct communications as well as the transmission or forwarding of emails, hyperlinks, or other external references within emails, blogs, or wikis regarding any political advertising.

- Forgery. Forgery or attempted forgery of email messages is prohibited. Attempts to read, delete, copy or modify the email of other system users, deliberate interference with the ability of other system users to send/receive email, or the use of another person's user ID and/or password is prohibited.
- Junk Mail/Chain Letters. Generally, students should refrain from forwarding emails which do not relate to the educational purposes of the District. Chain letters or other emails intended for forwarding or distributing to others is prohibited. Creating, distributing or forwarding any annoying or unnecessary message to a large number of people (spamming) is also prohibited.

Student Email Accounts and Electronic Communication Tools

Electronic communication is an important skill for 21st Century students. By providing this tool, the District is equipping students with the skills necessary for success in the business. Students in grades 6 - 12 are given access to a District student email account. This account is set up with the student's user ID. Students must abide by the guidelines established at Email and Communication Tools. Student email accounts will be available for use by students in grades 6-12 while they are currently enrolled in the District. Parents wishing to deny access to District email must do so in writing to the campus principal. As appropriate, project email accounts may be granted for educational activities for students in grades K-5 at the request of the classroom teacher. Students in grades 2-5 are granted an email account for the purpose of providing a username to the educational learning tools that aid learning at school and at home.

Consequences of Agreement Violation

Any attempt to violate the provisions of this agreement may result in revocation of the student's access to the computer/network/Internet, regardless of the success or failure of the attempt. In addition, school disciplinary and/or appropriate legal action may be taken.

Denial, Revocation, or Suspension of Access Privileges. With just cause, the System Administrator and/or building principal, may deny, revoke, or suspend computer/network/Internet access as required, pending an investigation.

Warning

Sites accessible via the computer/network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Each District computer with Internet access has filtering software that blocks access to sites that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children’s Internet Protection Act. The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Disclaimer

The District’s system is provided on an “as is, as available” basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not guarantee that the functions or services performed by, or that the information or software contained on the system will meet the system user’s requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District’s electronic communications system.

Parental Rights

Parents or guardians have the right to terminate their child's internet access by contacting the District Director of Technology. Parents should understand that in doing so, they may prevent their child from accessing Internet-based instructional materials, assessments, and activities that will be available to his or her classmates. The District will provide alternative activities for children whose parents do not wish them to access the Internet; however, the District cannot ensure that these activities will provide the same richness and depth of experience that access to the Internet can provide.

1-to-1 Device Information

Wrangell Public School District is excited to provide the opportunity for our students to take home a digital device for learning. The cost of the device if intentionally damaged, stolen, or lost is \$350.00 and if damaged accidentally the repair cost is \$25.00. Students must follow the Wrangell Public School District Responsible Use Guidelines.

Responsible Care of Device

1. The device is to be treated as a valuable object. It should not be thrown, purposely dropped, or abused. It will never be placed on the roof or hood of a car, on the sidewalk or street, or imperiled in any way that may cause it to be crushed or thrown to the ground.
2. The device will never be left unattended on the bus, in the cafeteria, in the gym or any other public place.
3. The device will not be used in or near proximity of water, household chemicals, or other liquids that could damage its electronic components.
4. The device will be protected from the environment to prevent rain, snow, ice, excessive heat, and/or cold.
5. Pencils, pen tips, and other pointed objects, not specifically designed for use with the device, will never be used on the screen.
6. The device will be kept away from siblings and pets at all times.
7. Parents and students agree to return the device and all components to the school in the same condition the device was issued to the student.

Name: _____ Grade: _____

School: _____

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy, associated administrative regulations, and this user agreement, and I agree to abide by their provisions, including the District's guidelines for responsible online behavior and use of social networking websites. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources or other disciplinary action in accordance with the District Disciplinary Guide.

I understand this user agreement and agree to abide by it.

Student's signature: _____ Date: _____

Parent Agreement

I have read the District's technology resources policy, associated administrative regulations, and this user agreement. In consideration for the privilege of my child using the District's technology resources, I hereby release the District, its operators, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, these resources, including, without limitation, the type of damage identified in the District's policy and

administrative regulations.

I understand that my child's use of the District's technology resources is not private and that the District will monitor my child's activity.

I understand that the District uses certain cloud-based (online) applications, meaning applications such as Google Apps for Education, Office 365, Teams, or a Learning Management System (LMS) that allow authorized individuals to access student information, including assignments and grades, through the Internet for school-related purposes. A list of online applications and the nature and type of student information used is available by request.

I give permission for my child to access the District's technology resources, including District-approved online applications, and certify that the information contained on this form is correct.

I am authorizing the issuance of a mobile learning device to my child. I understand that the device is to be used as a tool for learning and that my child will comply with the Wrangell Public School District Responsible Use Guidelines.

I understand that my child and I as the parent are financially responsible for any willful, malicious, or accidental damage to the device. I understand that my child may lose future loan privileges of a device if it is either damaged or not returned in accordance with the checkout procedure.

Parent Signature: _____ Date: _____

CURRICULUM AND CLASS SELECTION

Wrangell High School reserves the right to accommodate the needs of all students and will register and provide priority registration to full-time Wrangell High School students. In the event that a specific course has a cap on student numbers, full-time WHS students would receive a priority status and be registered prior to any part-time WHS students requesting the same course.

A high school program should help prepare you to be a fully functioning citizen, able to support yourself, to live happily and productively, and to be able to adapt and grow with the changes that come through the years; in other words, to become a lifelong learner. High school courses, therefore, include required general education courses as well as the electives, which allow a student to train for a vocation, explore career options or pursue areas of interest. Students are encouraged to plan a full four-year program upon entering high school so that they can fit in the required courses along with the classes they want to take, considering prerequisites and course availability.

HIGH SCHOOL GRADUATION REQUIREMENTS (See AR-6146a and AR 6146b)

General Graduation Requirements

These include successful completion of the 26-credit Standard Diploma (see below) and 8 semesters of coursework. The 8 semesters of coursework may be waived for students wishing to graduate early. In order to be a candidate for early graduation, a student must have 18 credits earned by the first day of their third year of high school. Students must still obtain the 26 credits necessary for graduation. Student early graduation requests must be submitted to the office of the Superintendent by the first day of school in the school year from which they intend to graduate early. High school credits earned in Junior High/Middle School before grade 9 will be entered onto the students high school transcripts by the first semester of their 9th grade year. Teachers will recommend courses in Math and Language Arts that will best prepare them for college and career readiness tests.

Courses to be completed to satisfy graduation requirements include:

***PE:** PE credit can be met at a rate of 1/2 credit for successful completion of a Wrangell High School ASAA sanctioned sport. Coaches submit end of season rosters to the activities director who in turn submits completion notices to the registrar and the building administrator. These credits will not be reflected on the student transcript until the end of the year of the student's participation. The credit will be listed as a Pass credit on a

student’s transcript. Only one (1) credit of PE from high school sports will be allowed to count toward the credit requirement for graduation.

Language Arts: For a Standard Diploma, students must earn four credits of English. To receive an Advanced Diploma, at least two courses must be from World Literature, American Literature, Novel Studies, or College English.

Mathematics: A Standard Diploma requires a minimum of three courses of Math. To earn an Advanced Diploma, a student must earn four credits of math at, or above, the level of Algebra I.

Science: A Standard Diploma requires a minimum of three credits of Science. The Advanced Diploma requires four credits of Science.

Social Studies: To earn a Standard Diploma, a student must earn a minimum of three credits and pass semester courses in Alaska Studies and U.S. Government. The Advanced Diploma requires an additional semester of social studies.

Vocational credit: To earn a Standard Diploma, a student must earn 2 credits of Vocational Education. Students must earn at least one credit of computer literacy, ½ credit of Job Skills and at least ½ credit of Industrial Arts. The rest of the requirements can be met in Technology, Industrial Arts, Job Skills or OJT.

Fine Arts credit: To earn a Standard Diploma, a student must earn at least one credit of Fine Arts. An Advanced Diploma requires 3 credits of Fine Arts, one of which should be a Foreign Language. Fine Arts includes all art, music and foreign language classes.

Credits	Standard Diploma 26 credits	Advanced Diploma 28 credits
Language Arts	4 credits	4 credits
Math	3 credits	4 credits
Social Studies	3 credits	3.5 credits
Science	3 credits	4 credits
PE *	1 credit	1 credit
Health	0.5 credit	0.5 credit
Fine Arts**	1 credit	3 credits
Vocational Education***	2 credits	3 credits
Senior Project	0.5 credit	0.5 credit
Electives.....to meet total number of remaining required credits		

Advanced Diploma must maintain a minimum of 3.7 GPA

COURSE SELECTION

While many courses are not required for certain grade levels, some courses include sequences or pre-requisites. Care must be taken that students have the necessary courses at the right time.

Courses should be carefully chosen, with assistance from parents, the counselor, and teachers to provide the student with a challenging experience preparing him/her for the greatest possible opportunities after high school graduation. This most likely means taking advanced level courses in areas of interest and career needs. In some cases, courses are only offered on an alternating year basis - consult with the counselor for planning these classes. Generally speaking, students whose career choices will require a college education should take all the math and science courses they can, and should have course work in computers, fine arts, and foreign language. Students are encouraged to investigate requirements for the specific colleges they are interested in. Students planning vocational training after high school should also take math and science as well as the advanced courses in their fields, including independent study or on-the-job training programs, as available. Math is an important part of everyone's education in our age of advanced technology and all students are urged to take as much math as they can. Experience with computers is highly recommended, as are keyboarding skills. Students who do not know what direction they want to take after high school should explore a wide range of electives and plan a course of study which will leave as many options open to them after high school as possible.

Students have five school days to withdraw from a course from the start of each semester. To withdraw, students must complete a withdrawal form that includes parent, teacher and administrator signatures. Except under extenuating circumstances to be determined by the building administrator, students may not drop any classes after the first five (5) days of a semester.

ADVANCED PLACEMENT

Wrangell School District believes that all students have a right to engage with challenging lessons and rigorous materials. In most cases, this should be done through differentiation in the regular classroom. However, some students may require differentiation that is too extensive or requires too much individualization to be easily accomplished in the regular classroom. In those cases, students have the right to take advanced courses if they possess the requisite skills and knowledge to successfully complete those courses. Wrangell Public School District also believes that with successful completion of advanced courses, students should receive all credit and privileges that typically accrue with that completion. To support these beliefs, the following procedures and guidelines will be implemented:

- 1) Teachers will conduct a yearly screening process to identify students who may benefit from advanced placement.
- 2) For those identified, an independent student team will be created that will evaluate the student's readiness for advanced placement.
- 3) Consideration will be given to the impact of advanced courses on graduation and future course selection opportunities.
- 4) Students accepted into advanced courses are expected to meet all of the academic and behavioral expectations typically required of the advanced class.
- 5) Any costs associated with advanced placement are the sole responsibility of the student and/or their family. (see Gifted Plan of Service Exhibit 6155 for additional details).
- 6) Approval of the Principal/building leader will be required for all advanced placement.

INDEPENDENT STUDY

Wrangell Public School District also believes that students should take charge of their own education and explore and develop their personal academic/artistic interests. To facilitate this belief, Wrangell students are encouraged to take independent coursework. In order to take an independent course, a student must:

- 1) Identify a specific course they wish to take.
- 2) Work with a teacher/principal to organize an Individual Student Team consisting of the student, a parent/guardian, a teacher and an administrator. The team will consider the academic appropriateness of the course, the student's ability, focus, work ethic and unmet graduation requirements.
- 3) In most cases, high school or college credit will only be given when the course is taken from an accredited institution.

Students are discouraged from taking independent courses to replace classes offered by the Wrangell Public School District unless the independent course is significantly more rigorous than the Wrangell Public School District class or if it helps alleviate a scheduling conflict.

Teachers may also recommend independent courses for students needing remediation, credit recovery, or to alleviate scheduling conflicts of required courses. Students requiring online or distance delivery courses due to these reasons will be reimbursed for the costs of the class as long as the student earns at least a 70% in the course and the course covers the Alaska State Standards.

Costs for all other independent courses is the responsibility of the student and his/her parents.

GRADING POLICIES AND PROCEDURES

Good study habits are essential for attaining a good education. The following are especially helpful:

- Set aside a time and place to study and review each evening, even when no specific homework is given.
- Ask for assistance from teachers when you need clarifications or if you have questions.
- Keep your notebook organized and always have textbooks, paper, and pens/pencils for each class.
- Attend school every day and display a positive attitude to your classmates and school staff.

Grades do make a difference! Beginning with the freshman year, all semester grades are averaged together for a cumulative grade point average (GPA) - a number that colleges, many vocational programs and most scholarship selection committees look closely at when making admissions and award decisions. Courses taken on a Pass/Fail basis will appear on your permanent course record (transcript) but will not be included in the cumulative grade point average (GPA). Eligibility to participate in sports and activities also depends on grades.

Students should use PowerSchool to keep track of their own grades in each class as they progress through the quarter. At the first sign of trouble in a class, students should see the teacher and ask for help. The counselor is also available to assist. Don't let a grade problem get out of hand. Deal with it as soon a problem exists.

At the end of a quarter, a teacher **may**--at their discretion--grant a student who is failing a temporary grade of Incomplete. An "Incomplete" will typically be given to those students who demonstrate effort, but have not completed all requirements for the course. The student will then have 2 weeks to complete missing assignments or redo work that was not mastered. At the end of 2 weeks, the teacher will assign a letter grade based on all the work the student completed during the quarter and the 2 week grace period.

Test Retakes to improve their grades. Teachers **may**--at their discretion--allow students to retake a test to improve/assess their understanding of the material and to be better prepared for the end-of-semester exam.

Report cards will be issued at the end of each academic quarter. Students should maintain (log) their own grades in order to stay informed regarding their own academic progress. They should be familiar with the individual teacher's weighting of tests, quizzes, projects, homework, etc. for determining quarterly grades.

A complete record of grades earned, activities, conduct, test results, and attendance is maintained in the High School office. Each student has a permanent record on file with the school. The permanent record shows the courses taken, grades, number of credits earned, and attendance. The cumulative personal folder contains test results, biographical data, medical records, citizenship information, and pertinent documents relating to the student's education.

EXAMS

At the end of each semester (**December and May**), most high school classes will give a final exam or major project. Every student must take the exam or complete the project or obtain a grade of zero. Absence from an exam is only excused by a doctor's note, funeral or extreme special circumstances (approved by principal). A student who is absent must be reported to the principal by his/her parent/guardian. The teacher and school administration can only arrange make-up exams. Seniors do not have to take 2nd semester final exams unless they are seeking college credit.

TEXTBOOKS

Students may be issued textbooks, and all books will be identified with the book number and student's name. It is the responsibility of the student to return the book in good condition with allowance made for general wear and depreciation. The student will be responsible for paying established fees for book damage or loss. Grade cards and/or transcripts may not be mailed until all fines or fees are paid.

PARENT-TEACHER CONFERENCE

Conferences will be held after the first quarter. Additional conferences may be held throughout the school year. Parents/guardians will be notified in advance through email, social media, radio and/or newspaper. A parent/guardian may request a teacher conference at any time by calling the teacher or the high school.

TUTORIAL/AFTER SCHOOL ASSISTANCE

Stikine Middle School students will be able to access the Study Café until 4:30 p.m. Night school assistance is available from 7:00-9:00 p.m. Monday

through Thursday for both middle school and high school students. Students are encouraged to request additional assistance from individual teachers.

HONOR ROLL

An honor roll will be made at the close of each quarter. A student must have an average of 3.5 or higher to be eligible. Students must be enrolled in a minimum of six classes, four of which must be graded, to be eligible for honor roll. Students will be placed on the Principal's Honor Roll if their GPA is 4.0. Students will be placed on the Honor Roll (A-Average) if their GPA is in the 3.50-4.00 range. Students will receive an Honorable Mention (B-Average) if their GPA is in the 3.00 - 3.49 range. Students will not be placed on the honor roll if they have Incompletes, D or F grades regardless of their overall GPAs.

SALUTATORIAN AND VALEDICTORIAN SELECTION

The Wrangell Public School District's selection for Valedictorian and Salutatorian will be based on GPA.

Final GPA ranking on transcripts will be reviewed by the Counselor and Principal. If there is a tie, both students will have the same rank, but subsequent ranking numbers will be reduced accordingly.

Any infraction of academic integrity (plagiarism or cheating) at any time during a student's high school career will make a student ineligible for consideration for Salutatorian or Valedictorian.

In order to be considered as valedictorian/salutatorian, a student must be enrolled full-time at Wrangell High School their entire 11th and 12th grade year. Any disciplinary action related to academic honesty, including cheating and plagiarism, will disqualify a student from being considered valedictorian/salutatorian.

TRANSCRIPTS/FINAL GPA RANKING

Wrangell High School transcripts will only reflect courses taken at Wrangell High School and other accredited institutions. **All credits received from accredited high schools will be factored into a student's individual GPA. This includes any on-line, telecommunication courses.** Credit toward graduation will be calculated using only credits from accredited institutions. Parents may petition administration for non-accredited coursework to be accepted as Wrangell High School elective credit. The determination will be based on supporting evidence of the academic rigor of the questioned course work and will be determined on a case-by-case basis. Pre-approval of non-accredited courses is required for credit

consideration. The building administrator will make the final decision. Any graded non-accredited institutional credits accepted by the administration will be factored into the individual student's GPA and will show up on transcripts. Non-accredited institutional courses not accepted by the administration will not be placed on Wrangell High School transcripts.

PROMOTION/ACCELERATION/RETENTION (see BP-1523 and AR6146 (c))

In general, Wrangell Public School District believes that students should progress with their peers through the grade levels. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual children and include strategies for providing extra attention, assistance or enrichment when needed.

The high school program is based on credits earned. Students are considered as seniors if, at the beginning of their 4th year in high school, they have received at least 18 credits. Students who start their 4th year of high school with less than 18 credits are considered to be "credit deficient." These students will not be allowed to participate in senior activities, but will be allowed to have senior pictures. If they take additional credits during the year they may graduate with their class providing all criteria for graduation have been met. Parents of "credit deficient" 4th year students will be notified in writing of their child's academic/credit attainment status at the beginning of the fourth year. Freshmen, sophomores, and juniors are indicated by the number of years they have been in high school: freshman (1 year), sophomores (2 years), and juniors (3 years).

Acceleration

Acceleration is possible when high academic achievement is evident. However, the student's social and emotional growth shall be taken into consideration before placing him/her in a higher grade.

Retention

The School Board recognizes that research indicates that very few children benefit from being retained during the elementary and middle grades. The Superintendent or designee shall promote alternatives to retention among certificated staff.

When a teacher believes that retention is necessary to meet a student's needs, he/she shall ask the principal to establish a student study team to consider the child's academic, social and emotional performance. The student's parent/guardian shall be invited to participate on the student study team. Before retaining a student, the principal or designee shall determine that:

1. The student has not met grade-level standards of expected student achievement.
2. Remedial help for the student has not sufficiently prepared the student for advancement.
3. Appropriate treatment targeted to the student's needs will be provided in addition to retention.
4. The student's parent/guardian has been notified and given reasons for the retention.

Parental agreement is suggested, but not required, for retention.

PART-TIME ENROLLMENT (Refer to AR5111.2a)

- A. Students may be eligible to enroll for less than a full-time schedule. In order to do so:
 1. Parental permission must be obtained.
 2. A request must be accompanied by a recommendation from the counselor.
 3. A request must receive the approval of the principal.
- B. Students are not to be on school grounds during the regular school day when they are not involved in activities related to class work. Violations of this rule or otherwise abusing the privilege of such special arrangements may be cause for disciplinary action.

WITHDRAWAL

A student wishing to withdraw from school must have written authorization from a parent/guardian, inform the administration, and take a withdrawal slip and all assigned textbooks to each teacher from whom the student is currently taking a course. The librarian will verify that books have been turned in to the library. Any fines must be paid prior to withdrawal.

Date of withdrawal from W.H.S. will be shown on the transcript. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay. The student's next school will request these transcripts in order to signal an official transfer. An interview with the counselor and administrator is required for all students who wish to drop out of high school and not enroll in another high school.

COLLEGE/CAREER TESTING RECOMMENDATIONS

At Wrangell High School, we offer the SAT, ACT, PSAT/NMSQT, and ASVAB testing. College entrance tests (ACT & SAT) are important tests that colleges use for admissions decisions as well as scholarship committees. The PSAT/NMSQT helps prepare 9th, 10th, and 11th graders for the SAT - and for the 11th graders, this test is the qualifying tool for the National Merit Scholarship Program. The Armed Services Vocational Aptitude Battery

(ASVAB) is administered once a year by the United States Armed Services and provides students with some great vocational information.

SPORTS, CLUBS AND OTHER EXTRACURRICULAR ACTIVITIES

The foundation of any good education is academics, the activities, lessons and skills taught in classrooms. However, Wrangell Public School District also believes that sports and other extracurricular activities can be of tremendous benefit to students, and we encourage all Wrangell students to participate in these after school activities.

Most years, Wrangell High School offers the following sports, organizations and activities.

Cross Country	Honor Fest Music	Art Club
Volleyball	Pep Band	National
Wrestling	Cheerleading	Honor Society
Basketball	Close-up	Student Government
Tri-M	Swimming	
All State Music	Art Festival	

Stikine Middle School offers:

Basketball	Volleyball
Wrestling	Student Government

Eligibility

Participants must maintain the academic and behavioral standards expected of Wrangell students. To gain and maintain eligibility for sports and extracurricular activities, students must:

- 1) Adhere to all ASAA regulations and state and city/borough laws.
- 2) In order to travel or participate in any event, game or tournament, a student must maintain a "C" average (2.0 GPA) and can have no grades below a "C-" in any class. At the coach's discretion, students may participate in practices with less than a "C" average (2.0 GPA).
- 3) All second-semester freshmen, sophomores and juniors, as well as seniors who are not on track to graduate, must have passed at least 2.5 units of credit, or the equivalent, toward graduation, during the previous semester
- 4) Be enrolled in five eligible (according to ASAA policies) classes.
- 5) Agree to Wrangell Public School District's random drug testing policy.
- 6) Have no involvement with tobacco substances during the school year. Students caught using or in possession of tobacco will not be eligible for fifteen (15) calendar days of regular season. If the infraction occurs

during the last fifteen (15) days of a season, the remaining days of ineligibility will be assigned during the student's next activity season.

- 7) Have no involvement with alcohol, marijuana, or other illegal substances during the school year.

Students caught using alcohol, marijuana, or other illegal substances will not be eligible for twenty (20) calendar days of regular season. If the infraction occurs during the last twenty (20) days of a season, the remaining days of ineligibility will be assigned during the student's next activity season. Students may also be required to complete a district approved assessment/intervention plan and agree to submit to periodic drug testing.

For a second offense in a high school career, the period of ineligibility will increase to ninety (90) days. If less than ninety (90) school days are left in the school year at the time of the student's infraction, the period of ineligibility and the requirement to complete a district-approved drug assessment/intervention plan will carry over into the following year.

For a third offense in a high school career, ineligibility will last for twelve (12) calendar months.

- 8) Students are also expected to disassociate themselves from situations where alcohol or drugs are being used illegally. Students who attend parties or other gatherings where alcohol or drugs are being used illegally shall be excluded from participation in all extracurricular activities for a period of twenty (20) school days following the incident.
- 9) Students who engage in sexual or violent assault of another person will be ineligible for all extracurricular activities.
- 10) Students must comply with the guidelines of the coach/advisor regarding curfew, travel times, practices, etc. Students who do not conduct themselves appropriately during school trips will be returned home at parent's expense and will be ineligible for future travel for a period of time appropriate to the offense.
- 11) Students must have no serious classroom discipline infractions during the season of the sport or activity. Students will be ineligible for at least one school week (5 days) for any infraction that results in a suspension.
- 12) Students must maintain academic integrity in all of their classes; i.e., no plagiarism or cheating of any kind. For the first infraction of the year, students involved in extracurricular activities will be ineligible for the next game, tournament or event. For the second offense of the year in any class or combination of classes, students involved with extracurricular activities will be ineligible for the rest of the season.
- 13) Students must not miss more than ten (10) days of school for any class in a semester. Days missed because of school travel do not count towards the 10 days.
- 14) Students may not practice or participate in any after school activity on the same day they missed school because of illness.

Eligibility will be checked weekly.

- 1) In weeks without competitions or events, students will submit their grades to their coaches or the Athletic Director for review. At the coach's discretion, students who fall below a C- in any class may still practice, but will be encouraged to raise their grade to the 70% minimum.
- 2) In weeks with competitions or events, the Building Leader or his/her designee will check eligibility. Any student falling below a "C-" in any class will not be eligible to participate in that week's competition or event including those held at "home."
- 3) Infractions of behavior expectations can result in ineligibility ranging from a single event or competition to the entire season depending upon the severity of the behavior.

High school students in extracurricular activities are also expected to complete community service hours:

- 1st activity = 8 hours;
- 2nd activity = 6 hours;
- 3rd activity = 4 hours.

General Sports Requirements

- 1) All students must have a current physical on file.
- 2) All students must have 10 days of practice before competition.
- 3) If a student is currently eligible and participating in another sport at the time of a second season start, the 10-practice rule is reduced to 5 practices to establish eligibility.

Transportation Of Students

Travel by students, whether traveling for activities or for curriculum activities, should be either by Alaska Airlines and its partners or by the Alaska Marine Highway System ferries or Inter-Island ferries whenever possible.

If short field trips or activity travel warrants the use of a smaller boat, the following criteria needs to be met before travel can take place:

- The captain of the boat, the school district administration and coaches can make the decision to cancel the trip;
- Maximum weather conditions - no more than three (3) foot seas and winds of no more than 15 miles per hour;
- Cancellation of trip if temperature goes below 20 degrees;
- Temperature, tide change, and wind velocity will be taken into consideration;

- Captain will be at least 21 years and have experience transporting passengers and preferably be USCG approved;
- Captain will give a safety briefing before the trip starts - including a demonstration of putting on life vests.

For road travel on field trips and activities, the following criteria needs to be met before traveling:

- With groups of students of 15 or more, a certificated bus will be required for transporting students;
- With groups of less than 14, a 15 passenger van may be used to transport students;
- If possible, a certificated bus driver will be hired to transport students.

Traveling students must be in all classes on the day of travel, up until departure, to be eligible for participation. If students are leaving during the day before school starts, or are leaving early enough that they are not required to come to school (midnight - 9:30 am) then they must be in all classes the entire day before travel. The only exceptions would be with a physician's/nurse's note or to attend a funeral.

Traveling students must also attend all classes on the day after travel according to the schedule indicated in the next section, unless they have a note from a doctor or health center nurse. Advisors and coaches have the authority to tell a student they may stay home the following day if the student has gotten sick on the trip. Students who do not return within the time frames given will not be eligible for the next traveling event.

Students should return to school within one hour after their return to Wrangell. They should plan on arriving at the next closest time for a class change within that hour. If the students arrive after 1 pm, they will not be required to return to school. If students return to town later than midnight, they must be at school by the beginning of the 2nd hour.

On trips, students must utilize school arranged housing and transportation options unless alternative arrangements have been authorized by the school administrator or designee prior to the trip. Students wishing to house or visit family or friends while on a school trip must have written permission on file with the school prior to leaving on the trip. Without prior arrangements, students may not be passengers in vehicles operated by drivers who have not been authorized by the school administrator or designee. This includes personal and family vehicles.

Class/Club Meetings

All Class/Club meetings must be communicated to the building secretary 24 hours prior to the meeting time in order to secure a location and approval. Class/club meetings will be held as scheduled by the class advisor/sponsor. An advisor/sponsor must be present at each meeting. Parliamentary Procedure should be followed. An Agenda should be posted prior to the meeting. The secretary, or other designated student, should take notes

during the meeting. A copy of the Agenda and the meeting notes will be forwarded to the principal within two school days after the meeting. Continuous failing grades or habitual inappropriate school conduct could result in removal as class/club representative.

Extracurricular Music Events

All participants in SE Honors, All-State, Music Fest, and State Solo/Ensemble must meet the activity travel eligibility including academic eligibility and the code of conduct expectations. Students participating in a state activity (All-State or State Solo/Ensemble) must also meet booster travel criteria. Pep Band students must sign up for the activity and participate in after school rehearsals. Students involved in Basketball, who are not on the traveling team, can still play in Pep Band with director's approval, providing they declare themselves as members of the Pep Band within the first two weeks of the season. Failure to meet any of these requirements, on time, will result in the inability to participate in practice or competition until resolved. Annual concerts for the music department are an extension of the classroom and not considered extracurricular music events.

Student Government

The student government is a learning opportunity for students to develop and promote a commitment to citizenship, scholarship, leadership, human relations and cultural values. Student government teaches and provides the means through representative government to develop decision-making skills. Classes report their activities and concerns through their elected representative to the government. Government activities and decisions are in turn reported back to classes, organizations, administration, and the School Board. Desires and decisions of the student government are communicated to the administrator, faculty, and school board through the student government's school board representative.

The student government consists of elected Associated Student Body Officers (president, vice president, secretary and treasurer), class representatives from each class, and representatives from various organizations. Government meetings will be called as needed. All meetings will be posted in the bulletin to remind students, faculty, and administrators when the meeting will occur. An agenda will be available prior to meetings and Parliamentary Procedure along with Robert's Rules of Order will be followed during meetings. Student government will be subject to all responsibilities of other activities. Continuous failing grades, drug or alcohol charges, or inappropriate conduct could result in removal as an officer or representative.

National Honor Society

Seniors, juniors, and second semester sophomores with a minimum 3.75 grade point average are eligible for selection. Selection is also based upon

leadership, service and character. Members must maintain the high standards, which warrant their election, or they will be dropped from the society. National Honor Society members receive special commendation upon college entrance.

Tri-M

Students with a cumulative GPA of 3.5 and enrolled in a school sponsored music ensemble and/or class for at least one semester of the current school year are eligible for induction into the Tri-M Society. Students are expected to take on service projects, either individually or as a group. Service projects will be discussed at the Tri-M meetings. A joint Tri-M/NHS Induction Ceremony is held each spring after candidates have been identified and their GPA's certified.

ASSEMBLIES

Assemblies are held when considered necessary and important. Students are expected to behave in a manner appropriate for the assembly they are attending.

DANCES

All school dances must obtain Authorization Forms and dance policy information from the HS Office. The advisor plus five additional chaperones, (three of which must be faculty), must attend dances. It is the advisor/sponsor responsibility to ensure that at least six chaperones are in attendance before the dance can begin. Chaperones must sign the form, which is approved by the advisor and administrator five days prior to the event. Any forms turned in less than 5 days prior may be denied. The dance form and DJ form must be filled out and brought to the office along with the other forms. A "Dance Permit" is also required from the Wrangell Police Depart for any dance that "breaks" the legal curfew.

- Students will not be allowed in the dance 45 minutes after the scheduled beginning time (except for sports participants at homecoming);
- Students may not leave and return while dances are in progress;
- Slam dancing is not permitted, nor any type of dancing where there is aggressive contact. Students may be asked to leave the dance;
- 'Dirty Dancing' and grinding which involves inappropriate sexual movements is not permitted and students may be asked to leave the dance;
- Chaperones have the right to refuse admission to any student or they may require a student to leave the dance if they feel it is necessary;
- All school policies must be observed;
- The organization putting on the dance is responsible for cleaning the facility;

- If the school stereo system is used, the organization putting on the dance is responsible for any damage done to the equipment. The advisor/sponsor is responsible to ensure that all equipment is securely returned at the end of the dance. No equipment should remain unattended or left overnight. Administration must be notified in the event of any theft or damage;
- All regular dances are restricted to currently enrolled high school students attending an accredited high school. Guests to homecoming or prom must be under 21 years old and must be either a currently enrolled (for full semester) high school student in an accredited high school or a high school graduate. Guests must be registered with the office at least five days prior to the event. For prom and homecoming, this would be by the end of school on Monday the week of the dance. Individuals other than currently enrolled students who have been convicted of misdemeanors related to drug and/or alcohol possession or consumption will not be permitted to attend. An individual who has received a high school diploma through a state-sponsored General Education Development (GED) testing program is considered a high school graduate for purposes of this policy. Picture ID with date of birth may be requested.
- If the dance includes another school, the WHS advisor is responsible for informing the other school that their chaperones are required to attend if their students are attending.

USE OF SCHOOL FACILITIES

All activities must be registered with the High School Office to keep track of the district events and help ensure that events do not overlap. A facility request begins with completing a Facility Use form, which needs to be turned into the High School office. If activities involve the use of school facilities, the activity must be registered with the High School office for approval and to avoid conflict in the use of facilities.

ATTENDANCE

Wrangell High School acknowledges a direct relationship between learning and student attendance. All students are expected to be in school and on time for instruction.

The school also recognizes that student attendance is affected by decisions made by school personnel as well as by students. School based decisions thus need to be made in a manner that maximizes student instructional time using the following guidelines:

- To the degree possible, extracurricular activities schedules and travel plans should be designed to minimize student absences.
- All school-sponsored activities that result in student absence from the regular instruction should include study time planned in advance of the

trip. The school's faculty should be advised of these plans so teachers can send individual assignments, quizzes, exams, or related materials with the student, coach or advisor.

- Student absences are not to impact the pace of instruction/learning for those students in regular attendance. This principle should guide the design of the high school master schedule as well as influence individual course planning.
- A school's calendar should be prepared in a manner that includes consideration of those days when large numbers of students will be predictably absent.
- Individual student absences will be dealt with according to the following statements:
 - A. Although problems related to attendance are individual in nature and will be dealt with on an individual basis, **absences over ten (10) per course, per semester will require the student and an adult representative to petition the Administration for credit for the semester.**
 - B. **Excused vs. Unexcused Absences** – Excused must have a note or phone call from the parent excusing the student. They are permitted to make up their work. Unexcused absences are those that have not been cleared by a parent as a legitimate absence and work cannot be made up. **Both situations will count toward the 10-day attendance policy. Both in-school and out-of-school suspensions count toward the absence totals for a given semester.**
 - C. Attendance at school-sponsored activities will not be counted as absent from school. The student, however, will be responsible for the work missed.
 - D. Students who miss school for any reason will have the responsibility to accomplish the learning they have missed. Such learning will often be represented by class assignments during the time they have missed.
 - E. If the student has prior knowledge of a **planned** forthcoming **family trip** (or medical, etc), he or she must obtain an **advanced leave form from the office at least 24 hours ahead of leaving so that teachers have time to complete the form and assign the work that will be missed.** The leave form must be signed by a parent and turned into the office, where it will act as a contract between the school and the student. Work required on the form must be turned in to the teacher on the day the student returns to school unless prior **written** arrangements have been made between the student and the teacher. **If the contract is fulfilled, the days will not be counted towards the allowable ten (10). If students do not turn in the work on the first day they return, the missed days will count towards the allowable**

- ten.** Advanced leave slips are not intended for routine absences; they are intended for excusing family travel.
- F.** Any absences due to medical reasons will not count towards the allowable ten (10) days **as long as a doctor's note is turned into the office.**
- G. Students who accrue more than the allowable ten (10) days of absences will need to petition the Attendance Committee for credit. The Attendance Committee will consist of the building administrator, a teacher and the counselor.**
- H.** Parents are requested to call the school by 9:00 a.m. to advise the school of the student's absence. This will be in place of the written note from the parent. School personnel will call the parents of any student who is not in school when conditions warrant such action.

Students are expected to be in school, and on time, unless they have an excused absence. When a student is absent, the parent or guardian should call the school to report the absence or send a handwritten note on the day the student returns to school. Students who bring parental notes but display a pattern of excessive absences, tardiness, or early dismissal will be referred to the principal, who shall investigate the absences and recommend appropriate corrective action.

School attendance is directly related to academic achievement and the development of good habits, which are important to the world of work. Optimum student attendance is a cooperative effort whereby parents and students take an active role in accepting responsibility for good attendance.

Every effort should be made so students do not arrive at school prior to 8:00 a.m. (unless they are assigned to the 7:45 a.m. Zero Hour classes). Staff supervision does not begin until that time.

In order to encourage attendance at school, the following procedures will be followed:

- The teacher will take roll each day in every class.
- students who are tardy to school/class must sign in at the office. Teachers will keep track of unexcused tardies and address habitual problems.
- the school will send a letter to parents of students with poor attendance noting the 5th and 9th absences in a semester.
- student participation, which may be affected by attendance, will be included in student evaluation procedures.

Work Due To Absence From School

- Work (tests, assignments, projects, etc.) known prior to the absence will be due on the day the student returns to school. Extensions may be granted at the discretion of the teacher.

- ***It is the student's responsibility to see each of his/her teachers for make-up work on the day the student returns to school following any absence.*** Absent students will be expected to make up all work missed one (1) day after they return. Teachers may grant extensions for make-up work; however, the extension is not to exceed ten actual days from the day the student returns to school. All work not made up within the time limit will be counted as a zero.
- Students who cannot make up work missed during class sessions should plan to remain after school, if necessary.
- Students wishing to get homework assignments before returning to school should call the school secretary or ask a friend in their class to get work for them.

Students Leaving School Premises

Accurate records shall be kept regarding every student's absence from school property during the times classes are in session. Students will be permitted to leave school prior to dismissal **only with prior** parental permission. A parent/guardian will be notified in advance of any student who requests to leave school premises before the end of the school day. Efforts will be made to contact parents when students are 'AWOL' from school/class. Students skipping school will be issued an after school detention; failure to serve this detention will result in an in-school suspension for willful defiance. Except at lunch, (see Open Campus below) **students may not leave school grounds during the day unless they have checked out with the office staff.**

Any time a student comes to school tardy or leaves school grounds and then returns (unless a field trip, etc. with class) **must report directly to the office.**

"Open Campus"

Wrangell High School & Stikine Middle School OPEN CAMPUS (STUDENTS LEAVING SCHOOL PREMISES) BP5112.5 Wrangell High School & Stikine Middle School students are permitted to leave the school campus during lunchtime as established by the Wrangell School Board. By allowing our students to leave campus during the lunch period, the Board entrusts them with an opportunity to learn responsibility and demonstrate good citizenship. **Students must have a signed parent permission sheet turned into the school office prior to taking advantage of this opportunity.** "Open Campus" is a privilege. Students who abuse this privilege are subject to having their campus closed for an indeterminate amount of time depending on the situation. The district doesn't assume responsibility for the welfare and safety of students who leave campus during the lunchtime.

Students shall not leave the school grounds at any other time during the school day without authorization of their parents/guardians and permission of school authorities. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action.

Tardiness To School

Students arriving to school after 8:45 a.m. and up to 10 minutes late, will be considered tardy and must report to the office to receive a pass. Students will not be allowed into class after 8:45 without a tardy pass. Tardiness to school will be either excused or unexcused. A note or phone call from a parent/guardian must accompany the student explaining the reason for the tardiness; otherwise it will be considered an unexcused tardy. **An excused tardy is one that is due to a genuine necessity.** For example, illness, Dr. appointment, death in the family, court appearance, an emergency at home, etc. **Students will receive an unexcused tardy for oversleeping, returning home for forgotten materials, hair appointments, vehicle malfunctions, etc.**

Tardiness To Class

It is the responsibility of each student to be in his/her seat when the bell rings. Students should have a pass from their previous teacher or from the office when tardy during the school day. Any tardy pass from the office will be unexcused unless accompanied by a note or phone call from a parent/guardian. Tardies will be handled by the classroom teacher on a case-by-case basis. Teachers may assign detentions for tardies. Students who do not serve detention for tardies will be referred to the principal. At that time, parents will be notified and the student can expect extra time to be assigned for not serving the original detention. For habitual offenders, stronger consequences may be assigned, such as removal of off campus privileges, or removal from school activities. Students who are more than ten minutes late or are gone from class for more than ten minutes will be assigned an unexcused absence. This absence will count against the semester total ten allowed by the school board code.

STUDENT RIGHTS AND RESPONSIBILITIES

The importance of individual rights and responsibilities in school should be related to the broader rights and responsibilities encompassed in our society. For that reason, the following student rights and responsibilities are established as policy by the board.

It is the student's right to:

- Attend school in the district in which his/her parent or guardian reside.
- Express one's own unique personality with his/her personal differences, emotions, likes and dislikes.

- Accept that the school will be a safe place for all students to gain an education.
- Be afforded a fair hearing with the opportunity to appeal to a higher authority.
- Be represented by an active student government selected by free school elections.
- Request a review of grades, assignments, or tests.

It is the responsibility of the student to:

- Attend school daily, except when ill, and be on time to all classes.
- Express their opinions and ideas in a respectful manner so as not to offend or slander others.
- To dress so as his/her appearance does not substantially and directly endanger physical health or safety, damage property or interfere with the activities of others or detract from the learning atmosphere.
- Act responsibly, at all times taking into consideration the feelings of others and refraining from giving offense wherever possible.
- Be aware of rules and expectations regulating student behavior and conduct themselves in accordance with those guidelines.
- Refrain from keeping anything in his/her locker that is illegal, dangerous, or disruptive to others.
- Be willing to volunteer information in disciplinary cases should he/she have knowledge of importance in such a case.
- Take an active part in student government by running for office or conscientiously voting for the best candidates, and making his/her problems known to the administration through his/her representatives.
- Review questions with the teacher concerning assignments and grades before bringing grievances before a local administrator or the student government.

CLASSROOM/SCHOOL BEHAVIORAL EXPECTATIONS AND STUDENT CONDUCT

Respect of Staff

Students are expected to treat teachers and paraprofessionals with respect. They are to follow the common classroom procedures set by teachers/paraprofessionals and obey, without complaint, all lawful and reasonable directions and instructions of school employees. Consequences for infractions will range from classroom detention to expulsion depending upon the severity and frequency of the infraction.

Insubordination

Students are expected to follow all lawful, reasonable requests made by school personnel. Failure to respond to written or verbal directions given by school personnel is considered willful defiance. Violations may result in

detention, in-school, out-of-school suspension or even expulsion depending on the frequency and severity of the offense.

Class time

Both students and teachers should work hard to minimize disruptions during class time. Students are expected to be in their seats and ready to work at the start of each class period. Consequences for disrupting class time will range from classroom detention to expulsion depending upon the severity and frequency of the infraction.

Academic integrity

Academic honesty is not simply expected from Wrangell High School students; it is demanded. Students will perform honestly and succeed through the production of their own work. The following are prohibited: **cheating** (actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work); **falsification** (verbal or written statement of any untruth, including the production of forgery or use of forged writing); and **plagiarism** (the unattributed use of another person's words, writing or ideas). Infractions of academic integrity will result in severe consequences. The first offense of the year will result in a zero on the assignment in question. Students involved with extracurricular activities will also be ineligible for the next game, tournament or event. The second offense of the year in any class or combination of classes will result in an automatic F in the class where the infraction occurred for the grading period in which the infraction occurred. Students involved with extracurricular activities will be ineligible for the rest of the season. Students with any academic integrity infraction during their high school career will automatically be disqualified for consideration for Salutatorian and Valedictorian.

Harassment/Bullying

The School Board and staff of Wrangell Public Schools recognize that harassment and bullying can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork and increased absenteeism or tardiness. The Board and staff shall not tolerate the harassment of any student by any other student or district employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action, up to and including expulsion for students and dismissal for employees. This policy will be strictly enforced by the staff of Stikine Middle School and Wrangell High School. Bullying and harassment is defined as the repeated intimidation of others by inflicting or threatening to inflict physical harm; verbal, written or electronic emotional abuse; or intentional damage to another's property. Bullying/Harassment may include but is not limited to:

- Social Media: Facebook/Instagram/Twitter etc.

- Physical abuse
- Damage or theft of another's property
- Social exclusion from activities
- Verbal taunts
- Name-calling
- Rumors
- Innuendoes
- Drawings
- Jokes
- Gestures
- Pranks
- Put-downs relating to real or perceived differences (including culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability, disability, or other distinguishing characteristics).

All incidences of bullying and harassment should be reported to the principal and/or designee. Each complaint of harassment shall be promptly investigated in a way that respects the privacy and humanity of all parties concerned. All consequences for bullying and harassment are at the discretion of the Principal. Consequences for bullying or harassment will typically start with 1 day of in school suspension. Depending upon the severity and frequency of the incident, consequences could include multiple days of out of school suspension and recommendation for expulsion. Retaliation for reporting incidents of bullying or harassment is expressly forbidden.

Aggressive Behavior

Students and school personnel are entitled to a school environment free from threat and physical aggression. The following are prohibited: **threats** conveyed by gestures, notes, or verbal comments that imply or explicitly state an intent to cause bodily injury; **fighting** in which two or more parties strike each other. This may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger, harm or injury to either party, bystanders, or school property; and **assault**, the willful use of physical violence intended to cause bodily injury or the use of a dangerous object in an effort to cause bodily injury. Consequences for infractions will range from in school suspension to expulsion and/or police charges depending upon the severity and frequency of the infraction. Physical aggression or threats of physical aggression of any kind directed at an employee will result in an immediate recommendation for expulsion.

Inappropriate Language

Cursing or using abusive language including remarks intended to demean a person's race, religion, sex, national origin, sexual orientation, disability, or

intellectual ability is considered obscenity. Violation may result in detention, in-school suspension, or out-of-school suspension depending on the infraction and past student offenses.

Public Displays of Affection

The school is not an appropriate venue to show intimate affection (hugging, kissing, sexual gestures, etc). Students who are observed violating this directive will be sent to the office for a conference with the principal and the students' parents. Repeated infractions can result in in-school suspension.

Personal Electronic Devices

Student owned electronic devices are a major source of classroom disruption and interrupted learning. Most of these devices should be left at home. Students who choose to bring their devices to school should only use them before and after school, at lunch, or between classes. Teachers may, at their discretion, allow students to use their devices in the classroom for educational purposes. These devices should not be seen or used in the class except with explicit teacher permission and supervision. This includes phones, airpods and other listening devices. Students who choose to use or have their electronic devices visible during class time will face disciplinary actions ranging from detention and confiscation for a day to out-of-school suspension.

Food and Drinks

The consumption of food and drink should be confined to the commons area. Students are not to eat or drink in the hallways or outside of their lockers. Teachers may, at their discretion, allow some food and drink in their classrooms. Consequences for not adhering to this expectation can range from confiscation of the food/drink item to detention.

Dress Code

Distracting student dress and hairstyles will be dealt with when needed; this policy is by no means all-inclusive. Please adhere to the following:

- Hats and other headgear have proven to be a disruption to the learning environment; therefore, we expect hats, hoods, sunglasses, earbuds and other items disruptive to the learning environment to be removed when entering classrooms. Students will be allowed to wear hats, headgear, etc. in the halls and common areas, but it is prohibited everywhere else in the building including the library and the shop. Abuse of this rule by the student will result in headgear being confiscated and only returned to the student at the end of the day; habitual abuse of this rule will be treated as direct insubordination and may result in in-school suspension.

- Clothing and/or jewelry that displays messages or illustrations pertaining to or representative of sex, drugs, alcohol, illegal substances or activities, violence/death, or curse words are not permitted. Clothing that exposes the entire shoulder such as tube tops, spaghetti straps, or similar low cut clothing may not be worn unless covered by a blouse or a shirt. Clothing exposing the torso/midriff, either front, back or sides, shall not be worn; pants that are cut too low (low riders) and expose undergarments when sitting or standing are prohibited. Mini skirts, mini dresses, and short shorts are not permitted; hemlines shorter than the mid thigh are not permitted. Administration reserves the right to determine if clothing, not specifically stated in this section, is inappropriate or disruptive to the learning environment. Administrative discretion will be exercised in all situations.

Unauthorized sales

All sales on school premises must have prior written permission from the principal.

Tobacco Products

Students are prohibited from using or possessing any tobacco product or device used for tobacco use on school premises. This includes cigarettes, chew, vape products, etc. Students violating this policy will face consequences ranging from out of school suspension to expulsion depending upon the frequency and severity of the infraction. Students may also be required to attend a substance abuse counseling/training as a condition of continued attendance. Extracurricular eligibility may also be impacted.

Drugs and Alcohol

A student who for the first time possesses, uses, or is under the influence of either alcohol or any controlled substance as defined by Alaska law on any school property or at any school-sponsored activity shall be immediately suspended from school for a minimum of 5 days. Re-admittance will require the completion by the student of a drug and alcohol use evaluation screening by an appropriate individual or organization and a re-admittance conference including the student, the student's parent(s) or guardian(s), and the principal. This conference may also include, at the school's discretion, an alcohol or drug abuse counselor. Consequences for a second offense in the same school year will include a recommendation of a minimum 30 day suspension. Law enforcement will also be contacted in all cases of drug and alcohol possession. Any student selling or distributing in any way alcohol or a controlled substance as defined by Alaska law either on school property or at any school-sponsored activity shall be immediately suspended from school. All information concerning the matter will further be turned over

to the Wrangell Police Department or other law enforcement agency. The principal will also recommend expulsion, and the superintendent shall bring before the School Board at either the Board's next regular meeting or at a special meeting called for this purpose his/her recommendation for possible expulsion of such student from Wrangell Public School District.

*****If the School Board adopts any other drug policy, it will supersede any or all of the above.*****

DISCIPLINE

Disciplinary Office Referrals are the basic means of communication between teachers and administration for those students who violate school rules/policies.

Depending on the nature and severity of the offense, the administration may:

- Schedule a student conference to alleviate the problem.
- Schedule a student and parent conference to alleviate the problem.
- Assign after-school detention.
- Recommend an In-School Suspension (ISS).
- Recommend an out-of-school suspension (OSS).
- Recommend an out-of-school suspension and a mandatory conference with the principal having the parent and the student present.
- Recommend an out-of-school suspension and a mandatory conference with the superintendent having the principal, student and parent present.
- Report to Law Enforcement
- Make a recommendation to the superintendent for expulsion.

The following Disciplinary Guide is just that - a guide. When determining consequences for infractions of behavioral expectations, school staff will consider context, severity, student demeanor, and previous disciplinary offenses.

Disciplinary Guide

Description	1st Offense	2nd Offense	3rd Offense	4th Offense
Dress Code Violation: Hats or inappropriate clothing	Warning and a request to remove hat or cover the clothing	Teacher detention	Principal Referral, lunch time or after school detention	Bump to Insubordination consequences
Inappropriate use of personal electronics: cell phones,	Confiscation and return at the end of the day.	Confiscation and return to parent/guardian	Referral to principal; Confiscation and no longer allowed	Referral to principal; Confiscation and no longer allowed

earbuds, etc.			possession on school premises for remainder of semester grading period. Possible bump to insubordination consequences	possession on school premises for the rest of the year. Possible bump to insubordination consequences
Misuse of school issued electronics: ipads, computers, etc.	Teacher detention; possible Principal referral, confiscation of device for 1-3 days and 1-3 days of In School Suspension	Principal referral and 1-3 days of In School Suspension and confiscation of device up to a week.	Principal referral 1-3 days of Out of School Suspension and confiscation of device for the rest of the grading period	Principal referral 1-3 days of Out of School Suspension and confiscation of device for the rest of the school year
Food & Drink in prohibited areas: hallways, classrooms, etc.	Reminder of rules and confiscation of food and drink	Teacher detention and confiscation of food and drink	Principal Referral, lunch time or after school detention, and confiscation of food and drink	Bump to Insubordination consequences
Tardiness	Teacher detention	Teacher detention	Teacher detention	Principal Referral, lunch time or after school detention; possible bump to Insubordination consequences
Disruptive Classroom Behavior	Teacher detention; possible Principal Referral and 1-3 days of In School Suspension	Principal Referral and min. 1-3 days of In School Suspension	Principal Referral and min. 1-3 days of Out of School Behavior	Principal Referral and up to 10 days of Out of School Suspension
Refusal to serve teacher detention	Detention time with teacher doubles	Principal Referral, lunch time or after school detention in addition to teacher detention	Principal Referral, lunch time or after school detention in addition to teacher detention; possible bump to Insubordination consequences	Principal Referral and 1-3 days of In School Suspension; bump to Insubordination consequences
Insubordination and disrespect of teachers	Teacher detention; possible Principal referral and 1-3 days of In School Suspension	Principal Referral and min. 1-3 days of In School suspension; possible Out of School Suspension	Principal Referral and 3 days of Out of School Suspension	Principal Referral; possible 10 days of Out of School Suspension; possible recommendation for expulsion
Disrespect of substitutes,	Principal Referral and min. 1-3	Principal Referral and min. 1-3	Principal Referral and 3 days of Out	Principal Referral; 5-10 days of Out

paraprofessionals, or other support staff.	days In School Suspension	days Out of School Suspension	of School Suspension	of School Suspension; possible recommendation for expulsion
Academic Dishonesty: Cheating, Plagiarism, etc.	Principal referral; a zero on the assignment; disqualification for valedictorian or salutatorian	Principal referral; No credit given for class	Principal referral; No credit given for class	Principal referral; No credit given for class
Profanity and Inappropriate Language: cursing, swearing, demeaning or abusive remarks, etc.	Teacher detention; possible principal referral and 1-3 days of In School Suspension	Principal Referral and min. 1-3 days of In School Suspension; possible 1-3 days of Out of School Suspension	Principal Referral and min. 1-3 days of Out of School Suspension; possible 10 days of Out of School Detention	Principal Referral and 10 day Out of School suspension; possible recommendation for expulsion
Aggressive, threatening Language	Principal Referral and min. 1-3 days of In House Suspension; possible 1-3 days of Out of School Suspension	Principal Referral and min. 1-5 days of Out of School Suspension	Principal Referral and 10 days of Out of School Suspension; possible recommendation for expulsion	Principal Referral and recommendation for expulsion
Aggressive Behavior directed at other students: fighting, threats and assaults	Principal Referral and min. 1-3 days of In School suspension; possible 1-10 days of Out of School Suspension and recommendation for expulsion	Principal Referral and 1-10 days of Out of School Suspension and possible recommendation for expulsion	Principal Referral and 10 days of Out of School Suspension and recommendation for expulsion	Principal Referral and recommendation for expulsion
Assault of school employee	Recommendation for expulsion			
Public Displays of Affection	Warning and a request to refrain	Teacher detention	Principal Referral, lunch time or after school detention	Bump to Insubordination consequences
Destruction of property, vandalism and theft	Principal Referral, Restitution and min. 1-3 Days of Out of School Suspension; possible expulsion and report to Law Enforcement	Principal Referral, Restitution and min. 5 Days of Out of School Suspension; possible expulsion and report to Law Enforcement	Principal Referral and recommendations for expulsion. Report to Law Enforcement	
Use or possession of alcohol or drugs	Principal referral and 5-10 days of Out of School	Principal Referral and up to a 30 days Out of	Principal Referral and recommendation	

	Suspension. Report to law enforcement	School Suspension. Report to Law Enforcement	for expulsion. Report to Law Enforcement	
Selling, distributing or bartering of drugs or alcohol	Principal Referral and 30 days of Out of School Suspension; possible recommendation for expulsion. Report to Law Enforcement	Principal Referral and recommendation for expulsion; Report to Law Enforcement		
Use or possession of Tobacco Products	Principal Referral and min. of 1-3 days of Out of School Suspension. Report to Law Enforcement	Principal Referral and min. of 3 days of Out of School Suspension. Report to Law Enforcement	Principal Referral and 10 days of Out of School Suspension. Report to Law Enforcement	Principal Referral and recommendation for expulsion
Sexual Harassment or accomplice	Principal Referral and a min. of 1-3 days of Out of School Suspension; possible recommendation for expulsion	Principal Referral and a min. of 10 days of Out of School Suspension; possible recommendation for expulsion	Principal Referral and recommendation for expulsion	
Sexual Assault or accomplice	Principal Referral and a min. of 10 days of Out of School Suspension; Report to Law Enforcement; possible recommendation for expulsion	Principal Referral and recommendation for expulsion. Report to Law Enforcement		
Weapon Free School	Principal Referral; immediate Out of School Suspension and recommendation for expulsion			

Any student who is **suspended** from school and is **on school property during the suspension period** is considered **trespassing**. If a student is suspended out of school for the day, they are not permitted on school property before, during, after school, or that evening to attend any school function. Violation of this section will be considered an additional infraction and will require a separate disciplinary action.

WEAPONS FREE SCHOOL (See BP 5131.7)

Because of the danger of accidental or purposeful use, students may not bring weapons to school or possess or use weapons on school grounds or as part of any school activity without the prior written permission of the Superintendent or designee. Any student who is found to have violated this policy may be recommended for expulsion for a period of not less than one year and may face criminal prosecution.

The term "weapons" includes all firearms and deadly and defensive weapons as those terms are defined by state law or the United States Code. Weapons prohibited pursuant to this policy include knives, clubs, axes, metal knuckles, bombs, guns, and firearms of any description, including the parts from which a firearm may be assembled, and any other implement or device designed for and capable of causing serious injury or death, as well as implements or devices that are not specifically designed to cause serious physical injury or death but are used in a way that could cause injury or are designed to cause serious physical discomfort such as electrical stun guns and mace or pepper spray dispensers.

SUSPENSION AND EXPULSION OF STUDENTS (See BP-5144.1)

For purposes of this policy "suspension" means the temporary exclusion of a student from the educational program of the District; "expulsion" means the permanent exclusion of a student from the educational program of the District.

Suspension

Short-term suspensions are suspensions from school of ten days or less, may be imposed by the building administrator. No short-term suspension shall be imposed unless the grounds for the suspension are supported by a preponderance of the evidence. Students receiving in-school suspension will not be allowed to leave campus for lunch and are expected to eat their lunch in the suspension room. Students are not allowed to sleep, have access to phones, or listen to music during suspensions.

Students receiving out-of-school suspension, may not visit school premises on the day they are suspended. Students who have been suspended may not attend afternoon or evening school activities on the day of their suspension.

Expulsion

Students may be expelled or denied admission only upon action of the School Board by the recommendation of the Superintendent. Expulsion denies the student attendance at school and school activities. Students

expelled or denied admission shall be admitted or readmitted when it can be reasonably demonstrated that the condition causing the expulsion or denial of admission has been remedied. All correspondence sent to the student's parent(s) or guardian in cases of expulsion or denial of admission shall be by certified mail, return receipt requested.

Due Process

Due Process is the right for students to have the opportunity to hear all the facts against them and tell their side of the story. Any student shall have the opportunity to contest alleged facts leading to disciplinary action taken against that student. Depending on the degree of rights that the student will lose and if satisfactory relief is not received at a lower level, the student has the right to present their facts at the next level. They also may have parents, guardians, or other representatives present. Students are to be informed of all the evidence and arguments against them. The student has the right to have claims heard at the different levels depending on the number of rights that the student will lose. The levels begin with the student's advisor/teacher, principal, the superintendent (suspension from school for 10 days or less), and finally the School Board (suspension for 10 or more days from school) if they feel they have not received satisfaction at a lower level.

Students may appeal a suspension imposed by a principal by submitting a written notice of appeal to the Superintendent within five calendar days following notification of the suspension. The Superintendent shall meet with the student, and if the student is a minor, the student's parents, and shall issue a written decision regarding the appeal within ten school days following receipt of the appeal. Students may appeal the Superintendent's decision regarding an appeal to the Board by submitting a written notice of appeal to the Superintendent's office, addressed to the Board, within five calendar days following notification of the Superintendent's action. The Board shall provide a time for the student to be heard at the Board's next regular meeting that is scheduled at least five calendar days after the date the student's appeal is delivered to the Superintendent's office.

If a student or parent has a complaint about a school policy or an employee, the following procedure should be followed in order to **follow the Chain of Command** and resolve the problem as quickly as possible:

1. Contact the person(s) involved to discuss both sides of the story.
2. If the problem still exists, contact the administrator in writing.
3. If still unresolved, contact the superintendent in writing.
4. Finally, if unresolved, submit a written appeal to the board within 5 days of receiving the superintendent's response

SEARCH AND SEIZURE (See BP-5145.12)

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

- There should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.
- General searches of school property may be conducted at any time.
- Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others, will be seized by school authorities, and reported to the police.
- Items that are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Emergency Exception For Search And Seizure

Where an administrator has reasonable grounds to believe that a student has in his or her possession an item that poses an imminent threat of injury to persons or property, the administrator may conduct or authorize an immediate search of a student's person or possessions, regardless of whether another staff member is present and without making an attempt to contact the student's parent. The student's parent/guardian will be notified of the search as soon as possible thereafter.

The principal or designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search, the persons present, objects found, and the disposition made of them. The principal or designee shall be responsible for the custody, control, and disposition of any illegal, dangerous or disruptive substance or object taken from a student during a search. Illegal and stolen items may be turned over to the police or other appropriate law enforcement authorities. Legal items shall be returned to the student or the student's parent upon request at the end of the school day, unless the item is needed as evidence in a disciplinary proceeding.

STUDENT INTERVIEWS (NON-POLICE MATTERS)

Any person, who wishes to talk with a student in school or on the school grounds, or who telephones or otherwise wishes to leave directions as to where a student should meet another person, must be a parent/guardian and will be required to provide positive identification to the Principal or designee in charge. All other requests should be denied.

Individual students may not be interviewed by any person other than an employee of the District without approval of the principal or his/her designee. Interviews will not be granted unless the principal deems it important to the student's welfare.

LAW ENFORCEMENT

Student Arrest (See Bp-5131.45)

In the event that a student arrest becomes necessary during the school day on school property, the following guidelines will be used:

- The police will make every reasonable effort to notify the principal of the impending arrest.
- The arresting officer shall make every reasonable effort to meet with the principal, or the acting principal in the principal's absence, upon the police officer's arrival in the school building.
- The principal shall make every reasonable effort to notify the student's parent(s) or other legal guardian(s) should a student arrest occur.
- No information will be released to the public by school personnel regarding any student arrest.

Cooperation With The Police Department

It shall be the policy of the school district to cooperate at all times within the confines of the district policy, with the Wrangell Police Department, the Alaska State Troopers, and other law enforcement agencies having jurisdiction within the school district boundaries.

Police Activity Involving Students While In School

Police department contact with students in school for law enforcement purposes shall be made through the principal's office.

DRILLS

Emergency drills will be scheduled as required by district and state mandates. i.e, fire drills, lock down, or active shooter. Each teacher will have evacuation instructions posted in every classroom.

ACCIDENTS/MEDICATIONS/ILLNESS

Families are to complete a medical information sheet at registration indicating the student's allergies, regular medications, serious or chronic health conditions, emergency contact numbers and a parent/guardian signature. When necessary, the school will develop, with the parent/guardian, contingency plans relating to hospitalization and other emergency treatment for illness or injury of sudden and serious nature.

Students who become ill while at school should go to the office and a parent/guardian will be contacted before the student will be permitted to leave school grounds. In the event a parent/guardian cannot be contacted, the emergency contact number will be called.

Supervisory personnel must file an accident report for any student injured while in class, participating in class activities, or in extracurricular activities. Serious accidents involving students shall be reported as soon as possible to the Superintendent.

All medications, both prescribed and over the counter that are necessary during the school day MUST be stored in the office. Medication must be brought to the school office and stored in its original container with the following information: (1) name of person receiving the medication, (2) date of prescription, and (3) exact dosage and times to be given. No medication will be accepted in any household containers such as foil, baggies, tissues, etc. The school provides NO unauthorized medication to students for any reason. (This includes aspirin, Tylenol, etc.) School personnel will not administer medications; students will need to administer their medications themselves. Students should not be in possession of household medications i.e. aspirin, Tylenol etc. in their lockers, backpacks, or on themselves. All medications are to be checked in at the office. Parents must also complete a "*Authorization, Release and Indemnification For Student's Self Administration of Medication*" Form. This form must be on file with the Office Secretary prior to a student being given any medication. Asthma or allergy medications such as an inhaler or epipen may be carried by the student when authorized by a physician. Parents must also complete "*Authorization for the Possession & Self-Administration of Medication Required to Treat Asthma or Anaphylaxis*" Form. This form must be on file with the Office Secretary prior to a student being allowed to carry an inhaler or epipen.

INSURANCE

Wrangell Public Schools does provide medical insurance coverage for school accidents. We provide insurance during the time students are at school or at a school sponsored activity.

LOCKS AND LOCKERS

The school principal and/or designee shall have custody of all combinations and copies of keys to all locks on lockers. Students are prohibited from placing locks on any locker without the advance approval of the school principal. Only locks owned by the school can be used on lockers. Lost locks will result in a \$5.00 replacement charge, due prior to transcripts or report cards being issued.

Every student will be issued a locker and combination lock during registration. Your locker is not your property and may be inspected periodically. Everything in your locker is your responsibility; therefore, keep your locker locked.

Students are to use only the lock provided by the school. Lockers are assigned to students only upon the student's agreement to the following:

- All lockers assigned to students are the property of the school district and subject to be searched by the Administration. ***Students have no expectation of privacy with regard to items kept in school lockers.***
- The student is responsible for all property placed in the locker. The locker shall be used only for storage of such property as is reasonably necessary for the student's activities such as school books, school projects, gym clothes, etc.
- No weapons, alcoholic beverage, illegal or prescription drug, tobacco or any other item students are prohibited from using or possessing at school may be stored in the locker. Medications that are prescribed for a student's personal use should be left with the school secretary to be dispensed as prescribed in the original container.
- Students are not allowed to put their own locks on the school lockers. The lockers have locks that are assigned by the school office. If a student puts their own lock on the locker, they will be asked to take it off. If they do not, it will be cut off. Students who violate this rule will have their locker privileges terminated.
- School authorities may open and remove from the locker any item which may endanger the health, safety or welfare of students or school personnel, or which is present in violation of law or school rules. Prohibited items located as a result of a locker search may be used as evidence in disciplinary or legal proceedings.
- Lockers may be searched any time there are reasonable grounds to suspect that the search will reveal evidence of a violation of law or school rules or anytime a search is necessary, in the judgment of school officials, to protect the health, safety or welfare of the student body.

MOTOR VEHICLES

Students should take great care when parking and driving near the school. Remember that very small children are in the area and they are especially difficult to see. Please drive slowly and cautiously. No one should park behind another car in the Community Gym parking lot. If a student needs to be removed from class in order to correctly park or move their vehicle, after school detention may be enforced.

VISITORS

Visitors to the school must check in at the office for approval by administration. Student visitors are not permitted to attend any classes or be in hallways without prior approval by the administrator.

PESTICIDES

The revision of Alaska Administrative Code 18 AAC 90.625 became effective April 2002 and requires that all schools provide parents or guardians with written notification of expected pesticide use on school sites. The Superintendent or designee shall, when practical, ensure the use of non-chemical methods to control pests, including proper sanitation practices, structural repair and window screens. When application of pesticides is necessary, the Superintendent or designee shall ensure timely notice to parents and the public. During the school term, parents will be notified at least 24 hours prior to pesticides being applied.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students"), certain rights with respect to student education records. They are:

1. The right to inspect and review the student's records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal or the Superintendent's office a written request that identifies the record(s) they wish to inspect. The appropriate District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to

perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District also discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll. In addition, the District may disclose "directory information" concerning students without obtaining prior consent. The District has designated the following information as "directory information": a student's name, address, telephone listing, electronic mail address, photographic or video image, date and place of birth, major field of study, information regarding participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, and the identity of the most recent previous educational agency or institution attended by the student. The primary context in which the District discloses directory information is in school publications such as the yearbook, programs for school performances, honor rolls and recognition lists and sports activity sheets showing information regarding team members. The District may also disclose directory information to outside individuals and organizations, such as news media and companies that manufacture class rings or publish yearbooks. Parents or eligible students have a right to instruct the District that they do not wish some or all of this directory information to be disclosed without their prior written consent. Parents or eligible students exercise this right by informing the school principal or the office of the Superintendent of their choice within ten (10) school days of the commencement of the school year. Federal law also requires the District to provide military recruiters, upon request, with secondary students' names, addresses, and telephone listings unless parents of eligible students have informed the District that they do not wish some or all of this information to be disclosed to military recruiters. If you request that directory information not be released, then this information will not be provided to military recruiters without your prior written consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.

NOTIFICATION OF PRIVACY RIGHTS UNDER PPRA

THE PROTECTION OF PUPIL RIGHTS AMENDMENT AND ALASKA LAW

The Protection of Pupil Rights Amendment (PPRA) and Alaska Statute 14.03.110 afford parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys. The PPRA also conveys rights relating to the collection and use of information for marketing purposes, and certain physical exams. These include:

The right to consent before students are required to participate in a survey that inquires into “personal or private family affairs” or one or more of the following protected areas:

1. Political affiliations or beliefs of the student or the student’s parents;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility,

The right to receive notice and an opportunity to opt a student out of the following activities:

1. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screening permitted or required under Alaska law; and
2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information for marketing purposes.

The right to inspect upon request and before administration or use:

1. Protected information surveys of students; and
2. Instruments used to collect personal information from students for marketing purposes.

The right to inspect instructional material used as part of the educational curriculum, upon request.

The District has adopted a policy or policies, in consultation with parents regarding these rights. The district will directly notify parents and eligible students of its policies at the start of each school year and after any substantive changes. Copies of the district’s current policies and regulations

may be obtained from your school principal or the district's central office. The district will also annually notify parents and eligible students of the specific of approximate dates of the following activities:

- Collection, disclosure or use of personal information for marketing or sales purposes.
- Administration of any protected information survey described above.
- Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NONDISCRIMINATION IN EMPLOYMENT BP-4030

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, veteran status, sexual orientation, or good faith reporting to the board on a matter of public concern.

The district may provide optional wellness programs to seek to improve health or prevent disease. All wellness programs must be in accord with applicable state and federal law. An employee may not be discriminated against in employment because of the medical information they provide as part of participating in the wellness program, nor may they be subject to retaliation of choosing not to participate.

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district shall not discriminate against persons with physical or mental disabilities who, with or without reasonable accommodation, can perform the essential functions of the job in question.

Note: Federal Regulations (45 CFR, Section 86.9) require federal aid recipients to take "continuing steps" to notify applicants for employment that, in compliance with Title IX, they do not discriminate on the basis of sex. Districts employing 15 or more persons also must give "continuing" notification about nondiscrimination on the basis of handicap. (Vocational Rehabilitation Act of 1973).

The Superintendent or designee shall post notice and use appropriate means

to inform district employees of their protections and obligations under the Alaska Whistleblower Act.

ALASKA STATUTES

14.18.010 Discrimination based on sex and race prohibited

14.18.020 Discrimination in employment prohibited

14.18.090 Enforcement by state board of education and early development

18.80.220 Unlawful discrimination practices

39.90.100 Nondiscrimination – Protection for whistleblowers

ALASKA ADMINISTRATIVE CODE

4 AAC 06.510 Discrimination in hiring practices

UNITED STATES CODE

29 U.S.C. 621-634 Age Discrimination in Employment Act

29 U.S.C. 791 et. seq. Vocational Rehabilitation Act of 1973, Section 503 and 504

38 U.S.C. 2011 et. seq. Vietnam Era Veterans’ Act

42 U.S.C., Ch. 21F Prohibiting Employment Discrimination on the Basis of Genetic Information

42 U.S. C. 2000d-2000d-7 Title VI of the Civil Rights Act

42 U.S.C. 2000e -2000e-17 The Equal Employment Opportunities Act

42 U.S.C. 12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS

29 C.F.R, §1635.8 Acquisition of genetic information

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