



2019-2020

STUDENT HANDBOOK

“THE YEAR OF THE ISLANDERS!”

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The Nelson Island School will provide all students with the tools and learning environment necessary to commit to achieving success.

INTRODUCTION

This handbook attempts to cover the basic expectations, rules, and policies governing the way students, staff, and others relate within the Nelson Island School community.

Our hope is to provide for the general welfare of all involved, while respecting the rights and aspirations of the individual.

In order for students to become effective citizens in a democratic society, they need to practice and understand their rights and responsibilities. One of those responsibilities is to be aware of school policies and procedures, as well as the consequences that may be a result of breaching them. The school staff and administration has the responsibility to ensure that all policies are administered fairly and equitably, and that all members of the school community have an opportunity to be heard. Through various advisory groups (student, parent, staff), this handbook will surely evolve and improve over time. We encourage students and parents to become familiar with the principles incorporated in this handbook.

ANTI-DISCRIMINATION POLICY

The LKSD School Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs that ensure that discriminatory practices are eliminated in all district activities.

District Programs and facilities, viewed in their entirety, shall be readily accessible to individuals with disabilities. The superintendent shall ensure that interested persons, including individuals with disabilities, can obtain information about programs, facilities, and activities available to them.

The Superintendent shall annually notify students and parents of the district's policy on nondiscrimination and related complaint procedures.

GRADUATION REQUIREMENTS

Students and their parents must be responsible for keeping track of the student's graduation requirements. They can request the class advisor's assistance in determining the answers to particular graduation questions.

In order to earn a diploma from Nelson Island High School: A student must satisfactorily complete a prescribed program, which meets graduation requirements of 22 credits (listed below). Students **who do not meet** the graduation requirement of 22 or more credits will not graduate or be permitted to participate in the commencement ceremony. Extenuating circumstances will be evaluated by school administration on an individual basis.

Nelson Island High School Graduation Requirements

Units Subject 5 English 3 Math (1.0 credit of Algebra I is mandatory) 3
Science 3 Social Studies (.5 credit of Alaska History is mandatory) 1 Life
Skills 1 Physical Education 1 Health 1 Yup'ik Language 3 Electives
Total 22 credits

Grade Level Classification

Grade Class Required Credits

9th Freshman 0 - 5 Credits 10th Sophomore 5.5 - 10 Credits

11th Junior 10.5 - 15 Credits 12th Senior 15.5 + Credits

Change in Class: A student's class standing will only be changed at the beginning of the Academic Year.

Commencement Ceremony Requirements:

Graduation Eligibility: If a student fulfills graduation requirements by the end of the last term of their senior year, they may participate in commencement ceremonies.

1. Each participating student must attend commencement ceremony practice.
2. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisors.
3. Caps and gowns will be worn in the proper manner as designated by the school administration and class advisor.
4. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the commencement ceremonies.
5. Participation in the ceremony of commencement is a privilege, not a right. Seniors who have been disruptive in assemblies/activities, or who have been involved in vandalism/pranks may be denied participation in graduation ceremonies.
6. Failure to comply with the above requirements may forfeit a student's privilege to participate in the commencement ceremonies.

Miscellaneous Senior Information

- During graduation ceremonies, all graduates will wear the traditional cap and gown. Garments worn under the gown must meet the school dress code requirements, traditional clothing will be allowed.
- The Rose Ceremony will be limited to six roses for each graduate.
- Individual student shares from class fundraising will be used for the following items only: o Graduation items (caps, gowns, announcements, etc....)

- o Senior Trip (if taken by the senior class as a group)
- o Enrollment expenses for post-secondary education

ACADEMIC DISHONESTY

Cheating does not allow for any type of true analysis and is not tolerated. Cheating is defined as, but not limited to:

1. Procuring, possessing, using, or distributing test, quizzes, answer keys, teacher manuals or teacher textbooks and the like;
2. Any attempt to tamper with or alter a teacher's record or grades;
3. Representing the work of others as one's own work; including materials from the Internet.
4. Making use of notes, homework assignments, information slips ("crib sheets") except for those notes a teacher specifically authorizes for student use during a particular test or quiz, and;
5. Obtaining or offering unauthorized copies of test,
6. Plagiarism

The *academic penalty* for all parties involved in cheating is a zero or failing grade for any copied or plagiarized assignment, exam, or quiz. Students will not be allowed to make-up the work. Also, the *disciplinary penalty* for cheating may include an office referral for disciplinary action. Possession and/or unauthorized distribution of materials or altering a teacher's records call for severe disciplinary consequences. **Repeat offenses could result in loss of credit for an entire course.**

NELSON ISLAND SCHOOL ATTENDANCE POLICY

In accordance with federal, state, and LKSD School Board statutes and policies, the following attendance policy will be applicable to all Nelson Island School students for the 2019-2020 School Year.

EXCUSED ABSENCES: The following reasons for absence will be excused upon receipt of a phone call to the school or a written note signed by a parent/guardian:

1. Personal Illness – an absence of MORE THAN 3 CONSECUTIVE DAYS requires a doctor's confirmation in order to qualify as excused.
2. Quarantine of the Home – requires confirmation from an approved health official
3. Death of a Relative
4. Observance of a Religious Holiday
5. Professional, Medical, or Legal Appointment
6. Other, as deemed appropriate by the school Site Administrator

TRUANCY/UNEXCUSED ABSENCES: Any absence not listed above as excused.

- Students ages seven through sixteen that are intentionally absent from school and are unexcused are considered truant and may be subject to school discipline.

TARDY: A tardy is documented when a student arrives late for class without approval.

PLANNED PERSONAL OR SCHOOL ACTIVITY ABSENCES: If a student is aware of an upcoming personal absence, his or her parent/guardian should notify the school. It is encouraged that the students ask their teachers for missed assignments prior to any upcoming absence.

TRADITIONAL LEAVE: Students at Nelson Island School have the ability to take up to five days of Traditional Leave for Traditional Subsistence and Cultural purposes per semester. Students are to complete the Traditional Leave Request form at least three days in advance of the event, and should include a range of days they may be absent for Traditional Leave. The student will be required to submit a paper about the activity to the ASB and teachers within a week of completion of the activity. Traditional Leave request can be denied by the Site Administrator if the student is not in good academic standing and the days missed will cause the student to fail a class.

RECOGNIZING EXCELLENT ATTENDANCE: Both teachers and parents are encouraged to provide positive recognition supports for students who have excellent attendance. Both teachers and parents are encouraged to work together to determine appropriate rewards for excellent attendees.

MAKING UP MISSED ASSIGNMENTS: In order to promote school success, ALL students who are absent or tardy, whether excused or unexcused, are permitted to make up any missed work. However, students are expected to take responsibility by asking the teacher for what was missed. As such, students should be given the opportunity to make up what they have missed, and grades should only represent the quality of completed work – NOT attendance. Only in the cases of uncompleted assignments should a 0 grade be given. In the event a child misses a test during the absence, the teacher should have an alternate make-up assessment prepared for absent students. The students are given three days from the initial absence to turn in missing assignments. If they are absent longer than a single day they are given an additional day for each consecutive absence after the first initial day absent.

- (e.g. A student absent for 3 days will be given 4 days, two for the first day and another two for the additional days, to return any missing work before being given a 0.)

EXCEPTIONS: Any exceptions to the above policies will be determined and approved only after a meeting with the student, his/her parent/guardian, his/her classroom teacher(s), the school counselor, and the Site Administrator. (e.g. Students given an IEP accommodation.)

Parent Notification: Teachers are expected to monitor absences and contact parents/guardians after a student reaches 3 absences, 5 absences , and again at 9 absences when necessary. Contact is defined as a confirmed and documented 2-way conversation between the teacher and parent/guardian via phone, email, letter, or in person

CODE OF CONDUCT

Purpose: The opportunity to attend school is provided as part of our society, but this opportunity carries responsibilities. The purpose of this code of conduct is:

- § to establish and maintain safe, caring and orderly environments for purposeful learning
- § to establish and maintain appropriate balances among individual and collective rights, freedoms and responsibilities
- § to clarify and publish expectations for student behavior while at school, while going to and from school, and while attending any school function or activity at any location

Acceptable Conduct:

- § Attend school each day, arriving on time for all classes. § Attend all classes and complete the work assigned in those classes.
- § Be cooperative, courteous and respectful in dealings with administrators, teachers, school staff and other students.
- § Carry out directions given by school staff.
- § Take care of the books, equipment and learning materials provided for student use.
- § Treat the school building, grounds and equipment with care and prevent litter.
- § Respect the rights of others. Don't take things that don't belong to you and don't threaten or interfere with other students.
- § Demonstrate the highest standards of conduct and good judgment when involved in school-sponsored events.
- § Have no contact with alcohol, drugs, weapons, explosives, or replica weapons while at school, on the school grounds or in attendance at any school sponsored event in the community.
- § Act as responsible members of the school neighborhood, by being courteous to people living in the area, by refraining from disturbing or disrupting their daily activities and by being respectful of their property.

§ Adhere to this Code of Conduct while traveling to and from school and while off the school premises during the lunch hour or at other times during the school day.

Classroom Conduct

The teachers, counselor or Site Administrator will specify rules for acceptable behavior within individual classrooms, hallways, and library. Such rules will be carefully defined for students early in the school year. *It must be understood by students that teachers are individuals, and, therefore, may expect different things, and accept different types of behavior from their students.* It is the student's responsibility to recognize such differences and comply with them. ***Substitute teachers shall be given the same respect, conduct and manners from all students.***

Unacceptable Conduct:

Behaviors that:

- interfere with the learning of others
- interfere with an orderly environment
 - Including entering rooms within the school without staff supervision.
Acts that create unsafe conditions such as:
- bullying, harassment or intimidation
- physical violence
- retribution against a person who has reported incidents

Illegal acts, such as:

- possession, use or distribution of illegal or restricted substances (drugs, alcohol, tobacco)
- possession or use of weapons or explosives
 - Examples of explosives include fireworks, caps, and firecrackers.
 - Examples of weapons include bullets, guns and knives.
- theft of or damage to property

Rising Expectations

As students get older and progress through grades, our expectations regarding their conduct increase:

1. We expect an increase in personal responsibility and self-discipline
2. there may be greater consequences for inappropriate behavior as students get older, reflecting these increased expectations

Consequences

The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action.

Notification

School administrators and counselors may have a responsibility to advise other parties of serious breaches of the code of conduct. For example:

- § parents of student offender(s) – in every instance
- § parents of student victim(s) – in every instance
- § school district officials – as required by school district policy
- § police and/or other agencies – as required by law
- § all parents – when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

Detention

Detentions may be held during lunch period, before, or after school. Failure to attend an assigned detention will result in progressively more severe disciplinary measures (up to, and including OSS) and/or approved community service. Detention may be assigned by both teachers and administrators.

In School Suspension (ISS)

1. In School Suspension is the separation of a student from the general school population for a specified period of time. This suspension will be held in a separate room during the school day.
2. Credit will be given for academic work done during an in school suspension. Students may also be given additional work to help the student avoid repeating an in school suspension.
3. A student must successfully complete the assigned in school suspension before

he/she can return to his/her regular schedule.

Out of School Suspension (OSS)

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges either verbally or in writing by the responsible administrator and provide an opportunity to respond. Should the administrator determine that there is justification to suspend, the student will be informed of that decision and an attempt will be made to contact the parent or guardian of the student while providing verbal notice of such decision immediately. The building administrator shall promptly provide written confirmation of the decision to suspend to the parent or guardian of the student. This notice is to include the length of the suspension and any special conditions relating to the suspension. The parent/guardian may appeal the suspension to the Superintendent or his designee only after discussion with the school administrator imposing the suspension. All appeals must be initiated within 24 hours following the discussion with the administration imposing the suspension.

The school administrator may suspend a student with a recommendation for expulsion or suspension longer than ten (10) days. The Superintendent of Schools may only impose suspensions longer than ten (10) days. ***Students serving ISS and OSS shall receive full credit for work that is turned in on time. When a student is suspended either in or out of school, he/she is suspended from all school activities and are not allowed to step onto school grounds for the duration of the suspension.*

Community Service Project (CSP)

The student is assigned a specific work project or services program. This sanction will normally be assigned to help the student reflect on the negative implications and consequences of his/her behavior.

Use and Possession: Chemical Substance

Following are the consequences, students in possession of drugs and/or alcohol on school grounds. **Legal authorities are notified.**

A. Attempt will be made to contact parent or guardian.

B. First offense: Five day out-of-school suspension C.

Second offense: Ten day out-of-school suspension

Look-alike substances or controlled substances used/sold/distributed as controlled drugs will be treated as alcohol and/or narcotics. Drug paraphernalia found in a student's possession (including locker) will be confiscated by any school official. Pills, treatments, or over-the-counter remedies that are designed to mask or relieve the effects of alcohol or narcotics will also be treated as alcohol and/or narcotics. Parents will be notified and items turned over to

*the police. * Alaska State Law prohibits smoking and tobacco products from being used in the school or on the school grounds.*

Selling Or Distributing Controlled Substances

Possession with the intent to distribute will result in 10 days of out-of-school suspension and a recommendation to the Board of Education for expulsion for the remainder of the school year. Prior to the student's return to school the parent and/or guardian along with the offending student shall appear before the ASB to receive a written contract of the student's expectations. Depending on the severity of the infraction, the student will also serve a probationary period and reappear before the ASB for additional behavioral guidelines.

Use Of Weapons and Explosives

The Board of Education of LKSD, as both an employer and Public School District, is concerned with and interested in protecting the health, safety, and welfare of all students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and individuals possessing weapons and/or dangerous weapons best utilize other school properties in the educational process in the absence of threats to physical well-being and safety.

Accordingly, the Board of Education of Lower Kuskokwim School District (or the Superintendent, a Site Administrator or other district official as may be designated by the Board) shall permanently expel a pupil from attending school in the school district, if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a weapon or dangerous weapon.
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Public Display of Affection

Public displays of affection often cause others to be uncomfortable. Nelson Island School limits displays of affection based on age and grade level.

- High School - Limit hand-holding to the high school section of the building when school is in session.
 - Students are expected to avoid displays of affection that lead to romantic intent

when in the elementary wing.

- Elementary/Middle School - Quick hugs are okay at appropriate times, but other interactions to get the attention of others should be limited to a brief touch on the area between the shoulder and elbow.
- Extended touching over 3-5 seconds is discouraged, and students are expected to respect others' personal space.

Sexual Harassment

Sexual harassment of students by other students or by employees of the district is unlawful under both Alaska and Federal law, and is contrary to the commitment of this district to provide a stable learning environment. Nelson Island School will not tolerate any sexual harassment of students. It is the policy of this school district that all contact between students, teachers, and other adult employees of this district be in keeping with respect for the individual student, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable learning environment.

§ If a student has concerns about the nature of any conduct or physical contact by any adult employed by this district or by another student, the student should immediately report this concern to his or her Site Administrator or counselor, as well as discussing this concern with the student's parent or guardian.

§ Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

§ The district will investigate all such reports immediately. Anyone found to have violated this policy would be subject to disciplinary action up to and including expulsion from school if a student, or termination from employment if an employee.

§ The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and the necessity to investigate allegations of misconduct. It should be understood that the district is required by law to report suspected child abuse to the Office of Child Services (OCS).

Policy Definitions-Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student, or a student to a student, constitute sexual harassment when:

- A. submission to such conduct is made, either explicitly or implicitly,
 - a term of condition of student's education or participation in school activities;
- B. submission or rejection of such conduct by a student is used as the basis for

academic decisions affecting that individual; or

C. such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person, with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats or other school related matters.

Lower Kuskokwim School District Board Policies on:

A. SUSPENSION OR EXPULSION: A student may be suspended or expelled for the following reasons:

1. Continued willful disobedience or open and persistent defiance or reasonable school authority and/or using profanity or any other vulgar language.
2. Behavior which is in some way harmful to the welfare, safety, or morals of other students
3. Conviction of a felony that the Board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

NOTE: A student may be suspended, or expelled, for behavior occurring at any time, including, yet not limited to, the following circumstances:

- **While on school grounds**
- **While going or coming to school, or a school-sponsored activity**
- **During lunch period, whether on or off the school campus**

B. AUTHORITY TO EXPEL: A student may only be expelled by the Board of Education. The Superintendent, or Site Administrator, shall recommend a student's expulsion for any of the following acts, unless the Site Administrator, or Superintendent finds, and reports in writing to the Board, that the expulsion is inappropriate due to particular circumstances which shall set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school, or at a school activity off school grounds.
3. Unlawful sale of any controlled substance. 4. Robbery or extortion.

C. SEARCH AND SEIZURE: The Board authorizes school officials, such as administrators and acting administrators, to be able to conduct searches when there are reasonable grounds, or a suspicion that the search will uncover evidence that the student is violating the law or the rules of the district, or school.

Note: Students receiving special education services will follow the same discipline procedure unless the offense is determined to be a manifestation of their disability.

GENERAL INFORMATION

Administration of Medication

Medication (prescription or over-the-counter drugs) given at school will be done under the supervision of the office. The medication needs to be sent to school in the original container stating the student's name, medication, dosage, time to be given, date, and the doctor's name. The student's parent/guardian needs to sign a form to have medication given by a staff member authorized in giving medication. Medication needed during the school day must have a **long term, short term, or nonprescription medication request form** signed by the parent. The school cannot accept verbal consent. Approved non-prescription medications are limited to acetaminophen and ibuprofen (i.e. Tylenol, Advil) and alcohol-free cold and cough preparations. Students need to obtain their medication from the office. Please remind your student that he/she is responsible for asking for the medication at the appropriate time.

- If a student is participating in travel the chaperones must carry the paperwork during travel to ensure which medicine can and can't be taken by the students present.

After School

All students should be off school grounds 30 minutes after the last class ends at 4:00, unless the student is involved in an extracurricular activity that day and/or is under the direct supervision of a staff member. Students refusing to leave the building or re-entering the building without a valid reason may be subject to disciplinary action.

Assemblies Various types of assemblies are scheduled for Nelson Island School students during the year. Attendance at assemblies is a privilege. Students who choose not to follow classroom/school rules and/or who choose not to be responsible for schoolwork may be denied that privilege. During assemblies, students are expected to behave appropriately and respectfully toward those performing or those conducting the assembly. Students who choose not to act in a mature, courteous manner may be removed from the assembly and denied attendance at future assemblies. Students who leave the assembly (either voluntarily or sent out by staff) will not be allowed back into the assembly. He/she will sit in a detention room monitored by a teacher and not be allowed to attend the next assembly.

Bicycles and Motorized Vehicles

Students may ride bicycles to school. The following is expected:

1. Bicycles will be kept out of walkways, doorways, and off of boardwalks
2. Bicycles will not be ridden during school hours.
3. Students will ride only their own bicycle, and they will ride it in a manner that will not endanger others.
4. Students who need to drive to school will park in parking areas designated by school administration.

Cafeteria Expectations

1. All food needs to stay in the lunchroom (unless you have been invited to a classroom for lunch).
2. Please stay seated while you are eating
3. Clean up after yourself
4. Please don't sit on the tables.
5. You need to be seated when in the cafeteria area

Cell Phones and other Personal Electronic Devices

If a cell phone is brought into the school building it may only be used during lunch. ***SCHOOL LOCKER ROOMS AND BATHROOMS ARE OFF LIMITS FOR CELL PHONES at all times...even during lunch (EVEN if stored IN THE LOCKER).*** Smartphone applications such as calculators may be used for instructional purposes at the discretion of the teacher. Other personal electronic devices such as iPods, iPads, and mp3 players, whether separate or built into a cell phone, may only be used during lunch time, or at the discretion of the teacher.

Note #1: The school advises *against* bringing your cell phone or other personal electronic device to school and will not be held responsible in the event of theft or destruction. Also, if you misuse your phone or other personal electronic device (wrong place/wrong time) you may have to forfeit it for a period of time that is progressive...the number of days you lose the phone is based upon how often you have violated the cell phone policy.

Note #2: It is expected that students will show good performance etiquette when participating in or attending school performances and functions. For example, if you are in a musical group

that is sitting in the bleachers waiting to perform, it is inappropriate to be using your cell phone, iPod, etc.. If you are displaying poor etiquette your phone or iPod/music device may be taken from you for the performance and will be returned during the next school day at the earliest convenience of Nelson Island School staff.

AGAIN: The only time you are allowed to use your phone to call or text during the school day is during your lunch. The school has a phone in the office in case of emergencies during class periods. You may use this phone. It is important that the main office be notified that you are having an emergency. If we are aware of an emergency we can potentially help and be aware that your parents might need us to contact them.

Child Abuse

Under Alaska law, teachers and administrators are required to report any suspected indication of child abuse. The same law gives IMMUNITY from legal action if such report is filed in good faith. The law further requires that we allow FYS social workers to interview any child who is referred to them, whether by a member of the school staff or by any other individual.

Computers and Computer Usage

Students have access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained in these libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will be issued to students at this time. If a student already has a non-district electronic mail address, he/she will not be permitted to use the address to send and receive mail during the school day.

With access to other networks and people around the world, a user may have access to information that may not be appropriate. We trust our students to know what is appropriate and what is inappropriate and to abide by the conditions set forth in the Acceptable Use Agreement.

Students will be expected to abide by the following network etiquette: The use of the network is a *privilege* and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.

- **Students will respect all copyright and license agreements.**
- **Students will cite all quotes, references, and sources.**
- **Students will only remain on the system long enough to get needed information.**

- **Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.**
- **Students will not use instant messaging or other chatting tools during the school day. This includes Gmail chat, Skype, Facetime or any other messaging or chat program.**
- **Student access for electronic mail will be through their LKSD account.**
- **Others may be able to read or access the mail, so private messages should not be sent.**
- **Delete unwanted messages immediately.**
- **Use of objectionable language is prohibited.**

The use of the school district network must be in support of education, research, and the educational goals of the Nelson Island School. The district is not responsible for other people's actions or the quality or content of information available through this service.

Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Our Internet bandwidth is shared K-12. The speed of the Internet can be directly impacted by streaming music, music downloads, online gaming, and other similar activities. A user must not engage in activities that tax the bandwidth for non-class related purposes. Heavy bandwidth use must be approved by our Tech department, Site Administrator, or the supervising teacher. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. You can be prosecuted for violating those laws. Parents have the right to deny their child access to the Internet and to email if they so choose. This requirement also informs the parents of the potential hazards of Internet / Network use and the potential consequences for abusing those privileges.

Network Etiquette and Privacy

Do not bring personal computers to school or use them to access our network without permission from the Site Administrator or designee. The school reserves the right to search any student files with or without the student's permission or presence. Personal computers brought to school are subject to being searched if there is reasonable suspicion for such a search. Students have full responsibility for their individual storage accounts. Storage of prohibited material such as, but not limited to, sexual content, drug related information, computer viruses, or threatening materials will leave the student subject to consequences. Legal action may be taken. You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

Be Polite:

Never send, or encourage others to send, abusive messages.

Use Appropriate Language:

You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.

Privacy:

Do not reveal the addresses, telephone numbers, or other personal information of friends or colleagues without written permission by the individual or legal guardian if a minor.

Disruptions:

Do not use the network in any way that would disrupt the use of the network by others.

Representation:

Do not originate anonymous messages or represent a message to have been authored by another. All correspondence should be clearly identifiable as to its originator.

Security:

If you identify a security problem in the building or district network, notify a teacher or administrator at once. Never demonstrate a problem to other users. Never use another individual's account. Any user identified as a security risk will be denied access to the network, and may be liable for disciplinary action, financial damages, or prosecution.

Vandalism:

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data (hacking) of another user or any other agencies or networks that are connected to the system locally, remotely, or through the Internet. Any vandalism will result in loss of network privileges, disciplinary action, and/or possible legal referral.

Parental Permission:

These policies are put in place to protect the student, parent and school. It is a requirement that all students using the Internet have the appropriate Computer Use agreement signed by a parent or legal guardian.

Facebook, Instant Messaging, Chat Rooms and/or Other Social Media, & Email

Personal use of email, chat rooms, Facebook, etc. or instant messaging have been outlawed in the public school setting under Federal laws established in the Child Internet Protection Act (CIPA). Personal email, chat rooms, or instant messaging use will result in immediate

disciplinary action.

Content and Content Filters

Students who do come across inappropriate content should back out of the site immediately and report the incident to the teacher. Repeated "accidents" will be questioned and subject to appropriate disciplinary action. Tampering with network content filters will be considered an act of vandalism and will be dealt with accordingly. This includes the use of a VPN to get around the Content Filters. Parents and students are required to sign an "Acceptable Use Agreement" before access to the Internet at Nelson Island School will be permitted.

Cooperation With Law Enforcement Officials

It shall be the policy of the Nelson Island School that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment.

Students in possession of alcohol, drug or drug paraphernalia, tobacco, or those involved in physical violence (fighting included) may receive a ticket or citation. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

Dances

The Site Administrator must approve school-sponsored dances at least two weeks prior to the dance. A **Event Planning Form** must be completed and returned to the Site Administrator at least two weeks before the dance date.

Dance Regulations:

1. Most Nelson Island School dances will be from 8:00-11:00 P.M. Prom lasts until midnight.
2. Regular high school behavior policies apply to all school dances.
3. Only Nelson Island School students are permitted to attend the dances. (Prom Dances may allow sign-up dates)
4. No dates over the age of 20 will be allowed for any reason.
5. Having once left a school dance, students are not permitted to re-enter.
6. Doors close to admittance one hour after dances begin and no admittance will be permitted after that time.
7. Students asked to leave a dance due to their behavior will lose their privilege to

attend school dances for up to one school year.

School district policies, rules and regulations apply to students as well as non-students at school dances. Students and non-students violating school district policies, rules or regulations will be asked to leave the dance and school grounds.

Directory Information

The Superintendent or designee may authorize the release of student directory information to representative of the news media, prospective employers or nonprofit organizations. Directory information which school officials may disclose consists of the following: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous school attended.

At the beginning of each school year, the Superintendent or designee shall inform all parents/guardians that directory information may be released without prior consent.

Parents/guardian shall be given an opportunity to prohibit the release of directory information. Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information may not be disclosed.

Disease: Communicability, Precautions & Restrictions

To aid in the protection of all of the students and staff of NIS, please see that you child has had their required immunizations and PPD tests. TSRC recommends that your child be seen annually to be sure that all of their immunizations are up-to-date.

Here are recommended steps to be taken if your child were to have any of the following problems develop.

Boils: Needs evaluation by medical provider. All infections need to be covered. May not participate in activities where the possibility of skin to skin contact may occur. Out of school as indicated by medical provider or if wound drainage cannot be covered

Chicken Pox: Keep students home until all lesions are crusted over, usually 6 to 7 days after rash first appears.

Common Cold: Students need to stay out of school if they have >100.4 fever and until 24 hours after fever subsides. If the student has uncontrolled coughing or has vomited more than twice in a 24 hour period they should see by a medical provider. This includes students that have a severe cough that can't be stopped. **Conjunctivitis ("Pink Eye"):** This is contagious and requires medical treatment. May return upon physician's advice.

Head Lice: Keep student home until after the first treatment and NO LIVE LICE or NITS are present. Students will be sent home if a staff member finds live lice or nits on them.

Influenza: Keep home until symptoms disappear. Communicable 3 to 7 days after onset.

Ringworm: Student should not attend school if lesions cannot be covered . Also no participation in contact sports.

Rubella (“German Measles”): Student should not attend school until 7 days after onset of rash and fever have resolved.

Scabies: Keep students home under adequate treatment until no open lesions can be observed.

Strep infections: Keep student out of school until placed on antibiotics for at least 24 hours and no longer has a fever.

Dress Code

There is a strong connection between academic performance, student appearance and student conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds.

Students are expected to adhere to reasonable levels of cleanliness and modesty (no showing of undergarments). Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol, drugs, or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, or making reference to prohibited conduct or similar displays.

The following clothing is considered inappropriate:

- Pajamas and slippers (except special occasions)
- Embarrassingly low necklines (yes, this is hard to define; if the Site Administrator, or a female staff members, finds the neckline embarrassingly low, then it is too low)
- Clothing that reveals underwear (including see-through, very thin shirts)
- Clothing that allows the midriff/belly to be exposed
- Clothing that allows for a bare back or under arms to be exposed beyond the armpit
- Hoods, hats, and sunglasses are not allowed to be worn in the school

The Site Administrator makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Dropping and Adding Classes

- Dropping and adding classes may occur only within the seven [7] day period after the first day the student started a semester.
- Parents must be consulted before such changes are made.

Earthquake Procedures

The following guidelines are to be followed during and after an earthquake:

During an Earthquake:

1. Students should assume the DROP POSITION, i.e. drop to knees with hands clasped behind neck, arms against ears, eyes closed.
2. Students, if possible, should TAKE COVER under a table or desk and/or cover head with jacket, sweater, etc.
3. Students should stay away from windows, shelves or heavy furniture which may fall.
4. Students should, where possible, move to a position near an interior wall.
5. Students in classroom laboratories should extinguish all burners and stay clear of hazardous chemicals.
6. Students outside the school should move to an open space, away from the building and power lines, and assume the DROP POSITION. **After an Earthquake:** Students will remain in the DROP POSITION until told to do otherwise by the teacher.

Electronic Devices

(This includes iPods, iPads, CD Players, MP3 players, etc...) Electronic devices that allow students to listen to music ARE NOT ALLOWED TO BE USED during assemblies or in the common areas. Individual teachers may allow you to use these devices in their classrooms. To wear and use these devices during an assembly is to risk getting them confiscated for the day by school administration. NO radios, boomboxes, or other public electronic device methods of playing music are allowed.

- School staff may use electronic devices for professional or emergency uses only during school hours.

****Devices that take digital photos and display digital photos are not allowed in classrooms during testing periods. This includes certain models of iPods and other devices.

Emergency School Closings

When conditions prevail at the school that the Site Administrator considers to be of an emergency nature, the Superintendent will be consulted and a decision will be made as to whether or not to discontinue school for the day. Emergency, or hazardous conditions are defined as those conditions that could be harmful to the safety of students and staff. Examples of the above include (but not restricted to): utilities failure, student body disturbance/disobedience, or weather. The Site Administrator, or his/her designee, will decide on an early or emergency dismissal action. In the instance of a closure due to emergency conditions, an announcement will be made on the VHF.

Student activities requiring travel during periods of cold weather: Air travel by students will not be allowed at ambient temperatures below -30 degrees Fahrenheit or wind-chill

temperatures below -40 degrees Fahrenheit, except by jet or turboprop aircraft. Ground travel (commercial carrier, snowmachine) by students between villages will not be allowed if the temperature including chill factor is below -25 degrees Fahrenheit.

Nelson Island School will activate *Power Announcement* (email, text, and voicemail system) and will make announcements over the VHF system on Channel 12.

Parents have the option to NOT send their children to school if the temperature drops to minus 35 (-35) degrees Fahrenheit or below. If the temperature drops to 35 below or colder school is cancelled for the day. Days missed by students due to parents choosing this option will NOT be counted against them when enforcing the Attendance Policy. Parents are to call the school to verify that they are keeping their child home do to extreme weather .

Family Educational Rights and Privacy Act of 1974

In compliance with the Family Education Rights and Privacy Act, parents of students from the Nelson Island School are hereby notified of the following rights:

1. As a parent, you may, upon request, inspect and review your son or daughter's educational records.
2. Challenge any of said records.
3. Obtain, at reasonable cost, copies of said records.

If you wish additional information, contact the Site Administrator's office.

Grades/Evaluation of Student Achievement

Nelson Island School believes that students and parents/guardians have the right to receive course grades that represent an accurate evaluation of the student's achievement. Teachers shall evaluate a student's work in relation to standards that apply to all students at his/her grade level, not in relation to the work of other students in one particular class.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade.

Health Services

A student who becomes ill during the day must obtain a pass from their teachers before going to the office. If it is necessary to go home, or to the Clinic, the school will inform the parent and the student will sign out in the office before leaving. A student leaving due to illness without properly signing out through the office will be considered truant from missed classes.

Immunization

All children attending an Alaska school (including preschool) MUST be immunized against hepatitis A and hepatitis B. Any child who lacks proof of hepatitis A and B shots or a valid exemption will be excluded from school. **Why are these immunizations important?** For many years the backbone of Alaska's disease prevention efforts has been the appropriate

immunization of children attending our schools and childcare facilities. Enforcement of these requirements has nearly eliminated vaccine-preventable diseases that in the past caused significant illness and death. This success is the direct result of the tremendous partnerships that have developed among parents, school and childcare facility personnel, and healthcare providers. This support and commitment will ensure that Alaska's children and adults do not suffer the consequences of diseases that can be prevented safely and effectively.

Instructional Materials The teachers in the individual classes will furnish instructional materials, as they are needed. However, students will be required to pay for lost or damaged materials. In some classes there may be a fee if students select special projects or wish to keep them. For all required projects, the school will furnish material.

Lockers

Students will be assigned lockers at the beginning of the school year, according to availability. Nelson Island School assumes no liability for articles left in lockers. Lockers should be kept locked at all times and the lockers combination should remain personal. No personal locks may be added to any locker. Lower Kuskokwim School Board Policy states that because lockers are under joint control of the student and the school, school officials have the right and ability to open and inspect any locker without student permission when there is reasonable suspicion that the search will disclose evidence of illegal possessions or activity. For health and safety reasons, a general inspection of school properties, such as lockers and desks, may be conducted on a regular, unannounced basis. Any items contained in a locker or desk will be considered to be the property of the student to whom the locker or desk is assigned. No stickers or writing of any kind will be allowed on the lockers. There may be occasions that more than one student is assigned to one locker. It is highly recommended that students keep their lockers locked and not share their combination with others.

Loitering On Property

1. For the safety of students, protection of school property, guarding against kidnapping of students, and general necessity of an efficient administration of school buildings, no unauthorized persons shall be allowed to loiter on school grounds or in the school building. escorted to the proper room or rooms they are visiting. 3. Students who are under temporary suspension or have been expelled from school are not allowed on any school property, in any school building, or admitted to any social function. 4. Persons causing any disturbance to school program, school activities, or school property shall be requested to leave the property at once. Failing to leave shall be considered grounds for police notification and, if necessary, a legal complaint will be signed. 5. Students are expected to remain out of off-limits areas, such as the staff lounge, unless escorted and supervised by a staff member.

Lost And Found

Articles found in classrooms and halls are to be turned in to the school office and will be placed in the Lost and Found. Many articles go unclaimed each year because students fail to check the Lost and Found. It is the student's responsibility to check for lost articles in the Lost and Found. Articles may be claimed by making identification.

Movement In Halls Or On School Site

To insure safety and eliminate unnecessary confusion, students are expected to move quietly, being careful about those who may be walking around. All visitors shall report to the main office and may be given an identification pass or be denied them, whenever passing from one area of school to another. Students are expected to remain out of empty classrooms when unsupervised by the classroom teacher or administrator.

As in any other area, students are expected to keep their hands to themselves.

Any student who leaves the classroom during class time must use a Hall pass. High School students are given 5 minutes of passing time at each class change and should use this time to take care of needs that require being out of class. Middle School student will have bathroom breaks at set times. Any adult supervisor or teacher may request to see a hall pass.

Closed Campus/Leaving School Grounds

The Nelson Island School's ASB establishes a "closed campus" at all grade levels. Students shall not leave the school grounds at any time during the school day without written authorization from their parents/guardians and permission of school authorities. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action.

Pledge of Allegiance (Section 1. AS 14.03.130)

United States and Alaska flags shall be displayed upon, or near, each school building during school hours and at other times the governing body considers proper. The governing body shall require that the Pledge of Allegiance be recited regularly, as determined by the governing body. A person may recite the following salute to the flag of the United States or maintain a respectful silence: ***I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with Liberty and Justice for all.***

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules or regulations.

The Superintendent or a delegated representative may authorize Field Trips or other student activities involving travel when such trips or activities contribute substantially to the achievement of desirable educational directions. In planning and authorizing such trips or activities, the safety and welfare of students is a primary consideration.

Any school-sponsored activity (home or away) is considered to be in-school time, so all rules and regulations of the school will apply. Students who are sent home for violating school rules will be sent home by the quickest means available, at the parent's expense. The parents will be notified as soon as possible. If the severity of the action warrants, the student may be suspended or excluded from the team or organization. He/she may subsequently receive

further consequences dependent on action.

School Visitors

Nelson Island School is proud of its students and staff. Parents, guardians, and community members are welcome to visit. To ensure the most efficient use of instructional time, the following procedure will be used if you wish to visit:

1. Make prior arrangements by calling the Nelson Island School office as to a time and date (allow at least 24 hours, in case of testing and special class schedules). The Site Administrator will contact the teacher, make final arrangements and confirm with you.
2. Upon entering the building, report to the Nelson Island School office and sign in.
3. After signing in a staff member will direct you to the classroom.
4. Students who wish to have a guest at school must give a 24-hour notice for approval by the Site Administrator.

Search And Seizure

Lockers, desks, a student's person and/or personal effects may be searched if the school authorities have reasonable suspicion that the contents constitute a danger or a rule violation. Lockers and desks are school property and remain under the control of the school. Students should not expect privacy regarding items placed there, since they are subject to search without notice, without student consent, and without a search warrant. Any illegal materials or contraband shall be turned over to the proper legal authorities. Only school locks may be used. All students are responsible for keeping lockers in good order and will be accountable for any excessive damage or wear. **Students should not give locker combinations to other students.**

MONEY AND VALUABLES SHOULD NOT BE LEFT IN LOCKERS. If it is *necessary* to bring valuables to school, students may leave them for safe keeping in the office. Nelson Island School students must be able to assume full responsibility for all money or valuables lost or stolen. If a lock or locker does not function properly, students are directed to leave their name and locker number with the secretary in the school office. As a routine effort to ensure a safe environment, dogs may be brought to school randomly to verify that there are no drugs on the premises.

Sickness And Accident

Illnesses and accidents sometimes occur in school. If a student becomes ill, or is injured at school, the teacher should be informed and the student will go to the school office. The office will then contact parents, if possible, so that the child may be taken home or to the Clinic. Students who become ill in school are sent to the office. Students will not be sent home if there is no one to care for them. In no case should a student ever leave the school during the school day without checking out at the office. Daily participation in gym is a class requirement. If a medical problem exists which will prohibit a student from participating, a note from a doctor is needed.

Snowballs/Snow

Because of Nelson Island School's concern for the safety and welfare of students on school

grounds, snowballs and snow may not be thrown on school property at any time. Failure to follow this expectation will result in a conduct referral.

Special Activities

All special activities at Nelson Island School are an earned privilege. The student's behavior and academic behavior are the main criteria in earning the right to be included in these activities. In either case, the student will be notified as to their standing and participation in upcoming activities.

Telephone Calls

In case of an *emergency or illness* a staff member will contact a parent or emergency contact. Students will NOT be called to the office phone to talk to a parent, relative, friend, etc. We strive to ensure your child the best academic environment possible by minimizing classroom disruptions. Parents are also asked to refrain from calling their children at school on their cell phones, this practice disrupts the classroom. If you need to get a message to your child call the office and they will get the message to your student. Please make sure your student knows before they leave for school any information needed at the end of the school day. **The end of the school day is full of activity and only emergency messages will be delivered.**

Textbooks

Books are *loaned* to students. The books are recorded by serial number and the same book must be returned. If students take good care of the books, there are no charges. A textbook is expected to last five years. If students lose, damage, or deface a book, they must pay for its repair or replacement. All textbooks should be stored in the student's locker or carried in a backpack.

Title IX Policy Statement

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance..."

Therefore, it is the policy of the Nelson Island School to fully comply with Title IX under guidelines adopted by the Department of Health, Education and Welfare and approved by the President of the United States and the United States Congress.

All students shall have an equal opportunity to participate in and benefit from all academic and extracurricular activities and services and thus will be a violation of policy for the district board, administration, teachers or other staff to discriminate against students on the basis of sex in disciplinary actions, entitlement and provision of services, selection of courses and programs, counseling services, physical education and athletics, treatment on the basis of marital or parental status including pregnancy. If any person believes that Nelson Island School or any of the district's staff has inadequately applied the principles and/or regulations of this policy he/she may request from the office information on filing a grievance with the district's civil rights coordinator [Mr. Joshua Gill, 543-4800].

EXTRA-CURRICULAR ACTIVITIES

Eligibility

To be eligible at the beginning of the semester for participation in scholastic activities, students shall:

1. Be properly registered in Nelson Island School
2. Have a current physical examination by a doctor
3. Have medical insurance, Native Health Service will cover this or Denali Kid Care
4. Maintain a 2.00 GPA using weekly Semester grades to determine eligibility, and have no failing grades (a grade of "P" will be considered the equivalent of a C for the purpose of computing GPA for eligibility), eligibility for the first three weeks of each semester will be based on the student citizenship,
5. Be enrolled in at least **FIVE** classes that lead to granting credit to meet graduation requirements,
6. Conduct themselves in a manner that reflects the high standards expected of Nelson Island students,
7. Meet attendance requirements set forth in the board policy to be eligible for extracurricular activities,
8. Meet ASAA eligibility requirements

* Middle School eligibility will be the same as the high school.

** The eligibility of students with special needs will be determined by the special education teacher and classroom teacher through the I.E.P.

Timelines

1. Sunday night: Teachers will have grades for that week entered in PowerSchool.
2. Monday morning: Grades are printed by the Activities Director
3. Monday afternoon: The Activities Director informs coaches of anyone not eligible for that week.
4. Monday practice: Coaches will notify any player of loss of eligibility.

Academic Standards

NIS expects students to maintain a high level of academic achievement between semesters. To assure this level is maintained, the Activities Director will conduct weekly eligibility checks on students in all interscholastic activities. A student declared ineligible (below a 2.00 GPA and/or a grade below a 60) will remain ineligible for a one-week period of time, at which time grades will be checked again. Students are responsible for making up all work either before or after a trip. Students will be given one day for each day missed to make up missed work. A student may only participate in interscholastic activities during the first eight semesters of school after their enrollment in the ninth grade.

Student Behavior

Students may also lose the privilege of participation in extracurricular activities because of chronic misconduct in school, willful disobedience or violation of training rules. Should a situation occur, parents/guardians will receive written notification of any action taken along with the necessary steps to place the student back in good standing.

School Attendance

A student may not participate in interscholastic athletics, or leave for an athletic trip if he/she has been suspended from school for any disciplinary reason, including unexcused absence. School sponsored activities are not to be an absence. Students must be present the entire day of the activity and the entire day following the activity except for verifiable medical situations. A student attending the activity is the same as participating in the activity for the purpose of this policy. An infraction causes the student to be ineligible for the next event. If a student is excluded from school that student will not be allowed to attend any activities during their time of exclusion from school.

Cold Weather Travel Policy

Teams will not travel for a trip if the temperature reaches -40 F or below at the time of departure. If the temperature is warmer in the area to which the team is traveling, then it is an administration decision as to travel. Students must dress appropriately for the weather. Warm boots, mittens or gloves, snow pants or snow gear, and hats will be required in addition to a warm coat. Students will not be allowed to travel if the above gear is not worn or packed for a trip. Coaches and sponsors will check all gear before students are allowed to leave. If parents have questions, please call the school.

Dress code for student activity travel

1. Each traveler will be adequately dressed. Adequately dressed means each traveler will wear:
 - a. winter boots (insulated) or mukluks
 - b. snow pants or heavy long johns or a second pair of heavy pants. Leg warmers are not acceptable.
 - c. a winter parka with hood or a winter coat with a warm hat and scarf. A waist length jacket suitable for walking to school is not acceptable.
 - d. winter mittens or heavy insulated gloves. Knitted mittens or gloves are not acceptable unless they are the thick mittens worn with a wind shell.
 - e. thick socks.
2. Students not adequately dressed for the weather will not be allowed to travel unless the travel is solely by large commercial aircraft to Anchorage or beyond.
3. The clothing requirements may be relaxed somewhat from May through September.
4. All students traveling out of their sites on school sponsored trips shall carry a sleeping bag or blankets, even on a day trip.

Mood-Altering Chemicals Policy

Nelson Island School recognizes the use of mood-altering chemicals as significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Students participating in Extracurricular Activities will sign a contract stating that they will comply with the following rules:

1. Students shall not have in possession, use, or distribute a beverage containing alcohol, tobacco product, or controlled substance,
2. Students will comply with the city's curfew law.

A student is allowed to possess and use a controlled substance specifically prescribed for the

student's own use by his/her doctor. The following are consequences for violating the policy:

Tobacco: 1st Offense – Will not participate for 3 weeks

2nd Offense – Expulsion from team for the remainder of the season

Alcohol/Drugs: 1st Offense – Expulsion from team for the remainder of the season

If a rules violation occurs concerning coaching rules, team rules, or general conduct rules, a 1 to 3 game non-participation may and can be given. Violation on a trip will result in loss of

eligibility to participate, and the student will be sent home at the parent's expense on the first mode of transportation available.

Upon return the student and parent/guardian will then meet with the administration and coach concerning further participation in the program.

NOTE: Eligibility requirements are subject to change. Students and parents will be provided notice of all changes. Also, if a student is given a travel slip it does not mean that that student will be traveling, it means that the coach wants that student ready to travel in an emergency.

COMPLAINTS AND APPEALS

Appropriate avenues of appeal are available to students and staff. Nelson Island School expects the established appeal procedures to be utilized and will provide guidance to students and staff to properly file complaints and appeals. If any student, parent or other community member has a complaint regarding a member of the Nelson Island School staff, please address it with him/her first. If you are not satisfied with the resolution, you may then address the concern to the building administration (Site Administrator). If the building administration is unable to resolve the situation, they will involve appropriate central administration.

Decisions made by school personnel, which students believe are unfair or in violation of Board policies or individual school rules may be appealed to the Superintendent. To appeal, students will contact the Superintendent's Office and provide their name, concern, and the reason for their appeal on a printed form available at the office. Any further instructions and information that is needed will be provided at that time.

ANNUAL REVISION

This document is the product of student, parent, staff, and administrative teamwork. It is a living document that is regularly reviewed by the end of each school year.

