

HERMON HUTCHENS ELEMENTARY STUDENT/PARENT HANDBOOK

ACCIDENT

Every accident in the school building, on the school grounds or at any school sponsored event must be reported to the person in charge, who will contact the school office, and the parents will be notified if necessary.

ACTIVITIES

Elementary students have the following extra-curricular and co-curricular activities available. Battle of the Books, Geography Bee, Math Club, Poetry Club, Science Fair, Signing Club, Spelling Bee, Student Council and a variety of art programs.

ADDRESSING TEACHERS

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

BAND

Students are encouraged to participate in the band program. Students may begin band in the 5th grade and continue the program the following year as Advanced Band Members.

BOOKS

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

BUS TRANSPORTATION AND REGULATIONS

The following rules for pupils riding school buses are basically from the official "Rules and

Regulations of the State of Alaska." As such, they are also the rules of the Valdez City School District.

REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

ALL TIMES

1. Exercise good manners, caution and consideration for other people.
2. Obey the school bus driver; his/her primary concern is for your safety.
3. The driver may assign pupils a seat.
4. Pupils shall not have anything in their possession, which may be used to cause injury.

WAITING FOR THE SCHOOL BUS

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

BOARDING THE SCHOOL BUS

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

CONDUCT ON THE SCHOOL BUS

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

GETTING OFF THE SCHOOL BUS

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

GETTING OFF THE SCHOOL BUS (Cont'd)

REMEMBER:

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

BICYCLES/ROLLERBLADES

Students who ride their bicycles/rollerblades to school should remember the following:

1. Be familiar with the laws and safety rules of bicycle operation and practice the rules.
2. Upon entering the school grounds, walk your bike directly to the racks located in front of the school.
3. Rollerblades will not be worn in the school building.
4. Bicycles should be equipped with locks to prevent unauthorized borrowing.
5. Bicycles/rollerblades shall not be ridden except to and from school. No motorized scooters, please.
6. Upon leaving at the end of the day, students are not allowed to ride by the school buses.

CLOTHING

We recommend that during the winter months, students keep a light pair of shoes (preferably gym shoes) in their lockers to change into upon entering the building. Snow boots are too warm to wear in a heated classroom and we can not allow students to run in stocking feet for

health and safety reasons, and also because of the possibility of a building evacuation during fire or other emergencies. Students will not be allowed to wear outdoor coats/jackets and hats inside the building. Students should come to the school dressed with the appropriate apparel, during the winter months. Whenever the temperature (with wind chill) is 0 degrees and above, we have students participate in outdoor recess. Please make sure your children come to school properly dressed so they may take advantage of the few opportunities we have to enjoy the outdoors in the middle of winter. They should have coats, hats (hoods), gloves, boots, long pants and/or snow pants. Please mark all student coats, mittens, PE shoes, and boots with a name identification easily seen. Many of our students have snowsuits the same size, brand, and color. The name may be the only form of identification available when there is a dispute over to whom the snowsuit belongs. Personal toiletries such as hair gel, hair spray, perfume, deodorant, shaving cream, etc. should remain at home.

DETENTION

The primary objective of our school is to establish an instruction program, which strives to draw from each individual the best of his/her capabilities and to develop within him/her positive attitudes and actions of self discipline. Rules and regulations are necessary for the orderly operation of our school and for the ultimate development of self discipline. If a child fails to follow the rules and not develop self control, he/she will be assigned detention after school. The child's teacher will contact the parent to arranged the day of detention.

Hermon Hutchens Elementary School Handbook

DISCIPLINE

A copy of the engaged learner program will be sent home in the student folder the first day of school and be available in the office. This is a detailed outline of the discipline plan. It is important for the students and parents to be familiar with this program.

DISRUPTIVE BEHAVIOR

Disruptive behavior is student conduct that materially and substantially interferes with the educational process or with school sponsored activities. Examples of disruptive behavior includes insubordinately talking out, moving around the classroom without permission, profanity/vulgarity, uncomplimentary gestures/speech, threatening, non compliance with school/class rules, refusing to acknowledge a school employee's direction, behavior that jeopardizes the welfare, and/or safety of other students and staff. Refer to VALDEZ SCHOOL BOARD POLICY. Also see Gilson Junior High/Valdez High School STUDENT DECORUM.

DISSEMINATION OF OUTSIDE LITERATURE

The principal must have approved all notices and information passed out through the school. Please contact him/her if you have posters, handouts or notices to distribute or display. Refer to VALDEZ BOARD POLICY.

DRESS CODE

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

DRESS CODE (Cont'd)

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

DRUGS

The possession, distribution, or consumption of non-prescription drugs is strictly prohibited. See “medication” in the handbook. See VALDEZ CITY SCHOOL DISTRICT DRUG POLICY for complete details.

EARLY ARRIVAL OF STUDENTS

Students should not arrive at school earlier than 8:00 a.m., because the main doors will not be opened prior to that time. NOTE: The northwest entrance from the administrative parking lot is not designed as a public access entranceway; this is an entrance through which service vehicles have access to the building in the a.m.

EARTHQUAKES

During strong earth tremors the following procedure shall be employed.

INDOORS

1. Stay indoors.
2. Move under sturdy furniture - desks, tables, etc.
3. Move toward the center of the building into hallways.
4. Stay away from windows and other glass objects.
5. Do not use candles, matches, or other open flames.
6. Once outside of damaged building do not re-enter because aftershocks may occur.

OUTDOORS

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

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

EVACUATION SHELTER

Our school is a city designated evacuation shelter. In case of a disaster, and particular a Tsunami, we will keep your child at school, unless you pick him/her up at the office.

FIRE DRILLS

1. The sounding of the alarm is the signal to evacuate the building.
2. If feasible, teachers should turn off their classroom lights and close their classroom doors.
3. Students and personnel should move rapidly along the designated pathways to an exit. No one should run. If there

is smoke in the pathway, crawl to an exit.

4. If the pathway to an exit has become blocked, word to that effect should be passed back. Order should be maintained as another exit is sought.
5. After leaving the building, students should proceed to a distance of at least 100 feet from the fire. Care should be exercised to avoid interfering with the fire fighting equipment.
6. Students are expected to become familiar with the fire drill exit route posted in each room

GUIDANCE

The guidance service fulfills many functions. Elementary students have educational or personal counseling support when required. Any long term counseling needs will be referred to the counseling center or other service providers as appropriate.

GUIDELINES FOR FREE OR REDUCED LUNCH

Parents and/or guardians may apply for free or reduced price hot lunches any time during the school year by completing an application available in the school office. The school district business manager evaluates all applications. All information is confidential.

GYM SHOES

Each student is allowed to participate in physical education at least twice a week. Please have one pair of tennis shoes (without black soles) at school for this purpose, as well as for general classroom use during the wet, winter months. Because of potential foot injury, a child may not participate if he/she doesn't have gym shoes.

HATS

Hats are not to be worn in the school building during the school day (7:30 a.m. - 3:30 p.m.).

HEAD LICE

Head lice season is November through April. Please check your child's head periodically during this time. In order for a student to return to school after a bout with head lice, the parent must get a note from the health nurse declaring the child has been treated and is able to return to school.

HUMAN DIGNITY

Valdez City Schools affirms the dignity and respect of all persons. Therefore, words, or actions belittling any race, religion, ethnic group, gender, sexual orientation or disability are strictly prohibited.

IMMUNIZATIONS

State law requires that students be properly immunized. A child who has not met the Alaska immunization requirements will not be allowed to enter school. It is the parent's responsibility to provide the school with a medically verified, date and dose specific immunization record.

INSURANCE

Parents are encouraged to purchase accident insurance through their regular accident insurance through their family insurance agent. The school district has enrolled in a new insurance program that does provide limited medical coverage for your student, should an injury occur at school. Information regarding insurance is sent home at the beginning of the year.

KINDERGARTEN

The law concerning Kindergarten states that a child who is five years of age before September 1 preceding the beginning of the school year

may enter a public Kindergarten. Proof of age (registered birth certificate) is required before entering Kindergarten.

LIBRARY

Students are encouraged to check out books from the library. In the event a book is misplaced or lost, please notify the librarian and a bill will be sent to cover the replacement of the book (s). In the event the book is found later, a refund will be made to you.

LOCKERS

Each student shall be assigned a locker. Except for the fifth and sixth grade students, no lockers will be allowed to be fitted with locks. Fifth and sixth grade students will be assigned a combination locker for their personal use. Student lockers are the property of the Valdez City School District and as such, may be opened and inspected by school authorities. Security of personal property in school lockers and security of the locker is the student's responsibility. The school is not responsible for lost or stolen articles. Refer to A.S.14.03.103.

LOITERING

Students are requested not to loiter about the building after their daily programs are finished. Students must have a valid reason for staying in school after their classes are over. **Anyone loitering on campus may be turned over to the police.**

LOST AND FOUND

An area for lost and found items is located near the office. Check this area periodically if your child is missing hats, gloves, etc. All articles at the close of the school year will be donated to a charitable organization.

LUNCH

Lunches are eaten in the cafeteria and students are under the direct supervision of aides, teachers and cafeteria staff. Students are expected to behave in a manner that will be a credit to their family and allow all children to eat lunches in a quiet and peaceful atmosphere. Daily, weekly, and monthly tickets may be purchased. If you prefer, your child can bring a sack lunch and purchase milk or it is permissible for students to go home for lunch. **NOTE:** Students will not be allowed to leave the building to go anywhere other than home during the lunch hour, without written parent permission. Lunching downtown can sometimes result in tardiness, and is not encouraged. All lunch order deliveries should be placed prior to 10:00 a.m. and made by parents. The school provides their own hot lunch service, and cannot be responsible for orders or deliveries made by outside agencies. We require that the students who go home for lunch checkout through the office.

Lunch price information will be sent home with each student on the first day of school. Lunch charges will be given FOR EMERGENCIES ONLY. Charges must be paid the next day. Parents are invited to join their child(ren) for lunch. If a parent chooses to eat the school's lunch, please call the school to order it by 8:30 a.m. Tickets may be purchased in the school office.

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a "Long of Short Term Request for Administration of Prescribed Medication" form signed by a parent

MEDICATION (Cont'd)

must be on file in the office. All medication will be kept in and dispensed through the main office. Please send any of these medications in their appropriate medication bottle, with name, dosage, and prescription number labeled on the front. Village Pharmacy has volunteered to split monthly dose into two bottles; one for the school, if the request is made. We ask that you do so, when refilling the prescription.

NOTICE OF NONDISCRIMINATION

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

Students attending VCS may participate in education programs and activities, including but not limited to health, physical education, and vocational and technical education, regardless of race, color, national origin, age, handicap or sex. Grievance procedures for students and employee concerns in the areas of sex equity (Title IX) and handicap (Section 504) have been established by Valdez City Schools. Inquiries or complaints regarding compliance with these regulations may be directed to: Valdez City Schools, P.O. Box 398, Valdez, AK 99686, Brenda Stock (Title IX Coordinator), Mona Riddle (Section 504 Coordinator), or Lance Bowie, Superintendent.

PARENTS AND EMERGENCY CONTACT PHONE NUMBERS

At times it becomes necessary to contact parents during the school day. It is essential

that we have a current home and work phone number for parents. Accurate phone numbers aid us in contacting you in case of an emergency.

PARENT RESOURCE CENTER

A Parent Resource Center for all parents is located in the elementary building. Parents are encouraged to visit the center and make use of the multimedia collection of resources, which are available for checkout during the regular school day. This program offers a wide variety of services to benefit parents, teachers and students, as well as a schedule of special topic seminars which will be offered throughout the school year. This center belongs to parents; we hope to see you make use of it.

PARENT-TEACHER CONFERENCES

The teachers/administrators encourage parent/guardians to request conferences at any time during the school year. If a conference is desired, it should be arranged through the school office. The school will schedule parent conferences at the end of the first and third quarters.

PARTIES

Students are allowed to have three regular parties per year. The students and their teachers may choose three of the following: Halloween, Christmas, Valentine's and/or end-of-school. To avoid hurt feelings we also request that invitations to private parties NOT be distributed at school unless they include the entire class.

PETS AND ANIMALS AT SCHOOL

Because of the unpredictable behavior of animals around many children, we ask your cooperation in keeping pets at home. If you would like to bring a pet to school to show your

child's class, please arrange a day and time with the teacher.

PRESCHOOL

The Valdez City School District operates a preschool at the Hermon Hutchens Elementary School for children between the ages of three and five years of age with a documented developmental delay. Please call the school for further information.

PROFANITY

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

PTA

The Hermon Hutchens Elementary School PTA (Parent Teacher Association) has been actively involved in providing support programs and activities for our school. All parents are urged to become members and to actively participate. Meetings are scheduled monthly during the year.

RELEASING STUDENTS FROM SCHOOL

For the protection of the students and to prevent unauthorized and unwanted persons from taking children from school prior to dismissal or at the close of school, the following procedure will be followed:

1. No child will be permitted to leave with anyone other than the listed parent or guardian unless the permission of the parent or guardian has been secured.
2. Persons picking up children are requested to report to the office to pick up the child(ren). Teachers have been instructed not to release children without authorization from the office.

REPORT CARDS

Report cards are issued four times during the year. These cards are one method of reporting pupil progress. Parent-teacher (and sometimes student) conferences are scheduled for the first and third report period and at anytime deemed necessary by the school and/or parent. Report cards may be held until all books (library and text) are returned and /or fines paid.

RESPONSIBLE SELF-DISCIPLINE

Consideration of other people in respect to their feelings, their safety, their privacy and their full social rights and privileges are essential to a happy, healthy person.

IN THE CLASSROOM

Thank you for:

- Being in your seat and ready to write at 8:15 a.m.
- Respecting the rights of your fellow students by not disrupting their learning
- Leaving your gum at home
- Listening to each other
- Taking turns to talk
- Raising your hand and waiting your turn to share in class
- Using time wisely
- Taking excellent care of the library books and materials in a responsible way
- Showing respect to everyone involved in your instruction

ON THE PLAYGROUND

Thank you for:

- Leaving dirt, snowballs, rocks on the ground
- Taking turns to play on the swings
- Playing in the designated areas

- Respecting the rights of others on the playground
- Accepting direction from teachers and supervisors on duty
- Using language that is not offensive to others
- Not using “put down” statements
- Playing the games according to school rules

AT ASSEMBLIES

Thank you for:

- Showing respect to the performers
- Walking to and from assemblies
- Being a polite audience
- Applauding performances in a correct manner
- Sitting quietly
- Not disturbing others

SCHOOL CLOSURES

Emergency closures of school to students due to weather conditions or similar factors will be announced over the local radio stations as soon as they occur. Closures during the regular school day because of a building emergency are handled in a prearranged orderly manner. No child will be sent home during the day without the knowledge and permission of parents or parental authority.

SCHOOL PROPERTY

Students are responsible for the proper care and return of all equipment, books and supplies entrusted to them. Malicious or willful damage to school property not only makes the student subject to disciplinary action, but also make his/her parent/guardian liable for damages.

STUDENTS RIGHTS AND RESPONSIBILITIES

All students have the right to appeal a decision from a higher authority. The Valdez City School District has established a complaint procedure for students to follow, when they feel the need to appeal decisions made at the school or district level except for those decisions covered under simple discipline, suspension, expulsion, and denial of admission. It may be used if a student feels his/her rights have been violated. Refer to Student Policy ST.1164.10 in the office.

SUSPENSION

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

TARDY SLIPS

When a student is tardy, he/she must come to the office receive a Tardy Slip, which is to be presented to their classroom teacher. When a child is continually late, he/she must make up the lost time in after school detention.

TELEPHONE USAGE

The school telephone number is 835-4728. Students are allowed to use the phone only for business or emergency. Students must have permission from their teacher or office staff

TELEPHONE USAGE (Cont'd)

to use the phone. Calling to see if they can go home with a friend is not considered business or an emergency and permission to use the phone will not be granted. Urgent messages can be delivered to students, but please allow time for delivery.

VACATIONS

Refer to the school calendar for school vacations. When children are gone for extended periods of time during the school year, their fellow students continue to learn new concepts that the vacationing child misses. In the event your family plans to be on vacation anytime during the year for unscheduled school breaks, please notify the principal in writing prior to departure. Parents and students must take responsibility for all make-up work assigned by the classroom teachers.

VOLUNTEERS

If you have some time to give, we would love to have your help. Please contact the Parent Resource center for the requirements needed to be a volunteer with the Valdez City School District.

WEAPONS AND DANGEROUS INSTRUMENTS

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

WITHDRAWAL FROM SCHOOL

Should it become necessary for a student to withdraw from school, a parent should notify

the school one week in advance and accompany any student to school on the last day and complete and sign the necessary withdrawal forms.

ATTENDANCE/TARDY PROCEDURE

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

TEN TIME ABSENCE LIMIT

Elementary students must not be absent more than ten (10) times from each semester course in which they are enrolled if they are to receive credit for that course.

EXCEPTIONS:

1. Illness or medical appointment substantiated by a statement from a medical practitioner, and/or parent or legal guardian. The principal may ask a parent/guardian to provide medical evidence from a physician or medical practitioner for excessive absences.
2. Death in the student's family necessitating an absence.

3. Students absent from school due to school-sponsored activities.
4. Students who have work/training/college as an approved part of their senior educational plan are not considered absent from school.
5. Unavoidable emergencies at home as determined by the principal.
6. Medical/dental appointments.
7. Religious observances.
8. Other special circumstances approved by the principal.

ADDITIONAL EXCEPTIONS:

1. A student may be absent up to five (5) days in addition to the 10-day limit each semester for special reasons if approved in advance by the building principal and the student completes pre make up prior to departure.
2. If pre makeup is not completed by the student and this form returned to the attendance secretary **prior to departure**, the student shall not be entitled to the additional five absences.
3. Additional days may be granted for exceptional circumstances for activities such as national competition or academic competition. Additional exceptions shall be determined by the building principal and their decision shall be final.

MAKE UP WORK

Any student who knowingly will be absent from school must make up all class requirements prior to the anticipated absence. This requirement will

MAKE UP WORK (Cont'd)

be satisfied for any school-sponsored activity and/or parent-sponsored activity. If the studies required are not be pre-made up, then the absence will be considered unexcused. In case of an unplanned absence such as illness or a family emergency, the student will be given one (1) day to make up work for each day absent. If the studies are not made up in the allowed time, the absence will be considered unexcused. For extended absences, two (2) weeks makeup time may be allowed at the discretion of the building administrator.

DEFINITION OF ABSENCES: EXCUSED, UNEXCUSED, SCHOOL SPONSORED

Parents are expected to call the Attendance Secretary at 835-4728 by 10:00 a.m. each morning that their student is absent from school. After an absence, a student must secure the appropriate admit slip **prior to the beginning of class** or the student will be counted as tardy. An absence shall be marked unexcused until parent/guardian contact has been made with the Attendance Secretary. Information obtained through parent contact will be used to determine whether the absence is recorded as excused or unexcused. Absences must be cleared through the school office within 48 hours of their occurrence or the absence(s) will be recorded as unexcused.

EXCUSED ABSENCES:

(Counts against 10-times limit)

An excused absence counts toward the total limit of absences set forth in this policy unless the absence otherwise meets the exceptions

provided under Exceptions/Conditional Exceptions.

1. Sickness or medical appointment of student shall count toward 10 times limit unless substantiated by statement from medical practitioner and/or parent or guardian.
2. An absence authorized by a parent/guardian/or a student if of legal age **and** living on their own. If the absence is excused, the student will be allowed to make up the work missed and will be given full credit for the work, if completed within the time allowed (One day for each day absent, up to two weeks).

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

A student:

1. Skips a class having once arrived at school
2. Leaves the school campus without checking out through the office, except during lunch
3. Is suspended in or out of school
4. Is more than 10 minutes late for a class if the absence is not excused. Make up work will be assigned for the absence, **but no credit will be given.**

Note: Any student assigned to In-School Suspension will be considered absent with respect to the 10-day absence limit, but will be allowed to submit work for credit.

SCHOOL SPONSORED ABSENCES

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

TARDINESS

Students are considered tardy through the 10th minute of the class period. After the 10th minute the student is considered absent for that period. If a student is tardy for a class he/she should report directly to the office to secure an admit slip. The office will assign a 30-minute detention on the third tardy and a 48-minute detention each for the fourth and fifth tardy during a quarter. Detention shall be completed within two school days and must be served before school, at lunch, or after school. On the sixth tardy in any quarter, the student will be assigned Saturday School (8:15 a.m.-3 p.m.) after parent notification has occurred. If a student accrues more than six tardies in any quarter, a parent conference is required to develop a special plan to remedy this issue.

PARENT NOTIFICATION

Each instance that a student is absent from school, the school Attendance Secretary shall initiate telephone contact with the parent/guardian if the parent has not already contacted the school. The school shall place a student on attendance probation when the student reaches six (6) absences in any course in a semester. A probation notice including an attendance summary for all classes shall be sent to the

PARENT NOTIFICATION (Cont'd)

parent/guardian/student at this time. After six (6) absences in a course, a parent/guardian/student/teacher/administrator conference shall be scheduled to determine remedial steps to be undertaken to avoid loss of credit. A student, parent or guardian may request an attendance summary through the principal at any time during the school year. Credit shall be withheld for any course in which a student's absences exceed ten (10) in a semester. The student/parent/guardian shall be contacted on a class-by-class basis. A letter with notification of withdrawal of credit shall be mailed to parents/guardian/students in each instance.

APPEALS PROCEDURE

If a parent or student wishes to appeal a decision made pursuant to this policy, such an appeal must be initiated in writing within fifteen (15) school days of the date of the decision or the date of the letter of notification to the Superintendent of Schools. The letter requesting an appeal must include specific reasons why the request should be considered. If an appeal is not filed within the timeline provided, the student/parent/guardian shall deem to have waived the right to an appeal and a hearing. The Superintendent shall render a written decision within five (5) school days of the close of the hearing. A parent/guardian may appeal the Superintendent's decision by requesting in writing that the school board review the decision within five (5) days of the Superintendent's decision. The board will hear the appeal in executive session at the next scheduled board meeting.

VALDEZ CITY SCHOOL DISTRICT DRUGS AND ALCOHOL POLICY (K-6)

Students accumulate offenses from one year to the next at each school he/she attends (Elementary, Junior High and High School). When a student enters a new school within the district, all previous offenses will be negated.

STUDENT POSSESSION, SALE, and/or USE OF ALCOHOL and OTHER DRUGS including OVER-THE-COUNTER DRUGS BY A STUDENT GRADES K-6

- 1st offense-**
- 1-4 day out-of-school suspension*
 - Contact of law enforcement officials
 - Restricted participation in school activities as determined by the building principal.
 - Parent/student conference

*The suspension will be reduced to in-school suspension if the student and parent agree to participate in a substance use assessment at a state-certified counseling center. The assessment must be scheduled within five (5) days of disciplinary action. The administrator must receive verification of the scheduled assessment from the certified counselor. The school administrator must also receive confirmation that the student is following treatment recommendations. Failure to strictly follow treatment recommendations will result in five (5) additional days of suspension to be immediately implemented.

- 2nd offense-**
- 5-10 day out-of-school suspension
 - Contact of law enforcement officials
 - Restricted participation in school activities as determined by the building principal
 - Parent/student conference

*The suspension will be reduced to in-school suspension if the student and parent agree to participate in a substance use assessment at a state-certified counseling center. The assessment must be scheduled within the five (5) days period of the disciplinary action. The administrator must receive verification of the scheduled assessment from the certified counselor. The school administrator must also receive confirmation that the student is following treatment recommendations. Failure to strictly follow treatment recommendations will result in five (5) days of out-of-school suspension to be immediately implemented.

Subsequent offense for use, possession or refusal:

If a student engages in such prohibited behavior a subsequent time, he/she shall be reported to the police and recommended for expulsion from the Valdez City School District for one (1) semester.

DISTRIBUTION OF DRUGS/ALCOHOL OR OVER-THE-COUNTER DRUGS BY A STUDENT

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

DISTRIBUTION OF DRUGS/ALCOHOL OR OVER-THE-COUNTER DRUGS BY A STUDENT (Cont'd)

1st offense-

- 5-10 day out-of-school suspension
- Contact of law enforcement officials
- Restricted participation in school activities as determined by the building principal
- Participation at a state-certified counseling center**
- Parent/student conference

** The assessment must be scheduled and if at all possible completed before the student is allowed to return to school. The administrator must receive verification of the assessment from the certified counselor. The school administrator must also receive confirmation that the student is following treatment recommendations. Failure to strictly follow treatment recommendations will result in recommendation for expulsion for the remainder of the semester.

Subsequent offense for Distribution Grades K-6:All subsequent violations of this policy may result in expulsion for two (2) semesters; the one in which the violation occurred and the semester immediately following. The School District reserves the right to report violations of this policy to appropriate law enforcement officials.

OFF-CAMPUS USE

Students who engage in drug and alcohol related activity off-campus and then return to school grounds or to school-sponsored events shall be subject to this policy and its disciplinary consequences. See VALDEZ CITY SCHOOL ALCOHOL AND OTHER DRUG POLICY for specific details, including extra and co-curricular activity policy.

GILSON JUNIOR HIGH / VALDEZ HIGH SCHOOL STUDENT/PARENT HANDBOOK

ACCIDENT PROCEDURE

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

ACTIVITY POLICY CODE

Participation in activities is a privilege and not a protected right. Any student who wishes to participate in any extracurricular activity must sign an activity policy code agreeing to abide by an approved code of conduct. In addition to the student signing, a parent must also sign and acknowledge the rules that their child must adhere to. The student as a team or club member will represent the school on a 24-hour basis from the beginning to the completion of the activity. Rules are to be adhered to when the student is acting in the capacity or representing the school as a team or club member.

ACTIVITY CALENDAR

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

ADVANCE MAKE-UP SLIPS

The completion of advance make-up slips is required when students are going to be absent from class for any school-sponsored event. These slips, available in the office, must be signed by teachers for **all** classes to be missed. Make-up slips for family-related trips will be issued when a written note is presented in the office.

ALCOHOLIC BEVERAGES

Beverages and food that contain alcohol are prohibited on school grounds and at all school sponsored events.

ATTENDANCE

Regular school attendance is necessary for success in school. Full-time attendance is required (AS 14.30.010). It is the responsibility of the students and parents for regular school attendance and promptness. Parents are expected to call the junior high office (835-2244) or high school office (835-4767) by 10:00a.m. each morning that their student is absent from school. See GJH/VHS ATTENDANCE/TARDY PROCEDURE in this manual for complete details.

BACKPACKS

Backpacks are allowed in the school hallways and student lockers. However, backpacks are NOT allowed in the school classrooms.

BOOKS

Textbooks are furnished without cost to each student. All books, however, remain as property of Valdez City School District. A place in the book will be provided where the student's name and date of issue may be recorded. Lost and/or damaged books will result in the levying of fines. The office will