

VALDEZ HIGH SCHOOL STUDENT/PARENT HANDBOOK

INTRODUCTION

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

ACCIDENT PROCEDURE

Every accident in the school building, on the school grounds, at practice sessions, or at any 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 high school office (835-4767) by 10:00a.m. each morning that their student is absent from school. See VALDEZ HIGH SCHOOL 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.

BELL SCHEDULE

	MONDAY – THURSDAY	FRIDAY
Period 1	8:15a.m. – 9:03a.m.	8:15a.m. – 8:55a.m.
Period 2	9:07a.m. – 9:55a.m.	8:59a.m. – 9:39a.m.
Period 3	9:59a.m. – 10:47a.m.	9:43a.m. – 10:23a.m.
Period 4	10:51a.m. – 11:39a.m.	10:27a.m. - 11:07a.m.
Period 5	11:43a.m. – 12:31p.m.	11:11a.m. – 11:51a.m.
Period 6	12:35p.m. – 1:23p.m.	11:55a.m. – 12:25p.m.
Period 7	1:27p.m. – 2:15p.m.	12:39p.m. – 1:19p.m.
Period 8	2:19p.m. – 3:07p.m.	1:23p.m. – 2:03p.m.

BOOKS

High school 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 collect fine monies and issue receipts, which will be shown to the teacher for student checkout. **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.

BUILDING NEATNESS

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

BUSING FOR ACTIVITIES AND FIELD TRIPS

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

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.

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.

CARE OF 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 makes his/her parent liable for damages.

CELL PHONES AND PAGERS

Cell phones and pagers are **NOT** allowed in the school by students during regular school hours.

CHEATING

Students are expected to conduct themselves honestly and with integrity in their work. See STUDENT DECORUM in this manual for complete details.

CLASS CHANGES

Students will be allowed to drop a course or add a new course through the first five (5) days of the semester. After the first five days **no schedule changes** will be made except as approved by the principal. Barring unusual circumstances, students who drop after the five-day deadline will receive **WITHDRAW/FAIL**.

CLASSROOM CONDUCT

Students are expected to be in their assigned seats when the second bell rings. They are expected to bring needed books and supplies with them. No food, drink, music devices (e.g. Mp3 players, Ipods, etc.), CD's or sunglasses are to be brought into the classroom except for scheduled special occasions. Normally, a student will not be given permission to leave the classroom during class time. Students are expected to obey school and classroom rules set forth by the teacher in charge.

COLLEGE CLASSES (PWSCC)

Students may take approved college classes at Valdez High School for high school credit or both high school and college credit (Dual Enrollment). Students will be assigned a letter grade for their course work.

CONTRABAND

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

COURSE CREDIT

A student will generally receive 1/2 credit for each one period semester course successfully completed. High school students may choose to re-take a VHS course for a higher semester grade. Once the course is completed with a higher grade, the previous score will be replaced. Only students with a D or F for a grade will be allowed this opportunity.

DANCES

High school functions are for grades 9-12 and junior high functions are for grades 7-8. Non-students may be permitted to attend Homecoming, Prom, and Senior Ball with one-week prior clearance with sponsor and administration. Only one guest will be allowed per student. Guests must be at least in the 9th grade and no older than 20 years of age. Guests must be in good legal standing; no guest will be permitted that has been convicted of a felony or served jail time within the last two years. Parents are invited to attend. They are to observe the guidelines and policies which students follow for the occasion. The activity is to end at 11:45p.m. and clean up completed by 12:00a.m. Exceptions to these times will be the Junior-Senior Prom, Senior Ball and Homecoming. The ending times will be extended one additional hour for these three dances. There are to be both staff and parent chaperones at all functions. There must be at least two staff members at each function. **Once a person leaves the activity**, that individual will not be allowed to re-enter the building. All school rules and disciplinary procedures shall be enforced at all school-sponsored dances.

GUIDELINES TO REMEMBER WHILE ATTENDING A HIGH SCHOOL SPONSORED DANCE

1. No alcoholic beverages, tobacco, or drugs are permitted at a school function nor are students permitted to attend under the influence or having consumed alcohol or drugs immediately prior to attending.
2. If you leave the dance, you will not be permitted back into the function.
3. As a student of Valdez High School, you are responsible for your guest's behavior.
4. The sponsor is in charge of the function and you are to leave if requested to do so. If not, the sponsor will call a city police officer.

DECORATIONS AND DISPLAYS

Scotch or masking tape should not be used on any painted surface except the brick walls and lockers. The principal must approve any exceptions. The sponsoring organization is responsible for clean up of their sponsored activity. The principal or activity sponsor must initial posters, etc.

DISCIPLINE POLICY

Good discipline is developed in any school by mutual respect between students and staff. Students are responsible to and are expected to obey all district employees. All disciplinary action is intended to be fair and will correspond to the district's educational objectives. Disciplinary action shall be structured so as to assist students in (and often insist upon) the assumption of responsibility for their own actions. While moving students toward responsible behavior, the school's approach to discipline will reflect that indeed, students are just that, students. Being students, all at differing levels of development, each must be moved along in realistic deliberate steps, which allow successful growth toward mature, responsible behavior. While intended to assist a student to develop responsible behavior, discipline must also acknowledge the student's need for academic growth, as well as the needs and safety of other students and staff members directly or indirectly affected by inappropriate behavior. Behavior that disrupts the learning environment, violates the rights of others, or is inappropriate in a school setting will not be tolerated. See VALDEZ CITY SCHOOL DISTRICT DISCIPLINE PROCEDURE for complete details.

DISPLAY OF AFFECTION

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

DRESS CODE

1. Students must wear modest clothing. Sexually explicit or suggestive clothing is not school appropriate. Underwear (bra, boxers, etc.), 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.
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.

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.

ELIGIBILITY FOR STUDENT ACTIVITIES

The Alaska School Activities Association and Valdez City School board policy establish eligibility for participation in interscholastic competition at Valdez High School.

ERRANDS BY STUDENTS

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

EXPULSION

When a student has been given three suspensions in any one school year, the matter must be referred to the superintendent. The principal shall notify the student’s parent/guardian, in writing, of the fact that a fourth suspension may result in expulsion.

FIRE DRILLS

1. The sounding of the alarm is the signal to evacuate the building.
2. If feasible, teachers should turn off their classroom lights and close their classroom doors.

3. Students and personnel should move rapidly along the designated pathways to an exit. No one should run. If there is smoke in the pathway, crawl to an exit.
4. If the pathway to an exit has become blocked, word to that effect should be passed back. Order should be maintained as another exit is sought.
5. After leaving the building, students should proceed to a distance of at least 100 feet from the fire. Care should be exercised to avoid interfering with the fire fighting equipment.
6. Students are expected to become familiar with the fire drill exit route posted in each room. (Teachers must be prepared to give directions pertaining to leaving their classroom.)

GANG RELATED PARAPHERNALIA

Gang related items including jewelry and apparel are not permitted on school grounds. Questionable issues will be left to the principal's discretion.

GRADING

Grades will be reported quarterly and are a composite of academic achievement, classroom participation, and classroom attendance. A semester average will be determined for each course and used to compute grade point average, class standing, and school honors. The final grade shall be used to determine the awarding of course credit.

Academic grading scale:

- A (90-100%) denotes Outstanding Achievement
- B (80-89%) denotes Above Average Achievement
- C (70-79%) denotes Average Achievement
- D (60-69%) denotes Below Average Achievement
- F (below 59%) denotes Little or No Achievement
- I Incomplete

GRADUATION

Graduation with a Valdez High School diploma is predicated on the successful completion of 24 or more credits and a minimum of eight (8) semesters of high school attendance. All credits must be received by Valdez High School before students will be permitted to walk in the graduation ceremony.

Requirements:

- English - 4 credits
- Social Studies - 3 credits
- Math - 2 credits
- P.E./Health - 2 credits
- Science - 2 credits
- Electives - 11 credits

A high school student's class standing shall be determined by the number of years the student has been enrolled in high school or by the number of credits earned.

Freshman (9th grade) A student in his/her first year of high school.

Sophomore (10th grade) A student in his/her second year of high school,
OR a student who has earned 6 credits but less than 11.5
credits.

Junior (11th grade) A student in his/her third year of high school, OR a
student who has earned 12 credits but less than 16.5
credits.

Senior (12th grade) A student in his/her fourth year of high school or
any year thereafter until graduation or until the student
exceeds school age, OR a student who has earned 17 or
more credits.

GRADE POINT AVERAGE

A student's grade point average and rank in class are determined by his/her achievement at the level of instruction elected for each course, beginning with the 9th grade. The interpretation of marks is as follows:

A - 4 points; B - 3 points; C- 2 points; D- 1 point; F - 0.

GUIDANCE

The guidance service fulfills many functions. Your counselor is available for giving assistance to students, parents, and teachers in the area of educational and personal counseling. The counselor's primary responsibility is to assist with educational and career planning—both immediate and future. He/she administers or supervises interest inventories, college entrance exams, and standardized achievement tests throughout the school year. Some of the general counseling functions include: career development, preparation for post high school training, college admission and financial aid, reduction of personal problems, and program planning. Your counselor is available for personal counseling. A request form must be completed and the counselor will send for the student as soon as possible. Students, parents, and teachers are invited to make use of the school's counselor and the Career Center.

GYM CLASS

In order to participate fully in physical education classes, each student will be required to furnish his/her own: tennis shoes, gym shirt and shorts, swim suit and cap, and towel. All students are expected to actively take part in all skills and

games taught in the classes. Any deviation due to a medical condition will require a physician's statement after three school days, unless exempted by the principal. Rules and regulations will be displayed in the gymnasium.

HALL PASSES

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

HATS

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

HONOR ROLL

An honor roll will be posted at the end of each nine-week period. The honor status of a pupil will be based on academic grades. To attain the honor roll, a pupil must have an average of 3.0 -3.49 and no grades of D or F for that nine-week period. To attain the high honor roll, a pupil must have an average of 3.5 or better with no letter grade of D or F for those nine weeks.

HONORS CLASSES

Valdez High School offers honors classes in English III, Biology 1, Geometry, and World History. Students should check with the specific instructors for individual class requirements.

HONOR SOCIETY

All sophomores through senior students who meet chapter membership standards shall be given equal consideration for membership.

HOT LUNCH

A hot lunch program is provided in the Valdez City Schools. Eating lunches in the hallways will not be permitted

HUMAN DIGNITY

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

ILLNESS AND INJURIES

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

INCOMPLETES

The responsibility for making up missed work due to an absence falls directly on the student. Incompletes may be issued by the teacher when the student has not completed the requirements of the course. Incompletes must be made up within ten (10) school days of the next grading period. Any incomplete not changed by the end of the ten (10) days automatically becomes an “F” unless there are extenuating circumstances approved in advance by the building principal. During the time an incomplete is on a report card, it will be treated as an “F” for the computation of the GPA and for the determination of eligibility for extracurricular activities.)

INSURANCE

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

INTERNET/TECHNOLOGY RESPONSIBILITIES

Students who wish to have access to computer technology at VHS must sign an Acceptable Use Policy statement. No student shall be allowed to at any time to access chat rooms or e-mail, damage or disrupt equipment or system performance. Students shall not be allowed to participate in hacking such as gaining or attempting unauthorized access to any resource, post anonymous messages, use the network services for any illegal activity such as violation or copyright, plagiarism, or other contractual agreements, or allow obscene, disruptive or inappropriate materials to enter school network. For consequences of violations, please reference the Acceptable Use Policy.

KNIVES

Knives shall not be worn or carried on school property. All knives are considered weapons and may result in expulsion. See VALDEZ CITY SCHOOL DISTRICT DISCIPLINE POLICY for complete details.

LEAVING THE BUILDING DURING THE SCHOOL DAY

Any student who **leaves the building** having once arrived at school and fails to checkout at the office, or any student who returns to school after an absence without checking in, shall be subject to the attendance policy procedure.

LIBRARY

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

LOCKERS

The office shall assign each student a locker and lock combination based upon a student's grade classification after the student reviews and signs a locker use agreement. Student lockers are the property of the Valdez City School District and, as such, may be opened and inspected by school authorities. No personal locks are to be used. Security of personal property in school lockers and security of the locker is the student's responsibility. The school is not responsible for lost or stolen articles. Students should keep their lockers locked for security reasons.

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 PERSONAL ITEMS

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

MEDICATION

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent or a telephone call is required. All medication will be kept in and dispensed through the main office.

PARENT-TEACHER CONFERENCES

The teachers/administrators encourage parents/guardians to request conferences. If a conference is desired, it should be arranged through the office. Parent conferences shall be scheduled by the school during the first quarter and at the midpoint of the third quarters.

PARTICIPATION ON DAYS OF ABSENCE

Students must be in attendance all day prior to participating in an activity or traveling to an activity. This requirement is for both academic and extracurricular activity trips (See ADMINISTRATION for exceptions).

PART TIME STUDENTS

All part time students taking more than one class from VHS shall participate in the Standards Based Assessment or High School Graduate Qualifying Exam as appropriate.

PROFANITY

The use of vulgar or profane language, gestures, or possession of or the display of obscene material is prohibited and will result in disciplinary action.

PROGRESS REPORTS

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

READMITTANCE

Students who are absent from school for any reason must report to the school office to obtain an admit slip. **Admit slips are to be obtained prior to the beginning of class.** Students must bring an excuse slip signed by the parent stating the reason for the absence before the student may be considered for excused absence. The admit slip must be signed by each of the student's teachers and the last period teacher will hand it to the office.

RESTRICTED AREAS

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

SALUTORIAN HONORS

The student with the second highest cumulative grade point average to the nearest one thousandth decimal point based on his or her official transcript through grades 9-12 will be honored as VHS salutatorian. If there are shared co-valedictorians, then no salutatorian honors will be given. If there are students who share the second highest cumulative grade point average and there is only one valedictorian, the honor of salutatorian is also shared and the students will be named co-salutatorians. To earn this honor, the student must also have spent at least the last two semesters at Valdez High School.

SCHOOL CALENDAR

The school's master calendar is kept in the school office. Time, place and dates of all events are posted. Activity sponsors are to consult the master calendar when proposing dates and scheduling activities. Conflicts in the use of facilities and activity dates can thus be minimized.

SCHOOL PROPERTY

High school textbooks and most class equipment are furnished free of cost to you. In case of loss or damage to these items, the student will be assessed a replacement charge. Failure to pay these charges will result in withholding of the report card and participation in graduation ceremonies may not be allowed.

SCHOOL SPIRIT

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

SEMESTER EXAMS

Semester exams shall be administered to all Valdez High School students except those officially exempt from selected final exams through the office. Exams shall count up to 20% of the semester exam. Students may be exempt from taking some semester exams if they have two excused absences or less, and have two tardies or less for the semester. Lists will be issued from the office. Also, to be exempt, a student must have an 80% average or better in each class for the semester. If a student qualifies for exemption based upon attendance and grades, he/she still may choose to take semester exams in an attempt to raise their grade. However, once a student opts to take the exam, even though exempt, they are subject to the results.

The following semester tests are required regardless of a student's exemption status:

Freshman – Math & Science

Sophomores – Math & Science

Juniors – English & US History

Seniors – English, Government & Economics

Any student taking a class through the high school for college credit must take a semester exam in that course.

SENIOR SKIP DAY

The district does not sponsor or endorse a senior skip day.

SMOKING

Smoking or any tobacco product is prohibited by law in all school facilities and on all school property. Possession or use of tobacco in any form by the Valdez City School District students of any age on school property is prohibited. See reference to smoking in VALDEZ CITY SCHOOL DISTRICT DRUG POLICY for complete details.

STUDENT BEHAVIOR

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

STUDENT COUNCIL

Student council officers and representatives shall be elected annually. See the Student Council Constitution in the office.

STUDENT RECORDS

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

STUDENTS EIGHTEEN AND OLDER

All school policies, rules and regulations apply to students 18 and older. Students are considered to be under their parent's jurisdiction regardless of their age, while they are enrolled in school. All school information will routinely be sent and be available to the parents of students 18 or older. Students 18 or older may assume exclusive responsibility for his/her school records by providing validated evidence of financial independence from parents/legal guardians. An individual who has assumed such responsibility must personally excuse his/her absences with the principal. The school retains the right to reject invalidated reasons for absences.

SUSPENSION

The principal has the exclusive right to suspend a student. The act of suspension shall be reserved for serious or repeated infractions of school rules. A student placed on suspension shall not participate in any extracurricular activity or trip sponsored by the school during the period of suspension. Students who are suspended shall not be allowed on school property or to attend any school sponsored event. **Out-of school suspensions (OSS)** are considered unexcused absences and no credit will be given on those days. **In-school suspensions (ISS)** take place during the normal school day (8:15 a.m. – 3:07 p.m.). Students in ISS are expected to complete class work for credit, but the day will count as an absence toward the ten day limit. The compiled School Laws of Alaska and Valdez City School District's Board Policy outline procedures governing suspension and expulsion. Letters of suspension and expulsion shall be placed in the appropriate student's record in the school office.

TARDY POLICY

Students are considered tardy through the 10th minute of the class period. After the 10th minute, the student is considered absent from that period. If the 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 tardies during a quarter. Detention shall be completed within two 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 (8:15AM – 3PM) 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. See VALDEZ HIGH SCHOOL ATTENDANCE/TARDY PROCEDURE.

TELEPHONE USE

Courtesy telephones located by the office and gym are for student use. The office phones are restricted to business use by school personnel and others only on an emergency basis. Only emergency messages from parents will be delivered to students.

VALEDICTORIAN HONORS

The student with the highest cumulative grade point averages to the nearest one thousandth decimal point based on his or her official transcript through the completion of grades 9-12 will be honored as VHS valedictorian. If more than one student shares the highest cumulative grade point average, the honor will also be shared and they will be named co-valedictorians. To earn this honor, the student must also have spent at least the last two semesters at Valdez High School.

VISITOR PASS

No one but school personnel is allowed to visit classrooms without a written pass from the school office. It is illegal for juveniles or adults to loiter around the school during school time. Students will not be allowed to leave class with a visitor unless the visitor has a call slip from the office. Persons other than school personnel wanting to talk to students during school hours must come to the school office. The school office will send for the student (This assumes the need for conversation is approved). Please report to the school office, at once, the presence on campus of unauthorized persons during school hours. This includes the period immediately before and after school as well as the lunch hours. Friends and guests will not be allowed to visit VHS classes unless there is an educational reason. The principal must approve this reason followed by teacher authorization to enter individual classroom.

WILLFUL DISOBEDIENCE

Willful disobedience is the refusal to comply with a reasonable request by staff- this includes skipping a class once a student has arrived at school. Student will be subject to disciplinary action.

STUDENT DECORUM

The Valdez City School District will try to apply discipline, which is progressive in most situations. Discipline can range from an oral warning to expulsion. Beginning with the seventh grade, discipline records shall transfer with students until graduation. Therefore, from seventh to eighth grade, offenses occurring in one year will progressively increase the disciplinary consequence. At the high

school level, offenses from one school year will be added to those of previous years to determine the disciplinary action to be taken

Every student has a right to due process. Discipline should be fair and reasonable. Before any discipline action is taken, a student will be given an opportunity to 1) find out what the school thinks the student did wrong; and 2) present the student's side of the story.

ALCOHOL & OTHER DRUGS See Board Policy 5131.6 or VALDEZ CITY SCHOOL DISTRICT DRUGS AND ALCOHOL POLICY in this manual for complete details.

ARSON – Attempting to or actually starting a fire or causing an explosion that burns buildings or property, or taking action that could lead to a fire or explosion.

1st and other subsequent offenses- Administrator's/designee discretion to recommend up to and including expulsion. Contact Authorities.

ASSAULT – Verbal, written or physical threats directed toward a student or staff member.

1st offense- Up to 90-days expulsion

Subsequent offenses – May lead to expulsion for one-calendar year.

CHEATING, PLAGIARISM & ACADEMIC DISHONESTY – Includes, but is not limited to: Procuring, possessing, stealing, using or distributing tests, quizzes, answer keys, teaching materials, teacher manuals, or teacher textbooks; Any attempt to tamper with or alter a teacher's records or grades; representing the work of others as one's own work; Making use of unauthorized notes, homework assignments and crib sheets; and Obtaining or offering unauthorized assistance or communication on test, quiz, or other assignment. Behavior that violates this offense may also involve theft, and/or unauthorized access to a computer or information on a computer.

Any offense- Teacher recommendation and administrative discretion up to ten (10) days suspension. Continued violations may lead to expulsion.

COMPUTER HACKING – Unauthorized access to a computer system or information on that system.

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

2nd offense- Up to 10-days suspension, loss of computer privileges, and restitution for damages.

Subsequent offenses- May lead to expulsion.

DAMAGE, DESTRUCTION and/or VANDALISM - Destroying, defacement, or mutilating objects or materials belonging to the school, school personnel, or other person.

1st offense- Administrator's/designee discretion and pay for damages

2nd offense- Up to 5-days suspension and pay for damages

Subsequent offenses- 5-10 days suspension and pay for damages

DISRUPTIVE BEHAVIOR - Disruptive behavior is student conduct, which materially and substantially interferes with the educational process or lawful activities of others. Examples of disruptive behavior include insubordinately talking out, moving around the classroom without permission, profanity/vulgarity, uncomplimentary gestures/speech, threatening, noncompliance with school/class rules, refusing to acknowledge a school employee's direction, and behavior that jeopardizes the welfare, and/or safety of other students and staff.

1st offense - Administrator's/designee discretion

2nd and subsequent offenses - Up to 3-days suspension

3rd offense - Up to 5-days suspension

4th offense – May lead to expulsion

FALSE ALARM – Calling in threats to or about a school or district property or school sponsored activity or activating a false fire alarm.

1st offense and subsequent offenses – Recommendation for expulsion at principal's discretion. Contact authorities.

FIGHTING – Physical conflict or mutual combat between two or more individuals.

1st offense - Administrator's/designee discretion

2nd offense - Up to 10-days suspension

3rd offense - Up to 10-days suspension

Subsequent offenses – May lead to expulsion

HARASSMENT - This includes, but is not limited to: oral, written, or physical conduct relating to race, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation that is sufficiently severe, pervasive, or persistent that it substantially interferes with or limits an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or work environment.

1st offense- Administrator's/designee discretion

2nd offense- Up to 5-days suspension

3rd offense- Up to 10-days suspension

Subsequent offenses- May lead to expulsion

*Sexual harassment may take various forms and may be verbal, nonverbal, or physical. (See Board Personnel Manual PR. 0841.10)

HAZING – Any behavior or pattern of behavior directed at one or more specific individuals, which persecutes, harasses, humiliates, degrades or endangers the physical safety of an individual.

1st offense- Administrator's/designee discretion

2nd offense- Up to 5-days suspension

3rd offense- Up to 10-days suspension

Subsequent offenses- May lead to expulsion

THEFT – The taking of another's property without their permission. A theft report will be filed with local law enforcement agencies.

1st offense- Administrator's/designee discretion

2nd offense- Up to 5-days suspension

3rd offense- Up to 10-days suspension

Subsequent offenses- May lead to expulsion

TOBACCO - Possession or use of tobacco in any form by students on school property is prohibited by state statute and school rules. This includes smoking, chewing or possessing tobacco, nicotine products or look-alike products on school property, at school sponsored activities or while under the supervision of district employees. Violation of the tobacco use/possession rules will provide the school administrator with reasonable suspicion to conduct a search of a student's locker and garments, if he or she deems a search to be appropriate. Students violating the tobacco rule are subject to the following sanctions:

1st offense- 1 day in-house suspension

Notification of parents

2nd offense- 1-3 days in-house suspension

Notification of parents

Subsequent offenses- 5 days in-house suspension

Notification of parents

TRUANCY – Unless a child subject to compulsory attendance laws is exempted, excluded, or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law. (See school district and building attendance policies/rules).

WEAPONS & DANGEROUS INSTRUMENTS - The possession and/or use of weapons or items designed to look like weapons under school district jurisdiction are strictly prohibited. Any instrument designed for and capable of causing death or serious physical injury including firearms, bomb or other explosive, poison, dangerous or deadly gases, slingshot, club, straight razor, brass or artificial knuckles of any kind, and **any knife**.

FIREARM – Gun possession or threatened use

Any offense -Confiscation, with recommendation for expulsion

for a minimum of one calendar year.

WEAPON -

Possession of any object, other than a firearm, that can be considered a weapon.

Any offense- May lead to expulsion for one-calendar year. **Use of any object**, other than a firearm, or the threatened use of any object that can reasonably be considered a weapon, including knife, regardless of the blade.

1st and subsequent offenses- Confiscation, with possible recommendation for expulsion.

ATTENDANCE/TARDY PROCEDURE

RATIONALE

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

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

GRADING COMPONENTS

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

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

TEN TIME ABSENCE LIMIT

High School 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-day limits 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 be satisfied for any school-sponsored activity and/or parent-sponsored activity. If the studies required will 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 make-up time may be allowed at the discretion of the building administrator.

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

LOSS OF CREDIT/COURSE FAILURE

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

DEFINITION OF ABSENCES: EXCUSED, UNEXCUSED, SCHOOL SPONSORED

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

EXCUSED ABSENCES:

(Counts against 10 times limit)

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

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

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

A student:

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

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

HIGH SCHOOL CREDIT LOSS MAKEUP

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

APPEALS PROCEDURE

If a parent or student wishes to appeal a decision made pursuant to this policy, such an appeal must be initiated in writing within fifteen (15) school days of the date of the decision or the date of the letter of notification to the Superintendent of Schools. The letter requesting an appeal must include specific reasons that the request should be considered. If an appeal is not filed within the timeline provided, the student/parent/guardian shall 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

POLICY STATEMENT

It is the intent of the Valdez City School District to maintain a drug-free environment so learning can take place; to educate students so they are aware of the issues and problems related to the abuse of drugs, alcohol and controlled substances; to refer students for appropriate services, which

are beyond the scope of the schools; and to remove all those possessing, distributing or selling drugs or alcohol in the school setting from that environment.

STUDENT POSSESSION/SALE/USE OF ALCOHOL and OTHER DRUGS INCLUDING OVER-THE-COUNTER DRUGS

The actual or attempted sale of, use of, possession of ALCOHOL, illegal drugs, substances designed to look like illegal drugs, substances purported to be illegal drugs, non-prescribed inhalants or pharmaceutical drugs, anabolic steroids or drug paraphernalia while under the jurisdiction of the school shall result in disciplinary action. Abuse of over-the counter drugs by students while under the jurisdiction of the school district shall also result in disciplinary action as defined in this policy. Implementation of this policy shall be based on individualized reasonable suspicion. The administrator shall consider the following in determining reasonable suspicion as it relates to this policy:

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

AOD TESTING PROCESS

All school personnel are required to immediately report any and all suspected violations to an administrator.

1. Teachers or other trained school personnel will refer students who exhibit symptoms consistent with substance use to the administrator for further assessment.
2. The administrator will interview the student. Based upon the interview, if an administrator has reasonable suspicion a student has used drugs or alcohol on school grounds or at a school-sponsored activity or is under the influence while on school grounds or at a school-sponsored activity, the administrator shall require an impairment assessment.
3. If a student is required to undergo an impairment assessment, the administrator will notify the parent/guardian. Refusal by the student or parent/guardian to undergo the assessment will be treated as a positive determination, and the administrator will proceed to the disciplinary phase.
4. If a student is assessed as impaired, he/she will automatically be required to undergo a urinalysis for alcohol and/or drug use.

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

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.

USE, POSSESSION OR REFUSAL

1st offense- 5 day out-of-school suspension*

Contact of law enforcement officials

Parent/student conference

*The suspension will be reduced to three (3) days if the student participates in a substance use assessment at a state-certified counseling center. The assessment must be schedule within three (3) 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 two (2) additional days of suspension to be immediately implemented.

HONESTY CLAUSE:

If a student honestly reports their substance use at the time of the interview with the administrator, and it is their first offense, the student will be allowed to earn credit during the suspension period after the administrator confers with the parents. All other aspects of this policy shall be followed.

2nd offense-10 day out-of-school suspension

Contact of law enforcement officials

Student participation in a substance use assessment at a state-certified counseling center

Parent/student conference

The assessment must be schedule within the ten (10) days period of the disciplinary action. If an assessment cannot be done within the 10-day period, it must be scheduled and verification of the appointment must be received by the administrator before a student is allowed to re-enter school. The school administrator must also receive confirmation that the student is following treatment recommendations. Failure to strictly follow treatment recommendations will result in a recommendation for suspension for the remainder of the current semester and no credit shall be granted for that semester.

3rd offense-Recommendation to the Valdez School Board for

expulsion for the remainder of the semester, no matter when the violation occurs during that semester.

Loss of credit for the semester, if expelled.
Contact of law enforcement officials
Student participation in a substance use assessment at a
state-certified counseling center
Parent/student conference

The school administrator must receive confirmation that the student is following treatment recommendations. Failure to strictly follow treatment recommendations will result in a recommendation for expulsion from school until the administrator receives confirmation that the treatment recommendations are being followed. The school board may impose additional requirements at the time of the disciplinary action. The school administrator shall review and approve any and all requirements for readmission before the student may return to school.

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

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

Distribution by a student will result in -Recommendation for expulsion for one (1) calendar year.

Contact of law enforcement officials
Student participation in a substance use assessment at a
state-certified counseling center
Parent/student conference

The school administrator must receive confirmation that the student is following treatment recommendations. Failure to strictly follow treatment recommendations will result in a recommendation for continued expulsion from school until the administrator receives confirmation that the treatment recommendations are being followed. The school board may impose additional requirements at the time of the disciplinary action. The school administrator shall review and approve any and all requirements for readmission before the student may return to school.

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.

EXTRA and CO-CURRICULAR ACTIVITY POLICY

Attendance at parties or other events in which consumption of alcohol or illegal drug use (as defined above) occurs shall not be permitted and shall be considered a violation of this policy.

See VALDEZ CITY SCHOOL ALCOHOL AND OTHER DRUG POLICY for specific details, including extra and co-curricular activity policy.

FEDERAL AND STATE PROGRAMS AT VALDEZ CITY SCHOOL DISTRICT'S INDIAN EDUCATION PROGRAM

Native American and/or Alaska Native students are supported both academically and culturally with activities and programs throughout the year. A Parent Advisory Council directs use of grant funds through needs assessment and sets annual goals. Students can become involved in the program by signing up through the program, housed in the Parent Resource Center/Federal Grants Office at HHES.

BILINGUAL/BICULTURAL PROGRAM

Students and their families receive an equal learning opportunity, which promotes the acquisition of English as a second language. Throughout the school year many students share their various cultures and languages while learning about cultural customs and traditions from around the world.

TITLE 1 PROGRAM

Struggling readers participate in a reading enrichment program with reading instructors. Standard reading scores may indicate a change in grade level receiving targeted instruction. Students meet one on one or in small groups to receive reading instruction. Accelerated reader program is incorporated into Title 1.

MIGRANT EDUCATION PROGRAM

Students and families have an opportunity to participate in a variety of special activities that promote academic achievement. In addition, program activities support cultural enrichment and healthy lifestyle choices through after school and summer activities. Students can become involved in the program by signing up through the program, housed in the Parent Resource Center/federal Grants Office located at HHES.

NOTE: If you think your child may qualify to receive services from these programs, or would like more information about the programs, please contact the school principal or the Parent Resource Center at 835-4552.

Drug Free Counseling & Rehabilitation Programs

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

PROVIDENCE VALDEZ COUNSELING CENTER

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

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

NORTH STAR BEHAVIORAL HEALTH SYSTEM INPATIENT HOSPITAL

2530 DeBarr Road, Anchorage AK 99508-2296

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

NORTH STAR RESIDENTIAL TREATMENT CENTER

1650 So. Bragaw, Anchorage AK 99508

(907) 272-6202 (*Long-term*

Treatment for Children & Adolescents)

PROVIDENCE MEDICAL CENTER: BREAKTHROUGH - ADOLESCENT CARE

3200 Providence Drive, Anchorage AK 99508

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

RALPH PERDUE CENTER FOR ALCOHOL & OTHER ADDICTIONS FAIRBANKS NATIVE ASS.

PO Box 74450, Fairbanks AK 99707

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

Drug Free Counseling & Help Programs

The following is a list of agencies that are equipped to help in various situations.

ALASKA INFORMATION - 24-hour referral line. *A wealth of information on any matter and confidentiality is a priority.* **1-800-478-2221.**

AIDS HOT LINE: **1-800-478-2437;** Nat'l Number: **1-800-342-2437.**

COVENANT HOUSE: *Shelter and services for Run Away & Homeless Teens.* 609 "F" Street, Anchorage AK 99501. Phone: **(907) 272-1255;** Nat'l Hotline **1-800-999-9999.**

REPRODUCTIVE HEALTH CLINIC: **1-(907) 343-4611.**

STANDING AGAINST RAPE: 24-hour Crisis Line. **1-(907) 276 -7273.**

SUICIDE PREVENTION CENTER: 24-hour Crisis Line. **1-(907) 563-3200**

A.V.V- *Crisis intervention, sexual assault, depression, etc. Completely confidential- only reportable to authorities.* 24-hour Crisis Line. **(907) 835-2999.**