

# **BRISTOL BAY BOROUGH SCHOOL DISTRICT**

**Naknek Elementary School  
Bristol Bay Borough Middle School and High School**

## **STUDENT/PARENT HANDBOOK**

### **2011-2012**

#### Mission

The mission of Bristol Bay Borough School District is to provide learning opportunities to ALL students, enabling them to secure the essential knowledge and skills necessary to become positive and productive members of society.

#### Overview

##### Purpose

The goal of the Bristol Bay Borough School District is to build individual student capacity with a quality, 21<sup>st</sup> Century education. Students learn to reason, make sound judgments, communicate, and compute effectively, as well as appreciate our country's institutions and one's individual cultural heritage. The District's mission is to prepare young minds for a future that will demand individual resourcefulness and a commitment to the community where they live.

This handbook's purpose is to provide important information and guidelines to students and parents about the school's expectations regarding operational policy, administrative regulations, and effective daily practices.

##### General Information

Each student *and parent* is responsible for being familiar with the information and guidelines contained in this handbook.

Office hours on regular school days are from 8:00 am - 4:00 pm.

The school phone number is 246-4265.

The school district offices are open daily from 8:00 am -4:30 pm.

The district office phone number is 246-4225.

### Non-Discrimination

All students, regardless of race, religion, national origin, sex, age, marital status, or disability, have a right to an equal educational opportunity. If a student believes that this right has been denied or violated, s/he is encouraged to bring the concern to the attention of the school's principal. A formal complaint can be filed with either the principal or the superintendent of schools.

## 2011-2012 Staff Members

Principal.....Mr. Jim Dube  
School Secretary.....Mrs. Laura Zimin  
Academic Advisor.....Mrs. Darlene Groat  
Counselor.....Mrs. Rita Crouch

### Elementary

Preschool Lead Teacher .....Mrs. Rachel Ranke  
Kindergarten.....Mrs. Rachael Johnson  
Grade 1 .....Mrs. Margaret Lee  
Grade 2 .....Mrs. Jessica Geffken  
Grade 3 .....Ms. Stephney Fulkerson  
Grade 4 .....Mrs. Mary Ludvick  
Grade 5 .....Mr. Tanner Johnson

### Middle School and High School

Grade 6, 8, & 9 .....Ms. Ginger Mansfield  
Grade 6, 7, & Voc-Ed.....Mr. Drew Larrabee  
Reading Specialist.....Ms. Beth Weston  
Mathematics .....Ms. Rebecca Ingalls  
Science and Art .....Ms. Jodi Doster  
Special Education.....Mrs. Paula Niedermeyer  
Social Studies.....Mr. Larry Scott  
English and Language Arts .....Mr. Jared Moore  
Spanish .....Ms. Jo Peterson

### K-12 Support Staff

Office Aide.....Mrs. Lori King  
Librarian.....Mrs. Martha McClain  
Migrant Tutor .....Mrs. Marilyn Tolbert  
Classroom Aide .....Mrs. Cheryl Wilson  
Classroom Aide .....Mrs. Diane Hill  
Special Education Aide .....Ms. Lynn Peters  
Head Cook.....Ms. Sheila Pebles

### Central Office Staff

Administrative Assistant .....Ms. June Jaidinger  
Federal Programs.....Ms. Donna Williams  
Maintenance Director .....Mr. John Geffken  
Finance Manager .....Mrs. Sherry Kern  
Superintendent.....Mr. Jack Walsh

## Student/Parent Items

### Emergency School Closure

School will be closed when the wind chill factor is determined to be -60 F or lower, based on the Kenai, NOAA or KAKN radio station weather reports.

An announcement to close school will be made on KAKN radio no later than 7:00 AM, if at all possible. If possible, a notice will also be posted on the local cable TV reader board at the earliest possible time.

### Transportation

The Bristol Bay Borough School District provides bus transportation to K-12 students who live on or near publicly maintained roads, as well as air transportation to those of grades K-12 who reside within the community of South Naknek. Bus and airplane transportation schedules are published and distributed at the beginning of each school year.

At all times, bus drivers and pilots will have supervisory authority over students who are transported via a bus or an airplane.

When the temperature is 32° F or colder, students shall carry with them on the bus or airplane the following items of clothing:

- a pair of insulated pants
- a winter coat with hood (or other cold weather head covering)
- appropriate footwear
- a pair of mittens or gloves.

When the temperature is 0° F or colder, students shall be wearing the above items upon boarding. The bus driver or pilot has the authority to deny bus or airplane transportation to a student if s/he is not dressed appropriately for cold weather.

Students leaving school before the end of the day using alternative transportation must have the written permission of their parent or legal guardian on file in the school office. Students in grades 1 through 3 are required to have a bus pass if they wish to be dropped off at a point other than their customary stop. Bus passes can be obtained in the school office.

It is the parents' and student's responsibility to abide by all laws, regulations, and directives relating to the District's bus and air transportation service.

### School Transportation Conduct

Students who fail to comply with the regulations shall be subject to disciplinary action, which may include the temporary or permanent denial of school transportation privileges. A parent or legal guardian shall be notified of any disciplinary action contemplated or taken either by the school or the transportation provider.

### Field Trips

Field trips within the immediate area and to nearby points of interest are scheduled by classroom teachers and approved by site administrator throughout the year. These trips are designed to supplement the curriculum and to introduce students to resources in the community. Parents are asked to sign a blanket field trip permission form at the beginning of the school year. Field trips that are longer or out of the ordinary will require special permission. Parents will be notified by classroom teachers before all such trips.

### Volunteers

Volunteers are important to our school program. Please contact the principal's office if you have time and talents to contribute. Volunteers are required to sign in at the office and pass a minimal security clearance.

### Visitors

Parents and adult visitors are welcome in school at all times. These visitors must notify the school office upon their arrival to school, sign in, sign out, and wear a name tag. If necessary, the school's principal or secretary will be happy to arrange a visit to a specific class or a teacher conference. In consideration of our instructional program, school-age visitors are generally not allowed.

### Public Forum

Bristol Bay School is not a public forum. Public announcements and advertising, including the distribution of leaflets, posters, etc., are not permitted unless they have the approval of the school administration.

### Telephones/Fax

Public telephones are intended for student/visitor use. The school office and classroom phones are reserved for school business and should only be used by students under direct staff supervision. Cell phones may be used only before school, during lunchtime and after school. Students may use the fax machine under teacher supervision.

### Interviews

No one will be allowed to interview students without prior approval from principal who notifies parents as appropriate.

### Leaving School Grounds

Students are not permitted to leave the school grounds during the school day. High school students who wish to leave during the lunch period and who have a signed parent permission form on file in the school office are the only exceptions.

If a student must leave school due to a medical appointment, family reasons, or exceptional circumstances, prior written permission from his/her parent/legal guardian must be secured. Students need to sign out through the office to arrange for such absences and prior written notification from the parent/legal guardian must be received.

K-8 grade students may leave school grounds only when accompanied by a parent/legal guardian.

### Student Parking of Motorized Vehicles

To ensure student safety and to minimize disruptions, student-operated motorized vehicles, including off-the-road motorbikes and 4-wheelers, are not permitted on school grounds at any time. Parking for these vehicles is confined to the student parking lot across the street from the entrance to Bristol Bay School.

Students must park their vehicles in a manner respectful to other motorists. Vehicles should not be parked on snow piles. Violations of these regulations shall be dealt with on a case-by-case basis, which may include parent contact, progressive disciplinary action, and/or the intervention of local law enforcement.

### Cafeteria

The Bristol Bay Borough Schools provide wholesome breakfasts and lunches for students at a nominal cost. Free or reduced-cost meals are available to those who qualify. The school follows a “no-charge” guideline.

### Eating Food Outside of the Cafeteria

Eating in the classroom is at the teacher’s discretion. Food or drinks are not allowed in the library, auditorium, gymnasiums, hallways, carpeted areas, and are NEVER allowed in the computer classrooms.

### Medical Insurance

Limited medical insurance coverage is provided to students who sustain injuries during school or while traveling to or from or while participating in a school-sponsored activity. This insurance is at no cost to the parent and is secondary to the parents’ primary insurance. For further information regarding the limits of coverage and exclusions, please contact the superintendent’s office.

### Sick Room

A student who becomes ill during school may be sent by his/her teacher to the Sick Room, which is located in the school office. The parent/legal guardian will be notified as quickly as possible. Medications will not be dispensed to a student without the expressed written consent of the parent/legal guardian. In all instances, medication must be delivered by the parent/legal guardian directly to the school office.

### Lockers/Desks

Lockers and desks are the property of the District and are subject to search by school authorities and law enforcement officials when there is suspicion that illegal, disruptive, or objectionable items are present. Objectionable items are defined as, but not limited to, those that advertise, glorify or promote sexual activity, weapons, and/or the use of alcohol, tobacco, or prohibited drugs.

Lockers and desks are expected to be kept clean and not covered or written upon in any manner. All tape, stickers, posters, pictures, etc. are to be removed from the inside of lockers/desks before the last day of school.

Students should leave their valuables at home as the District assumes no responsibility for their loss.

### School Property

School equipment, supplies, textbooks, laptops and other materials are the property of Bristol Bay Borough School District. Consequently, students are responsible for the loss or damage to school property and shall bear the cost of their replacement.

The cost of projects/supplies in classes such as art, home economics, music, and industrial arts are paid for by the student. However, no student shall be denied full participation in these classes due to his/her inability to pay for materials.

## Internet

### Limited Educational Purpose

The school district provides students and employees with access to the school's computer network. The network provides students and employees with general access to the Internet. The school district's network has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with school policies. Uses, which might be acceptable on a user's private personal account on another system, may not be acceptable on this limited-purpose network.

### Use of the Computer System and the Internet is a Privilege

The use of the school's network and access to the Internet is a privilege, not a right. The school does monitor Internet use. Depending on the nature of the violation and the number of previous violations, unacceptable use of the network or the Internet may result in one or more of the following consequences:

- suspension or cancellation of use of access privileges
- payments for damages and repairs
- discipline under other appropriate school district policies, including exclusion of access, suspension, or expulsion.

### Internet Use Agreement

The proper use of the Internet and the educational value to be gained is the joint responsibility of students, parents, and school district employees. Internet use requires the permission of and the supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet. An Internet Use Agreement form must be read and signed by the user and the parent or guardian, then filed at the school office.

## Enrollment

Registration for new students, including those who arrive within the last two weeks of any school year, takes place in late August prior to the beginning of school.

Prospective kindergarten students must be five years old on or before September 1st of the year of their registration in order to be eligible for admittance.

A student transferring to another school is asked to report his/her intended withdrawal to the office at the earliest possible date. Student records can be released to the requesting school with the exception of Special Education records, which require a parent/guardian's signature before being released.

To ensure the proper grade placement of a student who enrolls late to the District, the school's principal and other appropriate personnel will take into consideration all factors, including the student's prior grade-level assignment, transcript of record, test results, and other important information.

### Immunizations

BBBSD follows the state laws in regard to immunizations. Upon initial entry to school, each student's parent or guardian shall provide the school with an up-to-date immunization record as provided in Alaska law. New students must have a complete immunization record. Continuing students need to keep current in the immunizations required by law.

### Enrollment of Part-Time Students

In accordance with District policy, part-time students are required to meet all the conditions of enrollment applicable to full-time students, which include, but may not be limited to, grade-level placement or ability-level testing. Placement in a particular course is based on space-availability and the academic preparedness of the applicant. Course prerequisites must be met in all instances.

District-provided pupil transportation is available to part-time students; however, since their presence on campus is limited to the time period of the course/s in which they are enrolled, alternative daily transportation arrangements by the parent/guardian may be necessary.

Part-time students are invited to participate in the school's extra-curricular activities, provided they meet all eligibility requirements and those outlined by Alaska School Activities Association (ASAA). The furnishing of any records needed to establish eligibility is the responsibility of the parent/legal guardian.

Part-time students are expected to comply with all District policies, school rules, and procedures.

### Student Information

Parents/guardians and/or students have the right to deny the release of information in any or all categories by providing written notification to the principal. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student records. Military and college recruiters are allowed to access to the student directory information unless parents indicate otherwise.

## Attendance

Because student achievement is directly related to regular school attendance, the District strongly encourages punctual arrival to class and regular school attendance. The District discourages tardiness, unapproved absences, and excessive absences.

### Attendance, Absences, and Tardiness

The laws of the State of Alaska specify that parents have the primary responsibility for ensuring their child or children attend school regularly and punctually. High school students who miss seven (7) or more days in a *quarter* in any given class are required to petition the Attendance Review Board to receive credit for that class. Illnesses, prearranged absences, and emergencies may be included in the number of days but will be considered on a case-by-case basis by the principal.

An absence is defined as missing more fifteen (15) minutes or more of class time. A tardy is defined as missing the first fourteen (14) minutes or less of a class period. A student who misses school due to illness or family emergency will be required to present a note stating the reason for the absence at the office upon his/her return. A student who misses school due to truancy, skipping, leaving school grounds without permission, oversleeping, or missing the bus will receive a zero (0) for work missed and may be subject to disciplinary action. The school will attempt to notify the parent/guardian whenever a student's absences become excessive. Parents will be notified by the teacher when their child has accumulated three or more absences in a quarter. Report card mailings will include attendance summaries.

### General

State law specifies that parents shall have the primary responsibility for ensuring that their children attend school. The attendance procedures at the Bristol Bay School are designed to assist parents in carrying out that responsibility and to help students recognize that regular and prompt school attendance relates directly to academic progress and overall school success.

Following an absence, students who are absent must obtain a re-admit slip from the school office in order to return to his/her class or classes.

### Pre-Arranged Absences

The school recognizes that students will be absent due to family trips, school activities, and other planned events. Notice should be given to the office at least one week in advance of those absences so that the student can receive assignments they would be missing. A pre-arranged absence form is available in the office. The pre-arranged absence form will include coursework the teacher has prepared and/or determines is appropriate for this pre-arranged time. The student may have additional work to make-up when s/he returns. All make-up work is due upon the day of return or at the teacher's discretion.

### Requirements for Students in Grades 6-12 Regarding the Earning of Grades/Academic Credit & Travel Associated with School-Sponsored Activities

If a student is absent from school without the knowledge and/or approval of his/her parents or legal guardian, the school will attempt to notify the parents as soon as possible on the date of absence. If the school's attempt to contact the parent or legal guardian is unsuccessful, the principal may inform local law enforcement authorities of the student's non-attendance. The consequences resulting from an unapproved absence will be determined by the building administrator and can range from an assigned detention to suspension from school.

When a student incurs seven (7) or more absences in any class or subject during a quarter, s/he will be subject to not receiving a grade and/or credit. In such an event, the teacher shall report a No Grade (NG) or Incomplete (I) to the school office at the end of the quarter. The student and/or the parents can appeal the non-awarding of grade and/or credit. The appeal meeting shall be scheduled with the principal's secretary. The appeal committee shall consist of the principal, the subject teacher, and one other teacher who shall make a decision based on the merits of the appeal.

When a student has seven (7) or more absences, his/her travel to school-sponsored activities shall cease for the rest of the quarter unless the school principal determines otherwise based on the student's circumstances.

Regardless of the number of absences in a quarter, a student shall be responsible for all work required in the class. Accordingly, the teacher shall maintain a record of all work completed by the student.

#### Tardiness

A tardy is defined as the student's not being in his/her assigned classroom seat at the beginning of the class period. Whenever a student is late, he or she will call parents and must obtain an admit slip from the office. The teacher will record tardies, and notify the office of tardies exceeding 15 minutes, which will be counted as an absence. Repeated tardiness in any single class can result in the following:

1<sup>st</sup> and 2<sup>nd</sup> tardy per class per quarter- Warning from teacher.

3<sup>rd</sup> tardy per class per quarter – the student will serve a lunch detention upon the third tardy and every subsequent tardy in the quarter.

On the 4<sup>th</sup> unexcused tardy, the teacher will send a letter to parents

The abuse of tardies by high school students could result in off campus lunch privileges being denied for two weeks. Additional and progressive discipline steps will be taken if the tardiness persists. Parents can be contacted by a teacher any time a student's tardies are a concern.

#### Hall Passes

Hall passes, issued by school office or the teacher, will be required whenever students are not in class. Hall passes will be written in the student planner or a teacher may use a different system to monitor student movement during the class periods.

## Academic Standards

### Eligibility

The eligibility period for students in grades 6-12 spans Monday through Sunday of every week. Eligibility is determined by Monday afternoon using the eligibility forms.

If a student is receiving two (2) D's in his/her coursework, s/he may attend meetings and practices, but may not participate in any competition. If s/he is earning three (3) D's, two (2) U's, an I or an F, s/he is prohibited from attending all meetings, practices, or participating in any competition.

### Grading

The following grading system represents a method of assessing student achievement. The letter grades earned are entered into a student's permanent record. They are used in determining class rank, honor roll placements and scholarships.

A+ (96.5-100%)	Outstanding Achievement	4.0
A (93.6-96.4%)	Outstanding Achievement	4.0
A- (89.5-93.5%)	Outstanding Achievement	4.0
B+ (86.5-89.4%)	Above Average Achievement	3.0
B (83.6-86.4%)	Above Average Achievement	3.0
B- (79.5-83.5%)	Above Average Achievement	3.0
C+ (76.5-79.4%)	Average Achievement	2.0
C (73.6-76.4%)	Average Achievement	2.0
C- (69.5-73.5%)	Average Achievement	2.0
D+ (66.5-69.4%)	Below Average Achievement	1.0
D (63.6-66.4%)	Below Average Achievement	1.0
D- (59.5-63.5%)	Below Average Achievement	1.0
F (0-59.4%)	Little or No Achievement	0
Incomplete	Work in Progress	0
NG	Due to excessive absences	0

To ensure parental involvement in the educational process, regular and consistent communication between teachers and parents shall be conducted. Teachers shall outline and inform parents/student of their grading procedure at the beginning of each semester.

Strategies or approaches, in addition to regularly scheduled progress/grade reports, shall be developed and implemented by teachers to ensure that parents are apprised of their student's academic performance and/or conduct in school.

Contacts between teachers and parents, whether made in writing or verbally, should be documented for the benefit of all parties.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian.

Students who receive an Incomplete (I) on their report card are allowed 10 school days to make-up work for the marking period, unless special arrangements are made with the teacher and/or administration. Any assignments not completed within the time period will reflect a zero and will be used in the calculation of the quarter grade for the class.

An Incomplete (I) grade will not be used in computing grade point averages until a final grade is assigned.

A Pass (P) grade indicates the receipt of course credit, but no grade point value is assigned. A Pass (P) is not included in the calculation of grade point average (GPA).

A maximum of 2 elective credits may be earned in various “student aide” assignments unless there is a special arrangement. A Pass/Fail grade will be assessed for “student aide” assignments.

### Graduation Requirements

Students who intend to graduate from the Bristol Bay Borough School District shall have earned a minimum of twenty-two (22) high school credits and passed any required graduation exam. As these graduation requirements recognize a minimum district standard, students planning to attend post-secondary and university programs must understand that these institutions may have foreign language requirements or encourage students to take three and four years in core subjects. *As of 2011, there are minimum requirements for the Governor’s Scholarship that parents may also want to consider if you hope to have your child eventually qualify for that valuable opportunity.*

The minimum required number of credits shall include the following:

<u>Subject Area</u>	<u>Credits</u>
<b>Language Arts</b>	<b>4</b>
<b>Social Studies</b>	<b>3</b>
<b>Physical Education</b>	<b>1</b>
<b>Science</b>	<b>2</b>
<b>Mathematics</b>	<b>3</b>
<b>Vocational Education</b>	<b>2</b>
<b>Health</b>	<b>½</b>
<b>Electives</b>	<b>6 ½</b>

### Dual Credit

High school students may receive dual credit for completing higher education courses. Proper forms must be filed through the counselor’s office prior to enrolling in the course.

### High Honors/Honor Roll

High Honor Roll recognition is based on a 3.75 grade point average (GPA) with no grade being below B. Honor Roll status is based on a 3.25 GPA with no grade being below C. Students considered for either honor must be enrolled in at least four (4) letter-grade carrying classes.

A Pass grade will not be used in the determination of High Honor Roll/Honor Roll status. A Fail grade will preclude a student from such consideration.

#### Repeated Classes

With the approval of the principal, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once. The highest grade received will be the permanent grade on the student's transcript.

#### Adding/Dropping Classes

The adding or dropping of classes must take place within 6 school days of any semester. To do either, a student must secure the approval of his/her teacher(s) and a parent/legal guardian, and complete the required request form.

#### Withdrawal from Classes

A student who drops a course during the first 6 school days of the semester/quarter may do so without any entry on his/her permanent record. A student who drops a course after the first two weeks of the quarter may receive an F grade on his/her permanent record, unless otherwise decided by principal because of extenuating circumstances.

A student may only receive quarter credit for a course as recommended by the principal and the superintendent.

#### Report Cards

Report cards are issued to students and/or their parents/legal guardians each quarter of the school year.

#### Progress Reports

Progress reports shall be mailed to parents/legal guardians at mid-quarter or/ anytime if the quality of student work falls below potential or expectation or deserves special recognition. F's, D's, and I's will be reported to parents by teachers at mid-quarter.

To ensure parental involvement in the educational process, which is considered to be essential to students' academic success, positive social growth, and development, regular and consistent communication between teachers and parents shall be conducted. This communication is a responsibility of both the parents and the teachers. Strategies or approaches, in addition to regularly scheduled progress/grade reports, shall be developed and implemented by teachers to ensure that parents are apprised of their son or daughters' academic performance and/or conduct in school. The teacher will keep documentation of the conferences they have with the student/parents.

Barring exceptional circumstances, of which the principal shall be made aware, teacher-parent conferences are to be conducted whenever a student is receiving a failing grade.

#### Academic Assessment Program

Assessments are integrated throughout the instructional program. The Bristol Bay Borough School District provides a K-12 assessment program, which adheres to the State of Alaska mandates.

Assessments include, but are not limited to, teacher designed quizzes and exams, and the following: the Kindergarten Developmental Profile; the third through tenth grade Standards Based Assessment; the fifth and seventh grade TerraNova Assessments; and, the Alaska High School Graduation Qualifying Exam beginning at 10th grade. In addition, the PSAT, the SAT, the ACT, and the ASVAB standardized assessments may be administered to high school students. Math, reading, and language arts skills are assessed within the District in the fall and spring for grades 3-12.

## Safe, Orderly, and Secure Schools

The Bristol Bay Borough Schools have an obligation to provide a safe, orderly, and secure environment at all times, which requires the provision of adult supervision of school activities. Students are expected to follow the same behavior guidelines established for the school day and are expected to remain in the designated area of activity. Students who are not following these expectations will be directed back to that activity. Should students continue to be in areas of the building not connected to the activity or in other ways choosing to not follow the school rules, parents will be contacted and the student will be sent home.

## Activities

The Board of Education's policy is to provide a wholesome, varied activities program. Participation in the school's extra-curricular activities is strongly encouraged.

Participation in activities is a privilege granted to students who meet the minimum standards of eligibility as defined by the Alaska School Activities Association (ASAA) and the Bristol Bay Borough School District. ASAA has recently changed the sanctions students will face should they possess or use alcohol, tobacco, and other drugs. If you would like copies of those new policies, they are available in the principal's office or on the ASAA website.

The goals of the extra-curricular activity programs are to:

- Offer, to the greatest number of students possible, a range of athletic and non-athletic activities
- Develop positive attitudes toward academically-related recreational as well as social activities
- Provide opportunities for individual growth and development by fostering teamwork, competitiveness, and citizenship
- Provide and encourage participation in healthy activities that promote lifelong fitness and activity
- Provide equal activities, opportunities and experiences for both boys and girls
- 

Specific extra-curricular activities provided include the following:

- Boys & Girls Cross-Country
- Boys & Girls Basketball
- Boys & Girls Wrestling
- Native Youth Olympics

- Girls Volleyball
- Battle of the Books
- Future Educators of Alaska
- Student Council
- Dances & other special activities

An annual physical examination is required of all MS/HS students who intend to participate in extra-curricular athletic activities.

#### South Naknek Students

High school students who participate in basketball, volleyball or wrestling, are flown home each day at the conclusion of their after-school activities involvement -- weather and VFR conditions permitting. When flying conditions preclude students from being returned home at the conclusion of their activity participation, the expectation is that they will board with surrogate families in the Naknek area.

#### Travel

Students represent their school and the School District when traveling. If students do not abide by the sponsor, teacher, or coach's instructions for conduct on a trip, they may be sent home at parent expense and/or otherwise disciplined.

In order to be allowed to go on a trip, students must meet eligibility and attendance requirements in all classes and arrange for make-up work from all their teachers prior to leaving on the trip. Students must be on time for all scheduled activities.

#### High School and Middle School Sports Participation Fee

All students who participate in either a high school or middle school sports activity must pay a sports participation fee. This fee must be paid before students are allowed to begin practice for the specific sport. Activity Fees will be \$75.00 per high school student activity; \$50.00 per middle school student activity with a \$250.00 per family cap.

#### Activities Eligibility

To be eligible to attend or participate in school extra-curricular activities, students must meet eligibility requirements, be in good disciplinary standing, and be in attendance and participating in all scheduled classes on the day of the activity. For travel that originates on a weekend or vacation day, students must be in attendance and participate in all scheduled classes on the preceding school day.

#### School Dances

All school dances require the supervision of at least one (1) certified staff member, one (1) class or club advisor, and one (1) adult male or female parent chaperone.

Only students in grades 6-8 and 9-12 are permitted to attend school-sponsored dances. Prior permission to bring a guest must be obtained from the school principal one (1) week prior to the dance. Guests are welcome but are expected to observe school rules. Guests must be under 21 years

of age and show a photo ID that includes date of birth. Students must be eligible to attend school-sponsored dances.

Once a student enters the dance, s/he will not be permitted to leave and re-enter the building.

For high school students, dances must end by 11:30 PM; for middle school students, 10:00 PM. These times may be altered with prior approval from the principal.

Dances and the list of adult chaperones must be approved by the principal at least one-week prior to its scheduled date. If on the night of the dance enough chaperones are not present, the dance will be cancelled by the principal or designee.

Food and drink are permitted only in the concession area. Children not of school age or students in grades PreK-3 who attend school functions or activities must be under the supervision of a parent or guardian or other adult family member at all times. This responsibility cannot be assigned to an older age child.

If students are participating in an after-school sport or activity, he/she needs to come to the school at the specified time of that activity and report directly to the coach or sponsors. Students will be asked to leave the building if they are not participating in a specific sport or activity at the time they are in the building.

## Standards of Conduct

The Bristol Bay Borough Schools strive to maintain a positive learning environment. Therefore, all staff, students, and visitors are expected to follow the Bristol Bay Schools' "Be" Attitudes, which are on the last page of this handbook, throughout the school day and during all school activities. Public displays of affection at school or during school-sponsored activities are not permitted

## Student Behavior

Teachers are responsible for addressing discipline issues with the students. Teacher contact with parents is essential. Parents will be contacted concerning behavioral and conduct issues. If such interventions prove to be unproductive, student behavior issues should be referred to the school counselor and/or principal.

### Sexual or Physical Harassment, Abuse/Assault/Bullying

The Bristol Bay Borough School District does not tolerate harassment or abuse of students which adversely affects students' educational opportunities. Harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, teasing, unwelcome jokes, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, including hazing or initiation. Students who engage in such behavior will be subject to appropriate disciplinary action, which can include a verbal reprimand, student/parent consultation, suspension, referral to a law enforcement agency and/or expulsion. Students who have been subjected to harassment, assault, or abuse of any type should contact the school principal immediately.

### Violent & Aggressive Conduct

Violent and aggressive conduct directed toward school district personnel or students shall not be tolerated at any time. The use of physical violence or force as a means of resolving interpersonal differences is unacceptable and will not be tolerated in school, on school grounds, or at school-related activities. The consequences for such behavior may include student/parent conferencing, suspension, or, in extreme instances, expulsion.

### Weapons and Dangerous Instruments

Students shall not use or be in possession of dangerous instruments, deadly weapons, or their replicas in school, on school grounds, while using district-provided transportation, or during any school-related or school-sponsored activity unless prior permission has been obtained from the superintendent specifically authorizing permission. Students who violate this policy are subject to immediate disciplinary action in accordance with District policy and procedures, which may include expulsion, suspension, and referral to law enforcement authorities.

### Willful Disobedience/Defiance of School Authority

Willful and persistent disobedience (to include U's) and/or defiance of school authority will not be permitted at any time in school or at school-sponsored events. The consequences for such behavior may include student/parent conferencing, suspension, or, in extreme instances, expulsion.

### Obscenity, Profanity or Vulgarity

Obscenity, profanity, or vulgarity, either in speech, gesture, or behavior, will not be permitted at any time in school or at school-sponsored events. The consequences for such behavior may include student/parent conferencing, suspension, or, in extreme instances, expulsion.

### Controlled Substances, Alcohol and Tobacco

The possession or use of controlled substances, alcohol, tobacco or inhalants by students at school, on school grounds, or as a part of a school activity, is strictly prohibited. Violations will result in appropriate progressive disciplinary measures that may include parent/student conferencing, completion of an alcohol/substance abuse awareness program, suspension, expulsion, and/or referral to law enforcement authorities. In addition, students may be declared ineligible for all district-sponsored activities for the remainder of school year, as well as prohibited from receiving awards or honors in connection with them. (Since the school is responsible for students at all times during the school day, even during lunch, students who use controlled substances, alcohol, or tobacco during the lunch hour, even off school grounds, and return to school, will be in violation of the controlled substance policies of Bristol Bay School.)

### Plagiarism

Plagiarism is a serious offence, which may result in a parent conference, a failed assignment, course failure, and/or ineligibility for school-sponsored events.

### Personal Appearance/Grooming

Students may wear or display buttons, armbands, flags, decals and other items of symbolic expression, unless they materially and substantially interfere with the educational process or with the rights of others. Items that depict drugs, alcohol, tobacco, obscenity, profanity, or which are libelous

are prohibited at all times. The consequences for such behavior may include student/parent conferencing, suspension, or, in extreme instances, expulsion.

Hats and caps are not to be worn in the classroom, the school office, auditorium, or while a student is appearing on the stage.

Outer clothing should completely cover all undergarments.

#### Personal Technology

The use of any form of musical device outside the classroom is prohibited, except before school, during lunch, and after school. Music devices and iPods are to be used in the classroom only under the direct supervision of a staff member.

Cell phone use is prohibited by students except under the direct supervision of a staff member. (See Page 6)

Personal digital recording devices, including cameras, cell phones and video equipment, are prohibited during school hours, unless prior permission has been granted by a staff member.

#### Vandalism, Malicious Mischief, Theft, and Other Criminal Acts

Violations of state statute, local ordinance or Board Policy shall result in a referral to local law enforcement authorities as well as parent/student conferencing, suspension, and/or expulsion. In instances of damage to or loss of school property, full monetary restitution shall be expected from the student and/or parent/legal guardian.

## Disciplinary Sanctions

#### Disciplinary Action

Disciplinary action may include any or all of the following, as appropriate:

- Student calls parents to explain the infraction
- Verbal Reprimand
- Parent/Student Conferencing
- Detention/Remediation
- Suspension
- Referral to Law Enforcement Authorities
- Expulsion
- Recommendation for counseling and/or anger management

## Possible Consequences

Students who receive special education services are subject to disciplinary action in accordance with the provisions of the Individuals with Disabilities Education Act as amended.

#### Skiping (Missing class without a valid excuse)

1st offense –A student who skips class will receive a zero (0) for that class(es)/day and student

notifies parent. Further offenses will result in a parent/principal discipline plan, possibly including in-school or out of school suspension.

#### Profanity, Vulgarity, Offensive actions

1st offense -warning, parent notification, possible detention or suspension

2nd offense - parent notification, parent/principal discipline plan, possible out-of-school suspension

Additional offenses -parent conference, progressive suspensions, possible recommendation for expulsion.

#### Motor Vehicle Offenses

Any offense -warnings, parent notification, possible police notification, possible loss of school property driving/parking privileges.

Progressive sanctions will be applied to repeat offenders.

#### Insubordination (Refusal to comply, disrespectful behavior)

1st offense - parent/student/principal conference, possible out-of-school suspension, student apology

2nd offense - parent/student/principal discipline plan, minimum one-day out-of-school suspension

3rd offense - parent/student/principal conference, minimum three-day out- of-school suspension.

Further incidents may result in a recommendation for expulsion.

#### Harassment, Bullying

1st offense - parent conference, recommendation for counseling services, possible out-of-school suspension

2nd offense - parent/principal discipline plan, minimum three-day out-of- school suspension

3rd offense - minimum five-day out-of-school suspension, possible recommendation for expulsion

#### Tobacco Use or Possession

1st offense - confiscation, parent notification, police notification, minimum one to three days out-of-school suspension

\*Additional sanctions related to activities eligibility as outlined in the student handbook will apply.

Repeat offenses - confiscation, parent notification, police notification, progressive out-of-school suspension with a minimum of three to five days

#### Alcohol, Drugs, Controlled Substances

1st offense - parent conference, police notification, minimum three-day out-of-school suspension

\*Additional sanctions related to activities eligibility as outlined in the student handbook will apply.

Repeat offenses - Parent conference, police notification, minimum five-day out-of-school suspension, possible recommendation for expulsion

#### Destruction of Property, Vandalism, and Theft

1st offense - parent and police notification (discretionary), restitution, minimum one-day out-of-school suspension

2nd offense - parent and police notification, restitution, minimum three-day out-of-school suspension, possible recommendation for expulsion

3rd offense - parent and police notification, recommendation for expulsion

### Fighting (Both Participants)

1st offense - parent conference, minimum three-day out-of-school suspension, police notification  
2nd offense - parent conference, minimum five-day out-of-school suspension, recommendation for counseling services, anger management, police notification  
3rd offense - parent conference, minimum ten-day out-of-school suspension, possible recommendation for expulsion, police notification  
4th offense -parent conference, recommendation for expulsion, police notification

### Assault

1st offense -parent conference, police notification, anger management or counseling, minimum three-day out-of-school suspension, possible recommendation for expulsion  
2nd offense - parent notification, police notification, minimum five-day out-of-school suspension, possible recommendation for expulsion  
3rd offense - parent conference, minimum ten-day out-of-school suspension, possible recommendation for expulsion

### Disruptive, Dangerous, or Illegal Articles

The possession of any article(s) which disrupt the teaching/learning climate is strictly prohibited. These include, but are not limited to firearms, knives, explosives, or highly flammable materials. These items are prohibited at all times on school grounds in accordance with the Federal Gun Free Schools Policy. Such articles will be confiscated, and the matter may be reported to law enforcement authorities. Other disciplinary action may be taken, including expulsion.

### A Student Sent to the Office

All students sent to the office must have a discipline referral from the teacher identifying behavior, intervention steps taken to modify the behavior, and the action recommended. If the teacher sends a student to the office without a discipline referral, the student will remain in the office until the end of class period and then sent to the next class.

### Detention

Students may be assigned to serve a detention during lunchtime as a result of unexcused tardies or unacceptable behavior. Note: If the unacceptable behavior results in a (U), then possible remediation may also result.

### Suspension

A student who is suspended from school will not be permitted to be in school or on school grounds at any time during the suspension period. Students who have out-of-school suspension will be required to conference with the teacher in whose class the infraction occurred prior to returning to school. School work missed during this time remains the full responsibility of the student. Arrangements to make up work should be made with individual teachers. Credit will be given for such work if completed according to the terms established by the teacher. Exceptions may be made by the principal under mitigating circumstances.

Students who have In-School Suspension or Out-of-School Suspension are not allowed to participate in/or attend school-sponsored activities. Exceptions may be made based on extenuating circumstances and with the overall approval of the principal.

### Expulsion

A student who is expelled from the Bristol Bay Borough School District shall no longer have access to the rights and privileges afforded to other students. By statute, students are expelled whenever they are removed from the school for more than ten consecutive days and up to one calendar year. Once expelled, s/he may no longer attend classes or participate in any school function or event. The decision to expel rests solely with the Board of Education, based upon the recommendation of the superintendent of schools.

### In Summation

With all that has been written relative to discipline and associated punitive actions, please know that we absolutely want and work towards a school that is positive in nature, provides a nurturing environment and meets the academic, custodial and social needs of all students.

### Policy Changes

During the year, it may become necessary to change or add to these policy guidelines. If a change happens, parents/guardians will be notified by announcements. If situations occur which are not covered in the provided information, the school administration will make decisions based on past practice and the merits of the individual situation. The primary purpose of these rules and regulations is to foster an atmosphere conducive to learning and student responsibility.



## **BBBSD “BE” ATTITUDES**

**BE HERE**

**BE ON TIME**

**BE PREPARED**

**BE A LISTENER**

**BE RESPONSIBLE**

**BE RESPECTFUL**

**BE CONSIDERATE**

**BE A “DOER”**

**BE A WORKER**

**BE A RISK-TAKER**

**BE POLITE**

**BE FRIENDLY**

**BE KIND**

Bristol Bay Borough School District  
P.O. Box 169  
Naknek, Alaska 99633

**Attendance/Tardy Information**

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Class: \_\_\_\_\_

Period: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**During this quarter, the above student has incurred:**

Absence #    4   5   6   7    \_\_\_\_\_

Tardy #        3   4   5   6    \_\_\_\_\_

Excerpts from the student handbook that address attendance and tardiness:

When a student incurs seven (7) absences in any class or subject during a quarter, s/he will be subject to not receiving a grade and/or credit.

Repeated tardiness in any single class per quarter shall result in the following:

Students should contact parents on each tardy and serve a lunch detention on the 3<sup>rd</sup> tardy and all (\*) subsequent tardies.

A letter by the teacher will be sent to parents on the 4<sup>th</sup> unexcused tardy in any quarter.

\*Tardiness/or failure to show up for lunch detention shall result in parent conferencing as well as progressive disciplinary measures, which may include doubling detention time, remediation, the denial of privileges and/or in-school suspension.

Refer to the student handbook for more information.

- Parent/Guardian Copy
- Student Copy
- Teacher Copy
- District Copy