

Bristol Bay Borough School District



Student-Parent Handbook
2015–2016



THE BRISTOL BAY BOROUGH SCHOOL DISTRICT

P.O. Box 169
Naknek, Alaska 99633
Phone (907) 246-4225 / Fax (907) 246-6857



Dear Students and Parents,

The School Board, District Administration and Staff of the Bristol Bay Borough School District welcome you to the 2015-2016 school year! The purpose of this handbook is to provide BBBSD students and parents with information concerning the school operating laws, regulations and procedures. Please take time to read this handbook and familiarize yourself with the basic operating rules of our schools.

The components of this handbook are based on State of Alaska Statutes regarding school law, policies, procedures, and regulations. Community input was sought by the School Board and was incorporated into this document. This handbook was also created with additional guidance from BBBSD Board Policies and Administrative Regulations.

Following the procedures within this handbook will ensure consistency across our district this year. It is recommended that school staff and students, with their parents, have an open discussion on these procedures at the beginning of the year. Again, please take some time to review the contents of this document.

If you have any questions or concerns with these policies and procedures, please feel free to give me a call. I look forward to another great school year!

Sincerely,

Bill Hill
Superintendent
Bristol Bay Borough School District

**THE BRISTOL BAY BOROUGH SCHOOL DISTRICT
STUDENT AND PARENT HANDBOOK**

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SCHOOL BOARD MISSION STATEMENT

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, 21st 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 fax number is 246-4447.
The school district offices are open daily from 8:00 am -4:30 pm.
The district office phone number is 246-4225.

2015-2016 Staff Members

Principal.....Mr. Rick Luthi
School Secretary.....Ms. Lori King
Academic Advisor.....Ms. Darlene Groat
Athletic Director.....Ms. Paula Singley

Elementary

Preschool TeacherMs. Esther Pepin
Kindergarten/1st Grade..... Ms. Margaret Lee
Grade 2/3Ms. Mary Ludvick
Grade 4/5Mr. Dustin Mayner

Middle School and High School

MathematicsMs. Rebecca Ingalls
Science and ArtMs. Jodi Doster
Special Education.....Ms. Paula Niedermeyer
Social Studies.....Ms. Amanda Leamer
Language ArtsMs. Sandi Johnson
Science, Mathematics.....Mr. Mike Peterson
Social Studies, PE.....Mr. Andrew Johnson
Vocational EducationMr. Dave Carlson
Student Teacher.....Ms. Ashley Munk

K-12 Support Staff

Librarian.....Ms. Martha McClain
Classroom AideMs. Paula Singley
Classroom AideMs. Cheryl Wilson
Classroom AideMs. Maria Comeaux
Head Cook.....Ms. Tanya Dube
Kitchen Aide.....Ms. Justina Holstrom

District Staff

Superintendent.....Mr. Bill Hill
Federal Programs.....Mr. Jim Dube
Finance ManagerMs. Sherry Kern
Administrative Assistant

Maintenance Director.....Mr. Leslie Nashookpuk
Maintenance/Custodian.....Mr. Riley Lawrence
Custodian.....Ms. Judy Ivanoff

TIPS ON HOW TO BE A SUCCESSFUL STUDENT

Success in school involves commitment, effort and time. The following general information is provided for students as a guide for the development of a successful and enjoyable school career.

SET GOALS: Clearly-defined goals help to identify where you want to go, how you are progressing and when you reach the finish line. Set both short- and long-term goals.

WORK INDEPENDENTLY: Be a self-starter. Discipline yourself to complete assignments and track your goals to be sure you are meeting them.

ORGANIZE YOUR TIME: Your schedule should provide for study time, school-related activities, out-of-school activities and leisure activities.

FIND A GOOD PLACE TO STUDY: Remove any distractions. Don't kid yourself into thinking you can study as effectively with music blaring as you can in a quiet atmosphere. Gather all needed materials before starting to study. Have easy access to pencils, books, and any other materials that are needed.

USE AN ASSIGNMENT NOTEBOOK: Don't trust your memory. You should be sure that you know what assignments are required **and** when they are due.

TACKLE HARD ASSIGNMENTS FIRST: Do memory work first and alternate between written assignments and reading. Most students can learn more in three 40-minute sessions than they can in one session of 120 minutes.

CONCENTRATE: Break up your study time. It is easier to concentrate if you divide your study time among different subjects and give yourself a study break occasionally (10 minutes per hour).

TAKE NOTES IN CLASS: You will be able to pay closer attention to the instructor if you take notes in class. Note taking also helps you to better remember the information. Your teacher will help you to recognize important information by giving you clues. Important statements may be spoken more slowly, written on the chalkboard, or repeated. Write key phrases only. Keep your notes together, dated and in order. They will be helpful when studying before a test.

LISTEN IN CLASS AND THEN ASK QUESTIONS FOR CLARIFICATION: If you don't understand the information, don't be afraid to ask for an explanation!

COMMUNICATE WITH THE STAFF: Let your teachers and counselors know who you are and what you require in order to achieve your goals. Communication is one of the key elements of a successful school career. It is a valuable asset that can only be developed through continued use and interaction.

GUIDANCE AND COUNSELING

Problem solving: A counselor or staff member can be a great help when you have personal problems. You may want to see a staff member if:

1. You need someone to listen;
2. Things aren't going well at home;
3. You feel sad, lonely, depressed, unloved;
4. You're worried about something;
5. You're forming habits you would like to stop;
6. You're having trouble saying "No" to your friends;
7. You need help in getting along with others; or
8. You would like to join a group to share thoughts and feelings about problems.

If further information is needed, please contact Mrs. Darlene Groat.

College and Career Information: Mrs. Groat will serve as your main source on this topic but your teacher(s), can also help you when:

1. You want information about making your career choices or require job information;
2. You need college or other post-high school information;
3. You need financial aid information;
4. You would like information on scholarships;
5. You need to request letters of recommendation;
6. You would like to use the ACIS computer; and/or
7. You need information about yourself, your likes and dislikes, or need help to make informed decisions.

If further information is needed, please contact Mrs. Darlene Groat.

SPECIAL EDUCATION SERVICES

Federal and State Laws require that the Bristol Bay Borough School District find and provide a ***free and appropriate and public education*** (FAPE) to all disabled school age individuals (ages 3-21) residing within the District. The State of Alaska, in accordance with IDEA, recognizes 14 categories of disabilities under which a child may qualify for special education services. These 14 categories are: autism, cognitively impaired, deafness, orthopedic impairment, deaf-blindness, other health impairment, emotional disturbance, traumatic brain injury, hearing impairment, multiple disabilities, visual impairment, specific learning disability, early childhood developmental delay and speech or language impairment.

Students with certified disabilities may require specialized or modified materials, equipment, instructional programs and/or related services. In all such instances, the educationally related services will be provided to the individual in accordance with the Individual with Disabilities Education Act (IDEA).

District Personnel, in conjunction with village health aides, conduct an annual Child Find Screening every fall at the District's school locations. While a concentrated screening effort is made every fall, Child Find Screening services are available through the school year. Anyone knowing of a child who may be in need of screening is encouraged to contact the District's Child Find Coordinator.

Anyone knowing of a child who may benefit from such a program is encouraged to contact Paula Niedermeyer.

ENROLLMENT

Registration for new students, including those who arrive within the last two weeks of any school year, takes place in 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 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. The Bristol Bay School defines an absence as missing fifteen (15) minutes or more of class time. A tardy is defined as missing less than the first fifteen (15) minutes of a class period.

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. 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.

In addition to calling parents when a student is absent, the following procedures are in place to encourage regular attendance:

- 1) The school will attempt to notify the parent/guardian whenever a student's absences become excessive.
- 2) 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 data.
- 3) When a high school student incurs twelve (12) or more absences in any class or subject during a semester, s/he will be subject to not receiving credit. Both excused and unexcused absences count toward this limit. Absences for school-sponsored activities/events are limited to 20 per year, but may be extended to 25 upon special circumstances as outlined in administrative regulations.
- 4) Students in grades K-8 who incur 24 absences in the year may be subject to retention.

Following an absence, students must obtain a re-admit slip from the school office in order to return to his/her class or classes. 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. Students generally have one day to make up work for each day they are absent (when excused). 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.

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. Pre-arranged absences will still count toward the limits outlined above.

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.

ACADEMIC STANDARDS AND HIGH SCHOOL GRADUATION REQUIREMENTS

Homework

Homework is considered a regular part of the school's academic program. Parents are encouraged to provide a regular time and place for students to complete the days' assignments. The schools and all personnel hired by the District are required to support this effort and provide alternatives at school to accomplish homework when no other place is available.

Eligibility

The eligibility period for students in grades 6-12 spans Monday through Sunday of every week. Eligibility is determined by Monday afternoon based on the grades recorded in PowerSchool, our student management system. 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) deficient (D's), two (2) Unsatisfactory (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. Advanced Placement courses are graded on a five-point scale.

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. Work experience credits/classes are limited to 1 for juniors and 2 for seniors.

High School Graduation Requirements 2015-16 School Year

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 Alaska Performance 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>
Language Arts	4
Social Studies	3
Physical Education	1
Science	2
Mathematics	3
Vocational Education	2
Health	½
Electives	6 ½

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 the principal because of extenuating circumstances.

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

Distance Education Course Offerings (On-Line Courses)

To be eligible for distance education coursework, students must first pass the minimum graduation requirements in each subject area in the case of electives the District will work with parents on a case by case basis. The school representatives will meet with the parents, student and teacher to determine the appropriate course work for each

student. Once a distance course has been identified the course must be approved by the Principal. Parents will be required to pay for the initial cost of tuition and books for all distance courses. Parents will be reimbursed for the distance course tuition and books once the student successfully completes the course. In case of a financial hardship families may apply to the Principal for a financial waiver

As stated above, the online courses are not intended to replace participation in teacher offered classes. The online classes are in place to provide educational opportunities not found in the regular schedule. Online courses may also provide opportunities for college credit.

Currently, online courses are provided to students at no cost, with certain exceptions. If a student/parent requests an online course in lieu of a current class offering the students/parents will be required to pay for the course prior to enrollment. Parents and students should also be aware that online courses have predetermined timelines and courses are to be completed within the specified time.

STUDENT REPORTING:

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 at any time when 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 Alaska Measures of Progress (AMP's) and WorkKeys. In addition, the PSAT, the SAT, the ACT, and the ASVAB 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 using District adopted assessments.

STUDENT ACCIDENTS AND ACCIDENT INSURANCE

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.

STUDENT RIGHTS, RESPONSIBILITIES AND STANDARDS OF CONDUCT

The Bristol Bay School District Board of Education recognizes that education is a right not to be taken away without cause. This right, however, is conditional upon the individual's willingness to obey reasonable rules and regulations. Rules, regulations and disciplinary actions are to be directed toward serving educational outcomes. The School Board, given authority by the state government, delegates to the administration of the District the responsibility to use democratic principles and to exercise prudence in the formulation of essential and enforceable rules. Students must conduct themselves in an appropriate manner in which learning can take place and where mature behavior,

self-discipline, and personal responsibility are nurtured.

Since it is necessary for rules and regulations to be established, students are to be informed of the rules and the rationales underlying them. Adult authority will be used to enforce these rules when it becomes necessary. The importance of individual rights and privileges that accrue from a democratic society can be maintained only if each individual assumes personal responsibility for his/her behavior.

IT IS THE RESPONSIBILITY OF THE STUDENT TO:

Attend school daily, except when ill, and to be on time to all classes.

Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.

Dress in a manner so as not to be an undue distraction or interfere with the activities of others.

Act responsibly at all times, and take into consideration the feelings of others. Do not interfere with the rights of others.

Conduct oneself in accordance with school rules, policies and expectations that regulate student behavior.

Be willing to volunteer information in disciplinary cases should he/she have knowledge of importance in such case.

Take an active part in student government by running for office or conscientiously voting for the best candidates.

Make problems known to the administration through the student government.

Review questions with the teacher before bringing grievances before a local administrator.

Question, review and understand current policies.

Request a review of grades, assignments or tests.

Enhance the learning culture by approaching studies diligently and honestly.

Standards of Conduct

The Bristol Bay Borough School strives 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 or any conduct that 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.

Controlled Substances, Alcohol and Tobacco

The possession or use of controlled substances, alcohol, tobacco or inhalants (to include smokeless nicotine devices – VAPE - vaporizers 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 and not expose the abdomen. Sleeveless shirts and shorts/skirts above the knee are not allowed. Students dressed inappropriately will be asked to change or cover up.

Personal Technology

The use of personal devices is allowed before school, during lunch, and after school. Devices and iPods are to be used in the classroom only under the direct supervision of a staff member.

Personal digital recording devices, including cameras, cell phones and video equipment, are prohibited during school hours, unless a staff member has granted prior permission. Cell phone use (other than before/after school and during lunch) is prohibited by students except under the direct supervision of 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 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

Student Parking of Motorized Vehicles

To ensure student safety and to minimize disruptions, student-operated motorized vehicles, including snow machines, off-the-road motorbikes and 4-wheelers, are not permitted on school grounds at any time. Although this area is also considered “school grounds,” parking for these vehicles is permitted in 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.

Hall Passes

For student safety and to minimize disruptions, students are required to be in possession of a teacher approved hall-pass if out of the classroom during class instruction periods. To minimize disruptions in the elementary classes 7-12 grade students are prohibited from being in the elementary wing without approval from the office.

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. Food is not to be taken out of the cafeteria area.

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. Students are not permitted to chew gum in the school.

Sick Room

A teacher may send a student who becomes ill during school 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.

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

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.

Skipping (Missing class without a valid excuse)

1st offense –A student who skips class will receive a zero (0) for that class/es that 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, Obscenity, Offensive actions

Obscenity, profanity, or vulgarity, either in speech, gesture, or behavior, will not be permitted at any time in school or at school-sponsored events.

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 can result in warnings, parent notification, possible police notification, and/or possible loss of school property driving/parking privileges.

Progressive sanctions will be applied to repeat offenders.

Willful Disobedience/Insubordination/Defiance of School Authority (Refusal to comply, disrespectful behavior)

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.

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 (to include all devices designed to provide Nicotine)

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, and progressive out-of-school suspension with a minimum of three to five days

Alcohol, Drugs, Controlled Substances

1st offense - parent conference, police notification, minimum ten day out-of-school suspension up to and including a semester suspension. The length of the suspension may be mitigated if the student complies with the requirements of an education conference.

2nd offense - Semester suspension from attendance. The student may enroll in the District's Correspondence Study School at his/her own expense.

3rd offense – 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, out-of-school suspension, police notification (discretionary)

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.

Cellphone/Electronic Devices

If a student is using devices such as cellphones, iPods, etc. when they are not supposed to the following steps will be followed:

1st offense – device turned in to office, student calls home & can pick up device at end of day

2nd offense – device stored in office, parent can retrieve it at end of the day

3rd offense – holding time may increase, parent can retrieve device

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. Schoolwork 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. The principal under mitigating circumstances may make exceptions.

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.

CONCERNS/COMPLAINTS PROCEDURE

The District recognizes that students/parents may have concerns regarding the professional staff, support staff, or the instructional program. By direction of the District School Board, the proper procedure for dealing with complaints will be as follows:

1. If the problem involves a classroom teacher, the complaint should go to the teacher first.
2. If the problem cannot be resolved with the teacher, the complaint should go to the Administrator/Head Teacher.
3. If the Administrator/Head Teacher cannot resolve the problem or if the problem involves the Administrator/Head Teacher, the complaint should go to a District Administrator. Every effort should be made to resolve the problem on the local level.
4. If the problem still cannot be resolved after consulting a District Administrator, the Superintendent should be consulted.
5. When all other attempts to solve the problem fail, it should be brought before the School Board. The Board's decision will be final.

DISCIPLINE

The School Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

The Board recognizes that there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district in order to maintain an environment conducive to learning. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color or sex.

The administration, teachers and classified staff share mutual responsibility for the enforcement of district policies and regulations pertaining to student conduct and safety. The Board shall give reasonable support and assistance to employees with respect to student discipline. The Board shall review its policies related to student rights and responsibility at least once every three years and shall modify its policies as needed in accordance with law.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

The principal shall publish school rules for student discipline, which describe the school's behavior management plan and consequences for student misconduct. Special care shall be taken when developing school rules to solicit the views of the school community, including administrators, teachers, school security personnel, parents/guardians and students.

School site rules must be strictly based on district policy, regulation and state and federal laws and be enforced fairly and uniformly. The Superintendent or designee shall establish procedures for the approval of such rules.

At the beginning of each school year, the Superintendent or designee shall ensure that every student and his/her parents/guardians are notified in writing of the availability of Board policies and administrative regulations related to student rights and responsibilities. Such policies shall be posted in accordance with law. (4 AAC 07.030)

In-School Suspension

In an effort to establish disciplinary procedures that are effective in reducing student truancy and misbehavior and do not interrupt the educational process, the School Board, Superintendent, or designee may authorize in-school suspension as an alternative to out-of-school suspension.

In-school suspension removes the student from the school social scene while still requiring him/her to maintain the same basic school day schedule and to keep up with required academic assignments. Failure to serve in-school suspension or removal from the in-school suspension program for disciplinary reasons shall result in out-of-school suspension or additional time assigned.

Corporal Punishment

Corporal punishment is prohibited by law as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students.

The prohibition on corporal punishment does not prevent the use of reasonable and appropriate force by a teacher or other supervising employee, which is necessary to maintain order or protect student welfare. Reasonable and necessary force or physical restraint against a student may be used to protect the student, or others, from physical injury; to obtain possession of a weapon or other dangerous object; to maintain reasonable order in the classroom or on school grounds; or to protect property from serious damage or destruction. The force shall not be greater than necessary to control the misconduct or dangerous situation. In no event may deadly force be used against a student.

Reporting to Law Enforcement

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. The Superintendent should ensure cooperation with law enforcement in the criminal investigation of students who commit crimes while under the jurisdiction of the school.

Discipline of Special Education Students

Most special education students will be disciplined according to the District's policies and procedures except for the following reasons: 1) The Student's Individualized Education Plan (IEP) calls for the modified disciplinary procedure and/or; 2) The Student's IEP team members hold a meeting and determine that the misconduct was related to the student's disability.

DISCIPLINE PROCEDURES

- (A) Corporal punishment is not allowed as a means of discipline in the Bristol Bay Borough School District.
- (B) The Rules of Discipline. They are not binding to the extent they rule out common sense and good judgment but are cited in an effort to achieve fairness and consistency. In all cases parents will be notified as soon as the site administrator has cause to believe that a student is guilty of any of the following unacceptable behaviors.
- (C) Suspension and expulsion of pupils from school is allowed under District Guidelines.

Detention:

Each school and teacher in the District has the right to require a student to report for after-school detention. Parents will be notified prior to a child being detained. Detention may be assigned to assist a child who has fallen behind in studies or to discipline a child who has been a disruption at school or in class.

Suspension:

The principal may suspend temporarily a pupil from school for reasons only as outlined in AS 14.30.045.

Suspensions shall be immediately reported to the parent/guardian and to the Superintendent or Chief School Administrator.

Reasons for suspension, expulsion, or denial of admission of pupils by the Hearing Authority as detailed in Alaska Statutes are as follows:

- 1) Continued willful disobedience or open and persistent defiance of reasonable school authority.
- 2) Behavior that is inimical (harmful, hostile or adverse) to the welfare, safety, or morals of other pupils.
- 3) A physical or mental condition, which in the opinion of competent medical authority will cause attendance of the child to be inimical to the welfare of other pupils.
- 4) A physical or mental condition, which in the opinion of competent medical authority will render the child unable to reasonably benefit from the programs available.
- 5) Conviction of a felony, which the governing body (School Board) of the District determines will cause attendance of the child to be inimical to the welfare or education of other pupils.

Where suspension is specified or recommended, IN-SCHOOL SUSPENSION should be the first consideration. Only the most severe infractions should result in suspension out of school. In-house suspension means that the student is required to report to a specified supervised area where he/she has limited interaction with other students or the teachers. The suspended student would not participate in any class activities or interact in any way with the other students. The suspended student should have daily assignments given to him/her or be otherwise occupied with academic activities.

Students who have been suspended from school are not permitted on campus during school hours or to participate in or observe student activities during the period of suspension.

The following recommendations for consequences are meant to provide sites with general guidelines. It is to be understood that certain actions may call for recommendations outside the guidelines below.

- 1) Use and/or possession of illegal drugs (substances).
Penalty: 3 days minimum suspension. Bristol Bay Police/State Troopers may be notified. Expulsion may be recommended.
- 2) Use and/or possession of alcohol.
Penalty: 3 days minimum suspension. Bristol Bay Police/State Troopers may be notified. Second offenders may be subject to expulsion.
- 3) Fighting or the physical abuse of another.
Penalty: 1 day to 10 days of suspension. Bristol Bay Police/State Troopers may be notified.
- 4) Possession of dangerous or illegal weapon.
Penalty: Expulsion based upon State and Federal Law.
- 5) Harassment/physical attacks on teachers/staff members. *This includes all forms of harassment such as verbal, sexual, racial, physical threats and gestures, hazing, and threatening words.*

Penalty: 1 to 10 day suspension. Parent notification and conference established as soon as possible after the incident. Superintendent/District Office Administrators or immediate supervisor notified. May be recommended for expulsion. Subject to arrest.

6) Vandalism.

Penalty: Restitution, possible suspension and Bristol Bay Police/State Troopers notified in cases of damage to District property. The Site Administrator will file a complaint.

7) Theft.

Penalty: Restitution, possible suspension and notice to the Bristol Bay Police/ State Troopers. In cases of theft of District property, the Site Administrator will file a complaint.

8) Internet Usage Policy Violation (see student use agreement)

Penalty: Downloaded materials will be sent to parents. 1st offense: 1 to 3 day suspension; 2nd offense: 3 to 5 days suspension; 3rd offense: 5 to 10 days suspension. May be denied access to computers at any time.

9) Use of tobacco at school or on school grounds.

Penalty: 1st offense: 1 to 3 day suspension, 2nd offense: 3 to 5 days suspension. All infractions require notification of parents and proper authorities.

10) Profanity, obscenity, or verbal abuse.

This includes: lewd, vulgar, improper, offensive, disrespectful words. Students are to use discretion in their language. Profane and/or obscene language will not be tolerated. Teacher will use judgment in applying penalties.

Penalty: 1st offense: 1day in-school suspension (if possible), parent conference required. 2nd offense: 1-day out of school suspension, parent conference required. 3rd offense: 3-5 days out-of-school suspension, parent conference required.

11) Defiance of school authority.

Penalty: 1st offense: 1 to 3 days suspension, 2nd offense: 3 to 5 days suspension. Expulsion may be recommended.

12) Disruptive behavior in school.

Penalty: Recommended sanction is at the discretion of the site administrator depending on infraction.

13) Snowball/Rock Throwing.

Penalty: Recommended sanction is at the discretion of the site administrator depending on infraction.

14) False Alarm. Note: False Alarms are illegal according to State Law.

Penalty: 1st offense: 1 to 5 days suspension. Bristol Bay Police/State Trooper will be notified. 2nd offense: 5 to 10 days suspension. Bristol Bay Police/State Trooper will be notified.

A "False Alarm" is defined in AS 11.56.800(3) as making a false report or giving a false alarm that a fire or other incident dangerous to life or property and calling for an emergency response has occurred or is about to occur. The penalty: Up to \$5,000.00 fine and up to a year in jail.

15) Violation of School Rules and Policies while A Member of a School Sponsored Team and/or on any and all District Sponsored Activities.

*Students are to conduct themselves in accordance with school rules, policies and expectations that regulate student behavior at all times while on any and all District sponsored activities and District sponsored trips. The following penalties apply while a Member of a School Sponsored Team and/or on any and all District Sponsored Activities. **Severity of Offense may require notification of law enforcement.***

Penalty:

1st infraction: No activity and travel for seven (7) school days from date of decision.

2nd infraction: No activity and travel for thirty (30) school days from date of decision.

- 3rd infraction: No student activity and travel for 1 school year (36 school weeks) from the date of decision.
- 4th infraction: No student activity and travel for any student activities for remainder of the student's school career with BBBS.

16) Academic Honesty.

Academic Honesty is the practice of a moral code by students and teacher alike. Academic dishonesty includes plagiarism (*Plagiarism is taking the ideas of another and using them without giving proper credit. It is a form of stealing and a serious academic offense*), inappropriate assistance, cheating, fabrication or falsification of work, and calling someone else's work your own. Academic Dishonesty is not acceptable and will not be tolerated. 1st infraction: No credit for the assignment and assignment must be completed to teacher satisfaction, parent notification. 2nd infraction: parent conference, failure of the semester's class.

Penalties are cumulative. Infractions will accumulate during the student's entire high school career

Alcohol, Drugs, and Tobacco:

The District enforces a zero tolerance policy concerning alcohol, drugs and tobacco.

Students found in possession or under the influence of tobacco, alcohol, or a controlled substances while on school grounds will face disciplinary sanctions. Students found in possession or under the influence of tobaccos, alcohol, or a controlled substance while on a school-sponsored trip will be transported back to site immediately after notification of the District Office and Parents.

Prohibited Conduct: The possession, distribution or use of any tobacco products, alcohol and controlled substances by a student whether it occurs on or off school property, is prohibited and shall result in the following penalties.

Substance Abuse Programs are available through Bristol Bay Area Health Program. Please contact them for additional information.

WEAPONS AND DANGEROUS INSTRUMENTS

The Superintendent or designee shall permit the possession of weapons, dangerous or deadly instruments, or their replicas at school or at school-related or school-sponsored activities only at the request of a teacher and with the assurance that such possession serves a positive, appropriate purpose. Before granting permission, the Superintendent or designee shall verify that proper precautions have been taken to ensure that no accidents will occur and that the weapon or dangerous or deadly instrument will not be misused while under school supervision.

(Some examples of weapons are guns, knives (a blade more than 2.5 inches in length) and incendiary devices (a device designed to explode). It is to be understood that any item used to inflict harm to another individual may be defined as a weapon)

Weapons Reports

A school employee confiscating any weapon or dangerous or deadly instrument shall deliver it to the building Principal or other appropriate authority immediately.

If an employee confiscates a weapon or dangerous or deadly instrument or knows or suspects that a student possesses such a weapon or instrument which has not been confiscated, the employee shall report the matter to the Principal immediately, and the Principal shall take appropriate action.

When informing the Principal about the possession or confiscation of a weapon or dangerous or deadly instrument, the employee shall report the name(s) of persons involved the names of any witnesses, and the location and circumstances of the matter.

The Principal shall report any possession of a weapon or dangerous or deadly instrument to the student's parents by telephone or in person, if practicable, and shall follow this notification with written notification to the parents, and shall report all violations of this policy to the Superintendent.

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

The Principal shall take appropriate disciplinary action in accordance with existing School Board policies and regulations and shall report all such actions to the Superintendent or designee.

When the weapon involved is a firearm, as defined in Section 921 of Title 18 of the United States Code, or a deadly weapon as prohibited in AS 14.03.160, the Principal/Head Teacher shall immediately refer the matter to the Superintendent or designee for appropriate action. In cases of firearms, the Superintendent or designee shall recommend the student's expulsion from school for a period of not less than one (1) calendar year. In cases of deadly weapons, the Superintendent or designee shall suspend the student for a period not less than 30 days. A different period of suspension or expulsion may be justified after consideration of the matter on a case-by-case basis. The Superintendent or designee shall consider any special circumstances involved in the violation, including those in aggravation or mitigation. The Superintendent or designee shall also be responsible for referring to law enforcement authorities any student who violates this policy.

If the student involved has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline or placement of the student, in accordance with applicable law.

A student who has been suspended or expelled for violating this policy may seek early reinstatement by submitting a written request to the Superintendent or designee. The request must identify all the reasons why the student feels that early reinstatement is appropriate. In evaluating the request, the Superintendent or designee should consider the severity of the weapons violation, the student's discipline record, the amount of the suspension of expulsion the student has served at the time of the request, and any other relevant criteria. As a requirement of early readmission, a student must sign a written contract with the district, which identifies conditions of early reinstatement. The contract shall clearly state that any violation of school rules by the student will result in immediate reinstatement of the remaining suspension or expulsion period for the prior weapon violation. A decision of the Superintendent or designee to grant or deny a request for early readmission shall be final and the student will be notified of the decision within ten school days.

The Superintendent or designee shall provide the School Board with a written report of all violations of this policy, including the circumstances of the violation, the type of weapon involved, and the disciplinary or other action taken in response to the violation of policy.

DUE PROCESS

Due Process Procedural Requirements:

- 1) In any disciplinary action, including suspension of ten (10) school days or less, the student (s) shall have the opportunity to contest any alleged fact leading to disciplinary or other action taken against him/her. He/she has the right to have his/her claims heard before the Principal. The student shall have the opportunity to have his/her parent(s)/guardian(s) present and to be informed of all the evidence and arguments against him/her. The findings of the Principal shall be final.
- 2) When the Principal or the Superintendent or designee recommends suspension of more than ten (10) school days, a written notice of said intent shall be delivered by Certified Mail or in person to the student and his/her parent/guardian. This Notice shall state the student's right to a fair hearing, specific charges lodged against him/her, and the recommended sanctions.
- 3) The student and/or his/her parent/guardian shall reply in writing within five (5) school days of receipt of the Notice of Suspension, indicating whether he/she shall request a hearing, whether he/she will be represented by legal counsel, and whether he/she wishes the hearing be opened or closed. If such a reply is not received within the five-day period, the student and his/her parent/guardian shall be deemed to have waived his/her right to a hearing and the recommended sanction shall take effect. If a hearing is requested, it shall be held within five (5) school days of such a request.
- 4) The Hearing Authority, who shall be the School District Superintendent, or designee, may request the student and parent/guardian to attempt conciliation first, but if the student and parent/guardian decline this request, the Hearing Authority shall schedule the hearing in accordance with these rules:
 - a) Written Notice of charges against a student and recommended sanctions shall be supplied to the student and his/her parent/guardian.
 - b) Parent/guardian should be present at the hearing.
 - c) Legal counsel may represent the student and parent/guardian.
 - d) The student shall be permitted to inspect in advance of such hearing any affidavits or exhibits, which school authorities intend to submit at the hearing.
 - e) The student shall be given an opportunity to present his/her version as to the charges by oral or written argument, affidavits, exhibits, and such witnesses as desired.
 - f) All relevant, not duly repetitious, evidence shall be accepted.
 - g) The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witnesses.
 - h) The Hearing Authority shall make determination solely upon the evidence presented at the hearing.
 - i) Either a tape-recorded or verbatim record shall be made of the hearing by School District.
 - j) Within three (3) school days of the hearing, the Hearing Authority shall render its decision upholding, modifying in any manner, or repudiating the recommended sanction. The student and his/her parent/guardian shall be mailed or otherwise provided with a written statement of the decision, supported by written findings of fact, within five (5) school days of the hearing.

Interim Suspension:

Suspension ordered by the Superintendent, or designee, without the right to a prior hearing in cases where a student is reasonably believed to be a danger to him/herself, to other students, teachers, school administrators, or the educational process of the student's school. If a student is placed in Interim Suspension, the student, or his/her parent/guardian has the right, upon submitting a written request within three (3) days of his/her suspension, to request an immediate hearing before the Superintendent who shall then schedule and hold the hearing within five (5) school days of such a request. No Interim Suspension shall exceed seven (7) school days, by which time the student is either reinstated by the suspending authority or given a fair hearing.

Expulsion:

Expulsion is defined as the denial of the right of school attendance for an indefinite period of time. No student shall be expelled unless other means of correction have failed or would not be adequate in bringing about proper conduct. In addition, the matter of an expelled student's further education shall be referred to the appropriate authority.

Suspension from school as a penalty is used for various infractions of school rules. When a student is suspended the case may be referred to the Board of Education for an expulsion hearing. Parents and all other concerned parties will be informed in writing of the Board's hearing. When the Board has expelled a student, they may be re-admitted only by the Board or in the manner prescribed by it.

Expulsion Procedural Requirements:

- 1) When the Superintendent or designee recommends expulsion, a written Notice of said intent shall be delivered by Certified Mail or in person to the student and his/her parent/guardian. This Notice shall state the student's right to a fair hearing, specific charges lodged against him/her, and the recommended sanctions.

The student and/or his/her parent/guardian shall reply in writing within five (5) school days of receipt of the Notice of Expulsion, indicating whether he/she shall request a hearing, whether he/she will be represented by legal counsel, and whether he/she wishes the hearing to be open or closed. If such a reply is not received within the five-day period, the student and his/her parent/guardian shall be deemed to have waived his/her right to a hearing and the recommended sanction shall take effect. If a hearing is requested, it shall be held within ten (10) days of such a request.

- 2) The Hearing Authority, who shall be the District School Board, may request the student and parent/guardian to attempt conciliation first, but if the student and parent/guardian decline this request, the Hearing Authority shall schedule the hearing in accordance with these rules:
 - a) Written Notice of charges against a student be supplied to the student and his/her parent/guardian.
 - b) The parent/guardian should be at the hearing.
 - c) Legal counsel may represent the student and parent/guardian.
 - d) The student shall be permitted to inspect in advance of such hearing any affidavits or exhibits, which school authorities intend to submit at the hearing.
 - e) The student shall be given an opportunity to present his/her version as to the charges by oral or written argument, affidavits, exhibits, and such witnesses as desired.
 - f) All relevant, not duly repetitious, evidence shall be accepted.
 - g) The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
 - h) The Hearing Authority shall make determination solely upon the evidence presented at the hearing.
 - i) Either a tape-recorded or verbatim record shall be made of the hearing by the School District.
 - j) Within three (3) school days of the hearing, the hearing authority shall render its decision upholding, modifying in any manner, or repudiating the recommended sanction. The student and his/her parent/guardian shall be mailed or otherwise provided with a written statement of the decision, supported by written findings of fact, within five (5) school days of the hearing.

Re-admissions:

A child who has been suspended from or denied admittance to a school according to Section 45 (3) or (4) of this Chapter shall be permitted to attend school when he is obviously recovered or presents to the governing body a statement in writing from a competent medical authority that he/she is no longer afflicted with or suffering from, the physical or mental condition to the extent that it is a cause for suspension or denial of admission according to Section 45 (3) or (4) of this Chapter.

VISITORS TO THE SCHOOL

All visitors must report to the office and receive Principal permission to be in the building prior to going to other parts of the building. 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 nametag. 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. Loitering by unauthorized individuals will not be permitted.

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.

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.

Interviews

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

Students who have withdrawn from school or are under a school suspension are not permitted on campus during school hours or to participate in student activities without the permission of the site administrator.

PUBLIC DISPLAY OF AFFECTION

Public display of affection, such as kissing, necking, petting, etc. on campus is regarded as inappropriate behavior. Students will be informed of inappropriate behavior. Parents will be notified and student will be subject to discipline.

CELL PHONES/ELECTRONIC DEVICES

Cell phones, iPods, CD players and other electronic devices are to be turned off and out of sight during class unless the teacher has given specific permission for their use. If an item is confiscated for violation of class rules, it may be retrieved from the teacher on the first offense. For subsequent offenses, the item will be turned over to the Principal. A meeting to include the student, parents, teacher and Principal will be required before retrieval of the item.

If a student is using devices such as cellphones, iPods, etc. when they are not supposed to the following steps will be followed:

- 1st offense – teacher conference & can pick up device at end of day
- 2nd offense – device stored in office, parent can retrieve it at end of the day
- 3rd offense – holding time may increase or prohibited from bringing to school, parent can retrieve device

SCHOOL PHONE

Since most of our teachers are in class all day, it is important to reduce the number of calls to students or teachers while they are in class. Parents may call the office at anytime during the school day to leave messages for students. Messages will be communicated to students as soon as practical.

SEARCH AND SEIZURE

The School Board is committed to maintaining an environment for students and staff, which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property or their lockers by school officials.

Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

ACTIVITIES/ACTIVITY TRAVEL/STUDENT RELEASE

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
- Student Council
- Dances & other special 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.

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

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.

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.

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.

Due to safety and legal liability responsibilities, the district discourages parents/guardians from requesting a student release. Chaperones will only release students to immediate family members, including: parents, grandparents and siblings 21 years of age or older. Family members must have been previously approved and have signed the Request For Travel Release Responsibility form.

In order for a student release to be granted, the following conditions are required:

1. Signatures of parents, Principal and Activities Director MUST BE OBTAINED prior to student departure for planned activity.
2. Release only to immediate family member listed on student release form.
3. Student release will in no way interfere with full participation in activity.
4. Chaperone must have verification of the release.
5. Chaperone has the right to refuse release if student's safety is a concern.

STUDENT TRAVEL/FIELD TRIPS

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 may be planned for groups of students throughout the year. These activities enhance our total educational program.

Student field trips and student travel sponsored by the school must be carefully planned. No student travel away from the local school site may be made without prior approval of the District Office. Considerations must be made with regard to funding, timeliness, and sufficient educational benefit prior to approval of any student travel.

Student travel on all school-sponsored trips shall be on District approved vendors. Approval of the Superintendent must be obtained prior to any travel using any method of transportation outside of the list of District approved travel providers. District Policy details procedures for submitting student travel requests for approval by the District School Board and District Office.

The Administrator must submit a travel proposal to the Activities Director 60 days prior to the proposed travel date. The Activities Coordinator has the responsibility to inform the Superintendent of all student travel requests.

Note: All school rules, eligibility criteria, discipline, conduct rules, etc. apply during any student travel sponsored by the District.

EXTRA-CURRICULAR and OFF-SITE CURRICULAR ACTIVITY ELIGIBILITY REQUIREMENTS

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.

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. Before all such trips classroom teachers will notify parents.

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 the appropriate grades will be allowed in dances for specific age groups. 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.

The principal at least one-week prior to the scheduled date must approve dances and the list of adult chaperones. If on the night of the dance enough chaperones are not present, the principal or designee will cancel the dance.

The student must have no more than ten absences a semester. If absences exceed 10, the student will be ineligible for the remainder of the semester.

Suspensions (in or out of school) will result in a student becoming ineligible for extra-curricular activity participation until reinstated by the site Principal

The students must be drug, alcohol and tobacco free. Students who are caught using these substances will be subject to district policy as outlined in the student handbook.

For the student athlete:

All of the above guidelines are required for student athletes. In addition:

The student must maintain a 90% attendance rate at practice to be eligible for travel. What constitutes 90% attendance is at the discretion of the Principal.

The student must be in attendance the day before, the day of and the next school day after an event, if applicable. If they are absent on any of these days, they will be ineligible for the following event. A student must attend the entire day of school the day of an event, except for required travel time. A student, who is more than 30 minutes late, for any class, is considered absent and will not be eligible for the event.

Physicals: A student must have a physical and ASAA physical form completed by the first day of practice (for ASAA sanctioned sports). The physical must be completed by a physician, physician assistant or advanced nurse practitioner. If, due to scheduling, a student is unable to get their physical before the start of practice, a waiver form needs to be requested and returned to the district office.

If a student is sent home from a trip:

A letter will be sent to the parents or guardians and the student will not be allowed to travel again until the district receives reimbursement, in the form of community service, for the cost of the trip. The community service will be arranged through the Activities Director.

The student will be ineligible for all extracurricular travel for 45 calendar days.

After the 45-day suspension period, the student must submit a letter of apology to the BBBSD Superintendent and ask for their eligibility to be reinstated. The letter must contain the offense and the corrections made to ensure it won't happen again.

Repeat violations resulting in being sent home will be reviewed by the School Board and the length of ineligibility will be determined.

A student will also be held to site and district discipline policies when they return to their school site.

Other instances that will result in a review of a student's eligibility:

Leaving a school sponsored trip for non-emergency situations.
Not attending a trip without giving at least a 7 calendar day notice of cancellation.

Conduct at School:

Students must conduct themselves in an acceptable manner with all school staff. If a student is reported as having poor conduct in one class, he/she will be declared ineligible for extracurricular activities for the next week.

Conduct on Trips:

Students are required to conduct themselves properly while participating in activities and the guest of another school. A student will obey rules or regulations that have been established by the coach, supervisor, chaperone, or hosting school. Infringements of this section shall be dealt within accordance with the student disciplinary section of Board Policy. Severe infractions of regulations by students while they are away from the home site may result in students being sent home immediately. The student(s) will have an opportunity to present his/her case. The appropriate penalty shall be imposed if the student(s) is found to be in noncompliance with the behavior expectations of District, the local handbook or local coach. The most severe penalty being that of prohibiting participation in extracurricular and off-site curricular activities for the remainder of his/her term as a student. If a student is sent home they will not be allowed to travel again until they have completed community service to work off the cost of the return trip; this will be arranged through the Activities Director. After the suspension period is completed, the student must write a letter to the BBBSD Superintendent and ask for their

eligibility to be reinstated. The letter must detail the offense and the corrections made to ensure it won't happen again. A student will also be held to site and district discipline policies when they return to their school site. The Superintendent will share the letter with the BBBSD School Board.

Weather Restrictions and Conditions for all Student Travel

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.

Student travel is prohibited on any piston aircraft when the ambient air temperature is twenty (20) degrees Fahrenheit below zero or colder.

Student travel is prohibited on any turbine aircraft when the ambient air temperature is thirty (30) degrees Fahrenheit below zero or colder.

Students are not to be transported in the back of an open vehicle if the ambient air temperature is twenty (20) degrees Fahrenheit below zero or colder.

Student travel at these temperatures is at the discretion of the individual.

Be aware that we all need to renew our awareness of the increased danger of travel due to inclement weather and short daylight hours available for flying at certain times of the year.

Please take extra precautions to provide for the maximum safety margins we owe the students, staff and ourselves. These extra precautions include, at the minimum, the following:

1. Prior planning, including written travel information with students' names, telephone numbers, addresses and dates of travel. This should be available for the travel coordinator no later than one week before travel is to begin. Of course, we will always deal with emergencies, but the longer lead time we have, the better we can get the job done.
2. All students and chaperones traveling on District sponsored aircraft are required to be dressed appropriately for the weather. **We must be adamant on this requirement with students.** This requirement shall be observed during the winter months, which extend to April in our area.
3. All personnel are reminded that at no time should they feel compelled to travel when conditions are questionable. If you think that weather or other conditions warrant a postponement or rescheduling, please inform District Office that a plane should not be sent for you or your students.

Student Transportation

REGULATIONS GOVERNING PUPILS RIDING SCHOOL BUSES:

Alaska statutes do not mandate pupil transportation. School bus transportation is provided as a courtesy and is a privilege, not a right. If a student's conduct is such that the health, safety, comfort, or the well being of others is jeopardized, on or off the bus, a school district official may deny the privilege of riding the bus. The school bus driver is in charge of the bus and its passengers and has authority and responsibility. Only designated school officials are authorized to suspend transportation privileges.

GENERAL TRANSPORTATION POLICIES

1. Students are required to ride the bus assigned to them and to board and disembark at their assigned stop. Students may be transported to an unassigned bus stop or on a different bus on an occasional basis upon approval by the school office. Parents should contact the school office with their request to be transported to a different location than the regular pickup or drop off.
2. A student may not be removed from a bus after the student has boarded without approval by a school representative.
3. The school bus driver and the school principal are responsible for handling behavioral problems occurring on a school bus, but only the school principal, or designee, has the authority to suspend a student's bus riding privileges.

AT ALL TIMES

1. Students must obey the school bus driver. The driver's primary concern is safety.
2. Students should exercise good manners, caution, and consideration for others.
3. Elementary students (4 years old through 6th grade) may be assigned seats.
4. Students may not have anything in possession that may cause injury to others.
5. Hanging onto any portion of the school bus from outside the school bus, whether the bus is moving or not is dangerous and will be prohibited.
6. Items that can be held in the student's lap or under the student's seat in the bus may be transported. Larger items will require approval of the bus driver. Approval will be based on safety and space available.
7. Parents are responsible for damages to the school bus due to the misconduct of their children.
8. No animals of any kind are allowed on the bus.

WAITING FOR THE BUS

1. Walk on the left hand side of the road facing traffic.
2. Stay a safe distance from the roadway

3. Be at your stop (5) minutes ahead of time. Your school bus driver has a schedule to keep and cannot wait for you. Be on time for your bus.
4. Line up at the place designated by the bus driver when the school bus approaches.
5. Stay clear of the wheels until the school bus has come to a complete stop.
6. Students must cross the roadway approximately (15) feet in front of the bus and only when the bus driver motions for pupils to cross. Stop immediately if the bus driver sounds the horn!

BOARDING AND OFF-LOADING THE SCHOOL BUS

1. Students boarding from the right must also wait for the driver's hand signal to board.
2. Let the smaller children board first
3. Always use the handrail and go up and down the steps one at a time.
4. Don't push, crowd, or disturb others.
5. When boarding, go directly to your seat and be seated.
6. After you leave the bus, go directly home or to the assigned place.

CONDUCT ON THE SCHOOL BUS

IN GENERAL, CLASSROOM CONDUCT WILL BE OBSERVED. THE SCHOOL BUS IS NOT A PLAYGROUND. SAVE PLAY FOR ANOTHER PLACE AND TIME....

1. Place books and other gear in your lap or under your seat.
2. Avoid loud talking or noise that might distract the driver.
3. Do not sit in the driver's seat or interfere with the driver at any time.
4. Keep heads, arms, and body inside the bus.
5. Do not throw objects inside or out of the bus.
6. Possession of any controlled substances is prohibited.
7. Remain seated until the bus has come to a complete stop and get off only at your assigned bus stop
8. Do not open windows without permission.
9. Do not damage the bus and assist in keeping it clean.
10. Keep feet on the floor in front of the seat – not in the aisle.
11. Fighting with other students and or attacking other students or the driver is prohibited.
12. Abusive, vulgar language, or directing such language toward others is prohibited.
13. Keep the aisle and the exits clear.
14. The emergency door and exit controls may be used only during supervised drills or actual emergencies.

BUS MISCONDUCT POLICY AND PROCEDURES

Drivers are responsible for maintaining order on the buses. Administering sanctions for misconduct on the school bus is the responsibility of the Principal. Only the Principal, or designee, has the authority to suspend a student's bus privileges. It is the responsibility of the Principal to inform parents when a student has been suspended.

In the event of misbehavior on the part of the student riding the bus, the bus driver may issue a report to the principal of the infraction.

1. Depending on the nature and severity of the incident the first conduct report may result in a warning or other disciplinary actions, up to and including temporary or permanent suspension of bus privileges.
2. The second conduct report will result in the imposition of "PROBATIONARY" status. This process will include counseling with the student and official notification of the parents.
3. The third conduct report may result in long-term suspension of bus privileges depending on the severity of the incident and may not be reinstated until after a conference with the student, driver, and school personnel.

It is vital that everyone exercise these safety precautions and planning activities that benefit all of us. Thank you for your cooperation.

THE BRISTOL BAY BOROUGH SCHOOL DISTRICT INTERNET SAFETY and ACCEPTABLE USE POLICY

Introduction:

The computers, hardware, software, and local area computer network (LAN) in each school and the district office are maintained to provide a variety of quality educational resources to the students, staff, and community of the Bristol Bay Borough School District including:

- Electronic Mail (e-mail)
- The World Wide Web and other Internet Resources
- File sharing of local and District information
- Computer equipment and software

The goal in providing these services is to support the District's Mission and Student Outcomes by facilitating resource sharing, innovations, research, and communication.

Internet Safety & Acceptable Use Policy:

In response to the Children's Internet Protection Act (CIPA) and subsequent Federal Communications Commission (FCC) rulings on the implementation of the Act, Bristol Bay Borough District has implemented the following measures to insure the safety of its students and comply with the requirements of the Act.

1. To prevent access to visual depictions of an obscene or child pornographic nature, the Bristol Bay Borough School District will implement a technology protection measure filter all web access on all computers to inappropriate visual materials and supervise all student use of computers.
2. To prevent access by minors to inappropriate matter on the Internet, Bristol Bay Borough School District will supervise all student use of computers and may filter student internet access using filtering software.
3. To insure the safety and security of minors when using e-mail, chat rooms, etc., the Bristol Bay Borough School District will supervise all student use of computers and may filter student internet access using filtering software.
4. To prevent unauthorized access such as "hacking" and other unlawful activities by minors, The Bristol Bay Borough School District will utilize network security and maintenance software and will supervise all student use of computers.
5. To prevent unauthorized disclosure, use and dissemination of personal information regarding minors, the Bristol Bay Borough School District will ensure that students are under adult supervision when using computers and will educate students to the risks of disclosure of personal information on the internet.
6. To restrict minors' access to materials harmful to minors, the Bristol Bay Borough School District will supervise all student use of computers and may filter student internet access using filtering software.

With access to computers and people locally and worldwide, materials that may not be considered to be of educational value in the context of the school setting become available.

While Internet content filtering will enable the blocking of access to known inappropriate resources and services designed to defeat filtering, no electronic technology measure can guarantee blocking of all non-educational materials. The District believes, however, that the benefits of the computer network including the value of the information and the opportunities for interaction with colleagues and peers far outweigh the possibility that users may obtain material that is objectionable, controversial, or not consistent with the educational goals of the Bristol Bay Borough School District.

The inappropriate use of the Bristol Bay Borough Schools District's computer network will result in a cancellation of the privilege of using the computer network and possible disciplinary action. Electronic mail, internet use and other network activity is not private. The computer equipment and software within the school, as well as the electronic mail and Internet services are the property of the District. Bristol Bay Borough School District reserves the right to access and/or monitor any and all activity and materials performed on, or contained on, District equipment or networks. Each user will be responsible for complying with the guidelines set forth in this "Internet Safety and Acceptable Use Policy" and applicable internet and technology procedures. Privileges will be denied, revoked or suspended for users who do not comply with the terms of the Internet Safety and Acceptable Use Agreement. Users identified as a security risk, or identified as having a history of inappropriate use or problems with other computer systems will be denied access to the network. Any employee identified as having violated District safety and use guidelines will be subject to disciplinary action up to and including termination.

All students, staff, or other users must have a signed copy of this agreement on file with the site administrator before access to the Network will be allowed. It is important that users and parents carefully read and understand this Internet Safety and Acceptable Use Policy and Agreement. If you have any questions about the contents of this policy or agreement, contact your local site administrator or District Technology Staff.

Internet Safety & Acceptable Use Guidelines (rules for network resource use):

1. Students accessing network services MUST BE under the supervision of a staff member or adult approved by the local site administrator.
2. Users must follow the directions of the adult responsible for supervision, the terms of this Internet Safety and Acceptable Use Agreement, and proper network etiquette.
3. Users must comply with the established rules of other organization's network or computing resources, while using those networks or resources.
4. User ID's are to be used only by the authorized owner of the account. Users shall not intentionally seek information on. Obtain copies of, or modify files, other data, or passwords belonging to other users.
5. Users identifying a security problem on the network must immediately notify the site administrator or the area Technology Specialist and shall not demonstrate the problem to others.
6. Users must utilize District sponsored or approved e-mail systems. All District electronic communication shall be conducted on District electronic mail systems and web servers.
7. Users finding an inappropriate e-mail message, web site, or file, MUST immediately back out of the area and report the incident to the supervision adult or local network administrator.
8. Users may not pass bulk "chain mail" via District e-mail systems.
9. Students will not reveal their home address; home phone number, social security number or any other personal information for themselves or others to anyone.
10. Users may publish only those documents, which conform to the District's Publishing Guidelines, have been edited by a staff member, and have proper approval.
11. Users shall be responsible for additional on-line fees or merchandise charges they incur that are not covered by District or School access services.
12. Users must follow applicable copyright laws, obtaining proper use permissions and include the author or source of e-mail messages, web pages, or files when copying portions of documents.
13. Never read someone else's e-mail or files without permission; provided however, that this provision shall not impair or prohibit the District's right to review and monitor computer and network usage.
14. Users must act in a responsible, ethical and legal manner in accordance with any Federal, State or District laws, rules, policies, guidelines or regulations. Use of the network for the following purposes is prohibited:

- a. Facilitating illegal activity.
- b. Promoting or advertising for commercial or for-profit products or services.
- c. Promoting political campaigning, political lobbying or religious purposes.
- d. Performing non-work/school related work during regular school/work hours.
- e. Creating or transmitting hate mail, discriminatory remarks, profane or inappropriate language, offensive or inflammatory communication.
- f. Illegally installing, distributing, modifying, reproducing or using copyrighted material.
- g. Accessing obscene or pornographic material.
- h. Intentionally obtaining or modifying files, passwords or data belonging to others.
- i. Impersonating other users (utilizing another user's password or access).
- j. Posting anonymous messages.
- k. Installing, downloading, or uploading unauthorized or non-licensed games, programs, files, or other electronic media.
- l. Destroying, modifying or abusing hardware, software, or data that could disrupt network services.
- m. Disrupting the work or learning environment of other users on the network.
- n. Quoting or forwarding personal communications in a public forum, including, but not limited to chat rooms and listservs, without the original author's prior consent.
- o. Student participation in non-District sponsored "Chat" areas.
- p. Student use of non-District sponsored e-mail accounts.

Network Etiquette (suggestions for considerate use of network resources):

1. Be polite – Use appropriate language. Be careful in your use of sarcasm, anger and other emotions. It may not always come through the way you intended. Be professional and careful what you say about others. E-mail is easily forwarded.
2. Double check the mailing address(es) before you send your message. Be sure your message is going where you want it to go.
3. Keep paragraphs and e-mail short and to the point.
4. Use correct grammar, spelling, and punctuation.
5. Use both UPPER and lowercase letters in your messages. It is normally inappropriate to use all capital letters. IT LOOKS LIKE YOU ARE SHOUTING.
6. Type your name at the end of each message to "sign" your message.
7. Delete messages as soon as possible to free up valuable storage space on mail servers.
8. Use bulk-mailing techniques only when necessary. Don't "spam" users of the system.
9. Print only the important parts of e-mail messages, web pages or files. Don't waste paper.

All students, staff, or other users must have a signed copy of this form on file with the Bristol Bay Borough School District before access to the Network will be allowed. It is important that users and parents carefully read and understand the terms of this Internet Safety & Acceptable Use Policy. If you have any questions about the contents of this agreement, contact your local site administrator or district technology staff.

By entering into this User Agreement, the user and his or her parents or guardians agree to release the District from liability and waive any and all rights to assert claims or damages which may arise due to or as a result of any use of the District's computers and network services.

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.

Students enrolled in BBBSD grades 7 through graduation will be required to sign a "Statement of Understanding" signifying that the eligibility requirements and penalties have been read and understood. This must be signed and on file before any participation can take place. (See attached Statement of Understanding)

Parents(s) or guardian(s) of all students will be presented with a copy of this handbook.

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