Dillingham MS/Hs

High School

Middle School

Home of the Wolverines and Cubs

2012-2013 Student Handbook

Dillingham City Schools
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This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PHONE _____

I have read the Student's Handbook for the 2012-13 school year and understand the rules.

STUDENT SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____

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Dillingham Middle/High School
Student Handbook

PRINCIPAL'S WELCOME:

Welcome back DMS/DHS students and staff! As our school, district and community become more familiar, we believe our outstanding faculty and staff, dedicated students, supportive parents and tremendously educationally oriented community, will give insight to the goals and ideals of our district. Developing our students' individual strengths, providing opportunities for career exploration, exposing students to new technologies and working to develop a life-long desire for learning are just some of the ideals we feel are important for our students. I look forward to working with our students in creating the most positive learning experience possible. I wish each of you success in your academic school year! Go Wolverines!

Mr. Bill Schwan

The Staff of Dillingham Middle/High School

Principal: William Schwan
Dean of Students: Sarah Edwards
Counselor: Billie Larson
RTC Facilitator: Taryn Brito
Secretary/Registrar: Bristy Larsen

DCSD MISSION STATEMENT
The Dillingham City School District will work in partnership with the whole community to educate students to be responsible citizens and reach their full potential.

FEDERAL PROGRAMS SERVICES
Federal Programs receives funds from Federal Title Programs, Johnson O'Malley, Indian Education and Migrant Education to provide supplemental services to students within the Dillingham City School District. Services change from year to year. Contact 842-6709 for information about our current Federal Program services.

HANDBOOK GUIDELINES
School rules exist for the protection of all, but especially to protect each student's right to an education. **The guidelines described in this handbook are not intended to be complete, but to provide a framework for student behavior and responsibilities**. School rules reflect Alaska State law, the policies adopted by the Dillingham School Board and the standards of our community. Handbook guidelines are also based on the following behaviors expected from individuals in our school community:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

THE SCHOOL DAY

Our school day is from 8:40 am to 3:07 pm. A bell will ring at 8:34 in the morning. This is a six-minute reminder bell for the first period class only. All other bells during the day will indicate a four-minute passing period between classes. Our schedule consists of six 55-minute periods each day. On Wednesdays when there is early release, we will have six 45-minute periods and school will be dismissed at 2:07 pm. Upon arrival to school, either by bus, parent drop-off or walking, Middle School students must remain on campus for the duration of the school day.

Regular Day HS		Early Release Day HS	
1st Period	8:40-9:35	1st Period	8:40-9:25
2nd Period	9:40-10:35	2nd Period	9:30-10:15
3rd Period	10:40-11:35	3rd Period	10:20-11:05
Lunch HS	11:35-12:05	4th Period	11:10-11:55
4th Period	12:10 -1:05	Lunch HS	11:55 -12:30
5th Period	1:10 -2:05	5th Period	12:35-1:20
6th Period	2:10-3:07	6th Period	1:25-2:07

Regular Day MS		Early Release Day MS	
1st Period	8:40-9:30	1st Period	8:40-9:20
2nd Period	9:35-10:25	2nd Period	9:25-10:05
3rd Period	10:30-11:20	3rd Period	10:10-10:50
4th Period	11:25-12:15	4th Advisory	10:55-11:10
Lunch MS	12:15-12:45	Lunch MS	11:10-11:40
5th Advisory	12:50-1:05	5h Period	11:45-12:25
6th Period	1:10-2:00	6th Period	12:30-1:10
7th Period	2:05-3:07	7th Period	1:15-2:07

SCHOOL COLORS & MASCOT

Middle School colors are royal blue and white with red trim and they are known as the Cubs. High School colors are Columbia blue and gold and their mascot is the Wolverine.

ACADEMICS

SUPPLIES

The school furnishes textbooks and other school equipment. Students will have to supply paper, pencils, gym shoes, and other class requirements. Some classes may require a fee for special materials. The textbooks are school property and are to be turned in or replaced at the end of the term. Students are to come to class with paper, pencils, books and other items required by the teacher.

GRADING POLICY

Grades are meant to represent an accurate evaluation of a student's achievement/effort. Teachers give grades based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. The grading policy attempts to promote student accountability and ownership in the learning process. Students earn credit in a class by satisfying course requirements with at least a minimum of a "D" or better.

At the end of the first semester, the teacher may allow incomplete work to be made up for students who initiate a plan to make up the work in a timely manner. The plan must have the approval of the teacher. The teacher may require assignments to be made up before chapter or unit assessments are

given. The plan will be subject to the guidelines for "late work", "excused absences for school related and non-school related activities", and any other pertinent handbook guidelines involving absences.

Grades earned for course work are as follows:

A=90-100%
B=80-89%
C=70-79%
D=60-69%

Students with a final grade below 60% or with incomplete test/projects will not receive credit in that class. An incomplete is a grade given when the student has a written plan to finish the incomplete work. Incompletes must be made up within two weeks or the grade automatically reverts to an "F."

(AR 5121)
The intent of this Administrative policy is to promote student accountability and encourage organizational skills while pursuing academic excellence.

A. All class work is to be completed and turned in when due to in order to receive credit.
B. Tests and projects may be re-attempted when a student or parent negotiates a plan of action with the teacher in a timely fashion.
C. High School semester exams may count for no more than 10% of the semester grade.
D. Only semester grades are entered on permanent records and transcripts.

LATE WORK POLICY
Students will be given a second chance to turn in late work. Teachers will include their written late work policy in their course syllabus, allowing the work to be turned within 5 days (or within the eligibility period).

REPORT CARDS/PROGRESS REPORTS/ELECTRONIC PROGRESS REPORTS
Report cards are issued at the end of each quarter. Progress reports are issued four times a year, between report cards, and at the discretion of individual teachers if parents/guardians are not receiving them electronically or by parental request.

Parents or guardians will be notified within a reasonable time frame (5 days or within the eligibility week) when a student is in danger of failing or that the student's work is not progressing satisfactorily or that a special accommodation is in order.

Electronic reports should be considered snapshots of the teacher's grade book, which is continually changing as new assignments are turned in and graded. Therefore, there may be a discrepancy regarding the student's actual grade and the grade as it appears on the electronic progress report. (Power School)

Parents are encouraged to contact teachers at any time during the grading period with questions about student progress. Teachers may be contacted by phone or email. They may also make arrangements to meet with the teacher(s) at school, outside of class time.

ACADEMIC HONESTY

Cheating in any form is not tolerated at the Dillingham Middle/High School. ***Cheating*** is defined as, but is not limited to:

1. Procuring, possessing, using or distributing tests, quizzes, answer keys, teacher manuals or teacher textbooks and the like;
2. Making use of notes, homework assignments, information slips except for those notes a teacher specifically authorizes for student use during a particular test or quiz;
3. Obtaining or offering unauthorized assistance or communication on a test, quiz or other assignment; ***and***
4. Representing the work of others as one's own work, plagiarism.

The consequences of violating this policy will include a zero for the test, quiz or assignment in question. This is deemed a level 2 infraction and consequences may include, but shall not be limited to:

a. Administrative referral for disciplinary action as outlined in the disciplinary section; ***and***
b. Communication to parents; ***and***
c. Removal from National Honor Society.

HIGH SCHOOL REGISTRATION

Students will register for classes once during the year. Transfer student registration will be done on an individual basis with the counselor upon entering. Materials and information will be provided so that students and parents can make decisions that will provide the best program for the student.

A plan will be made with the counselor and students at the beginning of each year and for incoming students.

In order to facilitate a reasonably efficient, and successful registration procedure, students should be aware of the following:

- Planning is the key to registration. Be aware of the courses offered, the content of those courses, the instructors available, the length of the course, requirements for graduation, and the actual procedures involved in registration. Keep in mind educational or career goals. Be prepared for an alternative course. You may not get every class you would like each quarter. Carefully plan your alternatives.

- Students may drop/add classes during the first five school days of a course (drop/add time varies depending on a course's credit). In some cases parent and/or principal approval may be required. Five (5) school days will be the maximum for withdrawal from a class. Students withdrawing from a class after five (5) school days will receive an F for the class.

Graduation Requirements:

Students in the Class of 2012 and beyond must complete 23 credits. The High School program provides the opportunity for students to earn 6 credits per year.

SUBJECT AREA	CREDITS REQUIRED
English I, II, III, IV	4.0
Alaska Studies	.5
American Government	.5
US History	1.0
Social Studies Electives	1.0
Consumer Education or Economics	.5
Mathematics	2.5
Science	2.5
Physical Education	1.5
Health	.5
Technology	1.0
Career & Technical/ Fine Arts/ Foreign Language	2.0
Electives	5.5
Total	**23.0**

Class Status

A high school student's class standing for freshman, sophomore, and junior classification shall be determined by the number of years in high school. The number of years in high school and the number of credits earned shall be used to classify students as seniors.

Class Standing:

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

Sophomore (10th grade) -- A student in his/her second year of high school.

Junior (11th grade) -- A student in his/her third year of high school. Students who do not earn 16.5 credits by the end of their third year of high school remain classified as juniors.

Senior (12th grade) -- A student in his/her fourth year or more of high school and has earned 16.5 or more credits.

Class standing shall be determined at the end of each semester.

Students who participate in two sports for the full season may receive a waiver for one-half credit in Physical Education (PE). This waiver will be granted for a maximum of two semesters (1.0 credit). Approved course(s) must be substituted for the PE credits that are waived.

In accordance with AS 6146(a), students will be required to pass the High School Graduation Qualifying Exam in order to receive a diploma. The test is given twice a year to students starting in 10th grade.

Credits and years of attendance may be transferred from another high school that is accredited in its state or region.

Students who enroll in foreign exchange programs may receive 3 credits for a semester program and 6 credits for a year program. These credits will not be computed in the students' overall grade point average but will be considered towards the total requirements for graduation.

The District, when enrolling students who have been in a home schooling program shall use any and all information including assessments, time spent on courses, etc., to develop an interpretation of work completed to make initial placement. After a two-week trial period, placement shall be

reviewed for appropriateness. The District reserves the right to make changes in placement if necessary.

Students must attend Dillingham High School the semester of graduation in order to receive a Dillingham High School diploma. Students who have met all the requirements for the Dillingham High School Diploma, but not passed the High School Qualifying Exam will be allowed to participate in the graduation ceremonies, but will receive a Certificate of Achievement.

NATIONAL HONOR SOCIETY (NHS*)*
Selection of Members
To be eligible for membership the candidate must meet the following criteria:

- Evidence of leadership, character and service
- At least a 3.5 cumulative grade average
- At least 3 core classes for the school year (Science, Math, Social Studies, Language Arts)
- Must be a full-time student
- Candidate must be a sophomore, junior or senior

A letter will notify candidates of their consideration for membership in the NHS. They will be asked to submit a brief essay that includes, but is not limited to, their activities, achievements and goals. The selection of members to the chapter shall be by a majority vote of the faculty council each spring.

HONOR GRADUATE
Any student with a Grade Point Average of at least 3.5 at the end of eight (8) semesters will be recognized as an Honor Graduate.

PHYSICAL EDUCATION REQUIREMENTS
Students may be required to "dress down" for PE classes. They should change into shorts or sweatpants, a T-shirt and gym shoes. Only athletic shoes that do not leave marks on the floor are allowed in the gym. Clothing and shoes should be labeled with indelible ink. Dressing in appropriate clothing for gym class may be part of the student's daily grade. Dressing must occur in the privacy of the restrooms or locker rooms. Students are forbidden from dressing down in the hallways or other public areas.

ACTIVITIES

HIGH SCHOOL INTERSCHOLASTIC/CULTURAL ACTIVITIES
Students may have an opportunity to participate in the following activities:

*Basketball
*Volleyball
*Wrestling
*Cross Country Running
* Cheerleading
* Band
* Choir
*Native Youth Olympics

MIDDLE SCHOOL ACTIVITIES

Students may have an opportunity to participate in the following athletic activities:

* Volleyball
* Wrestling
* Basketball
* Cross Country Running
* Native Youth Olympics
* Choir
* Band

ELIGIBILITY

*ACADEMIC

To be eligible for participation in an extracurricular activity for which the district provides a sponsor, a student in grades 6-12 must have a 2.0 (C) grade point average with no more than one F for that grading period, at the end of the first and third quarter and each semester. Students participating in Alaska School Activities Association (ASAA) sanctioned activities shall meet all eligibility requirements as specified in the ASAA bylaws. *Additionally, per Dillingham City School District Administrative Procedure during the sport/activity season, all student grades will be checked the first school day of each week. If a student has an 'F' or 'incomplete' in any class, and/or less than a 2.0 GPA the student will be placed on academic probation for the week. They will be allowed to fully participate in events for that week, pending a grade check the following week. If on the next grade check, the following week, the student still has an 'F' or 'Incomplete' and/or a GPA of less than 2.0, they will remain on probation. They can practice but CANNOT compete and will not be allowed to compete until their grades meet the guidelines of no 'F's, 'Incompletes,' and GPA of 2.0 or greater. If an absence from school will occur, a Pre-Arranged Absence Form must be secured by the student, completed by the student's teachers, signed by the student's parents and a school official within 48 hours after grade checks are completed by the coach or activity sponsor.*

Because of modifications that have been made in the program, special education students are expected to meet district standards.

To participate, an athlete must meet both Alaska School Activities Association Rules and all relevant Dillingham City School District policies. Student athletes will not be allowed to tryout or practice while academically ineligible. Students in the process of obtaining eligibility through the ASAA waiver process may tryout or practice pending the outcome of the waiver request.

ENROLLMENT RULE – High School

All freshman, sophomore and junior students must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.

Seniors who are on track to graduate and who have passed all parts of the HSGQE must take at least 4 semester units of credit or the equivalent to be eligible.

Other seniors must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.

<u>Freshmen, sophomores and juniors</u>

- Must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Must have maintained at least an overall 2.0 GPA during the previous semester
- Those who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

<u>Seniors</u>

- First entering 12th grade must have passed at least 5 semester units of credit or the equivalent during the previous semester.

- Second semester seniors who are on track to graduate and have passed all parts of the HSGQE must have passed 4 semester units of credit during the previous semester.
- All seniors must have maintained at least an overall 2.0 GPA during the previous semester.
- Seniors who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

In order to attain eligibility to practice/participate in fall activities, high school students must have all summer course work completed, graded, recorded, and confirmed by the school administrator prior to the student's first day of practice. If a student fails to have summer work completed, graded, recorded and confirmed by the school administrator by the first academic contact day, the student will be ineligible to practice/participate in activities during the first academic quarter.

NCAA DIVISION I INITIAL-ELIGIBILITY REQUIREMENTS
For student athletes who plan to enter college in 2009 or after, you will need to present 16 core courses in the following breakdown:

- 4 years of English
- 3 years of Mathematics (Algebra I or higher)
- 2 years of Natural/Physical Science (one must be a lab science)
- 1 year of additional English, Math or Science
- 2 years of Social Studies
- 4 years of additional core courses (from any area listed above, or from foreign language, non-doctrinal religion or philosophy)

EXTRA-CURRICULAR ACTIVITIES/STUDENT TRAVEL (AR 5131.8; BP 5153; BP 6131.8; and the District Travel Handbook for more detailed information)
The Dillingham City School Board encourages student participation in extra-curricular activities and in student travel.

It is the responsibility of the building principal and staff to establish specific travel rules within the guidelines of school board policy. Refer to the Student Activities Handbook for Coaches and Sponsors (revised August, 2012) for additional guidelines.

The principal and/or superintendent must approve all student travel. Any student who travels must have a permission slip for that event signed by his or her parent or guardian and a completed pre-arranged absence form (see School Activity Related Excused Absences Section").

In addition, students must demonstrate good citizenship in and around the school. The principal will determine citizenship. Students who have been suspended the week before an event will not be eligible to participate.

All students who travel must be trained in District travel procedures, including emergency training. Training also covers District behavioral expectations for participation in activities sponsored and held outside the District as well as at home events.

Students traveling for competition are representatives of our school. All rules and expectations for good behavior, as outlined in this handbook, apply to students while traveling. Students in violation of rules or school policies while traveling are subject to the progressive discipline consequences. While traveling, chaperones may apply disciplinary consequences as needed, including sending a student home at parents' expense.

Classroom field trips directly related to a course of study are not included within the eligibility policy.

Students must attend school for the full day on the day of any school-related activity. The principal, prior to the absence, may approve certain specific absences such as doctor appointments.

DANCES

- To schedule a dance the "Dance Permission" form must be filled out and turned in to the principal at the close of school five days in advance by the sponsoring class or club. (This means on Monday for a Friday or Saturday dance.)
- Two certified staff chaperones and one other adult are required. They must be cleared with the principal or designee when the form is completed.
- All dances will be held in the small school gym. (See dance rules listed on the Dance Permission Form.)
- Alcohol, inhalants, or controlled substances or persons under the influence of these substances are not allowed.
- Once a student leaves the dance they will not be readmitted.
- There are no combined HS/MS dances.

High School Dances

Dances are for DHS students in grades 9th through 12th only, except those approved by the principal. If a high school student wishes to bring a date that does not attend DHS, a request must be turned into the principal a week in advance. No guests/dates may be over the age of 20

Middle School Dances

Only Middle School students are allowed to attend Middle School dances.

ASSEMBLIES

The following courtesies and behaviors are expected:

- Students are to come to the assembly with their classroom teacher.
- Quiet, orderly passage to and from the assembly is expected.
- Students are to give their undivided attention to any speaker.
- Attention and respect shall be shown at all programs.
- Students are not to wear sunglasses or hats/hoods during an assembly.
- Students are encouraged to express their appreciation.
- Students wait at the end of the assembly for instructions related to dismissal.
- Leaving in the middle of an assembly is not allowed unless there is an extreme emergency (going to the bathroom is not considered an extreme emergency).
- Students not extending the courtesies listed above will be requested to leave.
- Students requested to leave the assembly may be subject to further disciplinary actions.

Students who show consistent appropriate behaviors will be invited to attend assemblies; other students will be given an alternate classroom assignment.

ATTENDANCE

CURRENT BOARD POLICY *(BP5121[a])*
MIDDLE SCHOOL/HIGH SCHOOL ATTENDANCE POLICY *(BP 5113-5117)*
Alaska State Statue 14.30.010 states, "Every child between seven and sixteen years of age shall attend school at the public school in the district in which the child resides during each school term." The school board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 7-16 are obligated to send their children to public school except as allowed by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

ABSENCES
BP 5113(a) – Excused Absences
The Superintendent or designee may excuse student absences for health reasons; family emergencies or other reasons the Superintendent or designee determines constitute good cause.

Student absence for religious instruction or participation in religious exercises away from school property may be excused.

No student excused for religious holiday shall be denied the opportunity to make up a test given on the religious holiday or denied an award or eligibility to compete for an award.

Absences must be excused within 24 hours of returning to school.

Students who are absent from school must present a satisfactory explanation verifying the reason for the absence upon returning to school. The following methods may be used to confirm a student's excused absence:

1) Written note from a doctor;
2) Conversation by phone, in person, or in writing between the verifying staff member and the student's parent/guardian;
3) Visit to the student's home; and
4) Any other reasonable method that establishes the fact that the student was actually absent for the reasons stated.

SCHOOL ACTIVITY RELATED
Alaska School Activities Association events and school-sponsored events approved by the school administration are not counted as absence. Students must be passing all classes and have the approval of the teacher and principal and the parent/guardian in order to participate in school related activities and are subject to requirements as listed under "**EXTRA-CURRICULAR ACTIVITIES/STUDENT TRAVEL"** on page 10 of this handbook. All make-up work due to student participation will be subject to the same requirements as an excused absence.

NON-SCHOOL ACTIVITY RELATED EXCUSED ABSENCES OF 5 DAYS OR LESS
Student pre-approved absences should be requested by parents in writing prior to taking their child out of school for an extended period of time. A request for a pre-approved absence may be denied if it is determined that the absence would be educationally harmful to the student, set a poor example in matters of school attendance for other students. If the request is denied, reasons will be given. Students/Parents must arrange for make-up work prior to the absence.

FROM AR 5113(a): When students contemplate absence for personal reasons, their parents/guardians should write the principal to ask that the expected absence be excused. The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given.

Makeup Work Schedule
(reference BP 6154)
Students shall be given the opportunity to make up school work missed because of an excused absence and shall receive full credit if the work is turned in according to a reasonable makeup schedule. For every day of excused absence, including student activities, students will get one day to make up and turn in missing assignments from the excused absence.

HIGH SCHOOL UNEXCUSED ABSENCES/TRUANCY *(Skipping – Level 2)*
Truancy is defined as the absence of a student from a class period without the knowledge or prior consent of the parent/guardian. The Superintendent or designee shall implement all steps appropriate to reduce student absences and to ensure that all children residing within the district are receiving appropriate educational services as required by law. Each five days of unlawful absence from school constitutes a separate violation of state law**. Truant (skipping) students will immediately be reported to their parents.** Progressive Disciplinary Procedures will be applied.

Discipline - Parent notification and referral to the Responsible Thinking Classroom (RTC).

Tardy *(Level 1)*
A tardy is defined as being no more than 10 minutes late to class. **Students who are late report to class (unless more than 10 minutes) and are noted as tardy by the teacher in PowerSchool. Students who are more than 10 minutes late must have an admit slip from the office to be admitted to class. Students will be referred to the office upon reaching 3rd tardy will be given a disciplinary measure. (see below)** Progressive Disciplinary Procedures may be applied when chronic lateness is not corrected through the Responsible Thinking Process.
3, 6, 9 tardies = lunch detention (1 day)
Upon a student reaching 12 tardies, there will be a parent meeting and discussion on the disciplinary action that addresses the behavior i.e. ISS or loss of open campus (DHS) etc. The belief is to hold students accountable for being on time, which is a real-life goal.

PBIS Matrix

Teaching Matrix DMS/DHS		Always & Everywhere	Hallways Stairways	Classroom	Outside	Lunch Room	Bathrooms Locker Room	Gym/ Assemblies
Responsibility		Be helpful. Promote learning. Use electronics responsibly. Admit mistakes. Clean up after yourself.	Walk directly to your intended destination. Always leave a clear path.	Be on time. Be prepared. Participate and do your best. Do your own work and turn it in.	Drive vehicles safely. Obey traffic laws. Watch for pedestrians. Park correctly.	Use your own lunch card. Remain in your place in lunch line. Clear your trash. Go to class on time.	Use nearest designated bathroom. Return to class promptly.	Walk near walls when wearing street shoes. Stay with your class teacher. Be attentive.
Respect		Acknowledge and respect authority. Follow directions. Use appropriate language and limit noise level. Enter and exit quietly. Wait patiently and quietly. Dress appropriately.	Remove hats when entering building. Allow others to pass. Walk at all times.	Respect authority. Respect your peers. Use manners and be polite. Share and take turns.	Be considerate of others and their property.	Stay in designated areas. Use good manners.	Allow others privacy. Use trash cans and waste receptacles. Keep walls and floors clean.	Demonstrate good sportsmanship. Sit quietly during assemblies. Allow others to pass safely.
Safety		Keep hands, feet and objects to yourself. Report unsafe situations. Walk at all times.	Walk safely on stairs. Walk at all times. Keep to the right.	Keep chairs flat on the floor. Keep feet on the floor. Use supplies appropriately.	Dress appropriately. Watch for pedestrians, buses and other vehicles. Be careful on icy ground.	Chew your food with your mouth closed. Put trash in designated areas.	Alert adults to unsafe situations.	Use equipment appropriately. Return sports equipment when done.

CONDUCT

Students must follow all school and classroom rules. Students must also follow directions given by any staff member, including custodians, secretaries, paraprofessionals, etc. The building principal reserves the right to determine the progressive discipline steps a student is placed on, based upon the severity of the violation. Other school rules are listed below in further detail.

SCHOOL RULES

1. Hats, hoods, and headgear are to be taken off upon entering the school and not to be worn in the building during school hours.
2. No food or beverages in the hallways. Food and beverages may only be consumed in the middle school gym and concession area.
3. No roughhousing in the hallways and no boisterous behavior.
4. Roller skates, skateboards and “heelies” are not permitted on school property.

5. Personal electronic communication devices (ECD). (refer also to BP 6161.7 in APPENDIX B–ELECTRONIC COMMUNICATION DEVICES POLICY) AR 6161.

ELECTRONIC COMMUNICATION DEVICES DISCIPLINARY PROCEDURE

Students, who choose to use, or have their ECD visible, during school hours, will face the following disciplinary action.

1. **First offense**: the ECD in question will be confiscated and given to the building principal. The student may pick up the ECD at the end of the day.
2. **Second offense**: the ECD in question will be confiscated and made available for a parent to pick it up at the end of the school day with the administrative staff's reminder of this policy.
3. **Third offense**: the ECD in question will be confiscated and made available for a parent to pick it up at the end of the school day. The student will no longer be permitted to bring that ECD to school for the remainder of the school year.

***Special arrangements may be made with principal and parents in regards to the student's access and bringing a ECD to school.

RESPONSIBLE THINKING PROCESS/RESPONSIBLE THINKING CLASSROOM

The Responsible Thinking Process is a structured non-punitive approach to discipline, which encourages students to self-correct disruptive behavior. The students are empowered to reflect on their choices and make plans of success with the help of caring adults, including the RTP teacher. The Responsible Thinking process should never be perceived as or used as a punishment.

Students who disrupt the educational environment, should be given the opportunity to learn from their mistakes and create a plan to be more responsible. When a student violates a school rule or disrupts instruction, the teacher will ask the RTP questions:

1. What are you doing?
2. What are the rules?
3. What happens when you break the rules?
4. Is that what you want to happen?
5. What are you going to do now?
6. What will happen if you disrupt again?

If the student has been asked the questions once and disrupts the class again, or violates another rule during that class, the teacher or staff person will then give the student a written referral and notify the RTC teacher of the student's arrival. Once in the RTC, the teacher will direct the student to an appropriate seat. When the student is ready, he/she will begin working on a written plan. The plan must address the problems stated on the referral. The plan should be well thought-out and designed to actually keep the student from making the same mistakes.

Once the student is satisfied with the plan, he/she will present it to the RTC teacher. The teacher will ask questions and make suggestions. When both are satisfied with the plan, the student will ask when he/she may negotiate the plan with the referring teacher or staff member. The RTC teacher maintains a list of negotiating times. The student may work quietly for the rest of the class period. Once the period is over, the student may proceed to his/her other classes.

At the appropriate time, the student will present his/her plan to the referring teacher. Calm, thoughtful, respectful discussion of the plan ensues. Once both the teacher and the student are satisfied with the plan, the teacher will sign it and the student will deliver it to the RTC teacher. The RTC teacher will file the plan for future reference. A visit to the RTC is a chance to create a plan for success; therefore, parents will generally not be contacted when a student goes to the RTC room, unless the behavior becomes a pattern (or unless the parent makes a direct request to be contacted). Ultimately, the student is responsible for making up any work missed due to the RTC referral. Should a student choose to disrupt the RTC classroom, he/she will be removed and progressive discipline will be applied.

PROGRESSIVE DISCIPLINE
Progressive discipline means that consequences for violations become more severe for repeated offenses. The levels of discipline in the Progressive Discipline Procedure are designed to promote responsible citizenship. They are applied to encourage the student to accept personal responsibility for behavior and learn self-discipline. Students sent out of the classroom for violating school rules will be treated with respect while the appropriate consequence is applied.

DISCIPLINARY REFERRALS FOR LEVEL VIOLATIONS *(BP 5144[a])*
Level 1 violation of school rules does not pose a threat to the safety and welfare of students. Students who chose to break the rules considered to be "Level 1," will be referred to the RTC.

The following is not a comprehensive list, but rather a list of common Level One violations:

Level 1 Violations -- Refer To RTC (see RTC guidelines for "progressive discipline" above)
Disruptive Behavior
Technology Violation
Excessive Tardiness
Willful disobedience (includes persistent student handbook/passbook infractions)
Consuming of food items in non-designated areas
Dress Code Violation
Property Misuse
Inappropriate Public Displays of Affection

Descriptions of some Level 1 Infractions and Level 1 Student Expectations

INAPPROPRIATE DISPLAYS OF AFFECTION
Excessive displays of affection, such as kissing and embracing, are embarrassing to others as well as inappropriate in school. If after the initial warning the behavior continues, students will be subject to Progressive Disciplinary Procedures.

Pairing off or displays of affection between Middle School and High School students is not allowed.

FOOD ITEMS
All food and drink is to be consumed in the designated areas (middle school gym, commons areas, and student store area) except on special occasions when classroom parties may include snacks with the permission of the teacher. It is the intent of this policy to provide a clean and sanitary school environment. In the classrooms, students are not allowed to bring or consume food or drink, with the exception of water. ***This applies to all areas during the designated instructional times of ALL teachers.***

STUDENT PASSBOOK
Students must carry their Passbook to all classes. This will serve as an organization tool for writing down assignments. The Passbook may be used when a student wishes to leave the classroom to use the restroom, go to the office, get a drink of water, or for some other valid purpose. Students will not be allowed to leave the classroom without their own passbooks or other legitimate pass; however, permission is granted at the discretion of the teacher. Having a passbook is not a guarantee of being able to leave class. Replacement passbooks are available at the office for $5.00.

Students will not be allowed upstairs before school or during lunch without a pass obtained earlier from a teacher.

DRESS CODE *(BP 5132)*
Dillingham High School recognizes that parents are basically responsible for their child's dress and general appearance. To aid parents and students in selecting the proper attire for school the following guidelines have been established:

- Shoes are to be worn at all times.
- Students should demonstrate good judgment in what they wear. Language or emblems on clothing that promote or advertise drugs, alcohol, and tobacco or contain profanity or sexual innuendo are not permissible to wear to school. Gang affiliated dress is prohibited.
- Pants are to be pulled up to the waist.
- Students should dress appropriately during the entire school day. This means no short-shorts, mini skirts, halter-tops, muscle shirts, see-through clothing, or exposed undergarments. Students should not wear headgear, hoods, or hats while in the school building.
- Blankets are not appropriate in school.
- Pajamas and slippers are not to be worn at school, unless it is Spirit Week and the theme is pajama day.
- Students may not wear jewelry or accessories that constitutes a hazard. This includes: studded necklaces and bracelets, large safety pins, and other potentially dangerous objects.
  Students in violation of dress code guidelines will be asked to comply by altering their attire or by being sent home to change.

Level 2 Infractions (general description): As stated in *AK statute 14.30.045 and BP 5144.1[a]*, a school age child may be suspended from or denied admission to the public school, which the child is otherwise entitled to attend, only for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety, or morals of self or other students;

3. Conviction of a felony, which the governing Board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

Violations of school rules fitting these descriptions are considered Level 2 infractions and should be referred directly to the administration, not to the RTC. Violators are subject to the Progressive Discipline Policy and/or referred to Youth Court per administrative decision.

Level 2 Specific Violations – Refer to Administration ("possible" suspension or expulsion)
Truancy
Tobacco Use/Possession
Throwing snowballs, rocks, water balloons etc. at someone or at school property
Cheating/Plagiarism
Profanity
Intimidation/Harassment/Bullying
Fighting/Physical Aggression/Dangerous Behavior
Assault
Illegal Trespass
Selling/Distribution/ Possession and/or use of tobacco, alcohol, inhalants or illegal substance
Weapon Use/ Possession
Arson
Abusive/inappropriate language
Forgery/Theft

(P 5131.43 [a-b]); AR 5131.43 [a-b]; BP 5145.5 [a]; and BP 5147 [a-b])

Administrative staff may apply any of the following corrective actions depending upon the severity of the infraction. Some circumstances require immediate removal of the student from the school, such as weapon use. In all cases of level two violations the principal will conference with the student to get their version of the incident and follow-up with any necessary conversations with witnesses and obtain a verbal description of the incident from the referring adult (a written report always accompanies the student to the principal's office) in order to make the appropriate decision regarding discipline. A mandatory meeting of the student, the parent/guardian, and the principal will take place prior to a student returning to school from a suspension.

Level 2 Violations and Progressive Discipline Measures (see Appendix A)
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STUDENT SERVICES

LOCKERS

Lockers are assigned to you each year of school. The locker is the student's responsibility throughout the year. At the end of the school year the locker will be inspected and any damage assessed. The locker must be locked with the assigned combination padlock. Students will be issued a new lock each year. It is the student's responsibility to return the lock, registered in his/her name at the end of the year. Lockers and locks will be randomly checked throughout the school year. A $10.00 fee will be assessed if the lock is damaged or missing.
Students are responsible for their assigned locker and locks. Any locker violations will be referred to the building principal.

Students should:

- not keep valuables or money in your locker.
- make sure that you keep you locker locked.
- not give your combination to others.

The school is not responsible for items stolen from your locker. No person shall place in his/her assigned school locker any of the following:

- Stolen property
- Intoxicants and/or illegal drugs
- Any items threatening the health or welfare of the occupants in the building.
- Any item, which is unlawful
- Stickers or inappropriate pictures

The school retains the right to open a student's locker when there is a reasonable suspicion that the search will disclose evidence of illegal possessions or activities. *(AS 14.03.105)*

BACKPACKS

Backpacks, book bags, and purses are to be kept in students' lockers. Before and after school, and during lunch, backpacks and other large bags used to carry books and supplies are to remain in students' possession at all times. Backpacks, book bags, and purses are not allowed in classrooms. Backpacks left in hallways, classrooms, locker rooms, arctic entry-ways, bathrooms, gyms, etc. will be confiscated and brought to the principal's office where they will remain until the end of the school day. Confiscated backpacks, book bags, and purses may be searched if the administration believes that the search will disclose evidence of illegal possessions or activities. Administration has allowed for a longer passing period to accommodate a student's time needs when placing their backpacks, book bags, and purses into their respective lockers.

MIDDLE SCHOOL LUNCHES

Students may purchase hot lunch in the Middle School Gym/lunch line or bring lunch from home. Students will eat their lunches at the tables in the Middle School Gym. Students are expected to throw their own garbage in the trashcans and clean up any spills they create. **Upon finishing lunch, students are to remain in the Middle School Gym until the bell rings. Dillingham Middle School is a closed campus**; which means students may not leave to eat lunch at home or downtown without the parent signing the student out of school and signing him/her back in before the next class begins. The RTP and Progressive Discipline models will apply to students violate these rules. Middle School students who fail to arrive at class on time after lunch three times will have lunchtime gym privileges revoked for one week. All other consequences for being tardy will also apply.

HIGH SCHOOL LUNCHES

Students are allowed to leave campus during lunchtime or they may purchase lunch at school in the Middle School Gym or other designated areas. Any student eating lunch in the school will eat in the Middle School Gym lunchroom or school store area. Leaving campus during lunchtime is a privilege, not a right. Students who are late to class after lunch three times will have off-campus privileges revoked for one week. All other consequences for being tardy will also apply.

TELEPHONE CALLS

Students may use the phone in the lobby area before and after school and during lunch. Students may only use office phones for necessary calls with parents. Calls are not to be made during class

time except during an emergency (or teacher discretion). Messages from parents to students will be taken by office staff and delivered at break times during the school day. **Emergency messages will be handled immediately.**

LOST AND FOUND
Students who find lost articles are asked to take them to the office where their owner can claim them. If items of value are lost, report the loss to the office. Articles of clothing and books, which are left around school grounds will be picked up by the custodial staff and placed in the front entrance. Articles not claimed will be disposed of at the end of the month. It is the student's responsibility to make sure that personal belongings are stored in lockers. All personal items should be marked with your name.

GUIDANCE & COUNSELING SERVICES
All staff is interested in helping students and will assist with any problems encountered at school. In addition, students may make appointments with the guidance counselor. The counselor helps students to understand school programs and policies, identify academic strengths and weaknesses, develop study habits, and help the student with individual problems.

Guidance and counseling services are available for all students. These services include assistance with educational planning, attendance, interpretation of tests scores, occupational and career information, study help, and help with home, school and/or social concerns.

Career and college materials are available, and students are encouraged to browse during free time.

HEALTH SERVICES
In order to receive health services (immunizations, sight, hearing or sports checkups) from medical personnel who come to the school, such as the Public Health Nurse, students must have a current parental permission form on file in the office. Parents are encouraged to schedule their child's routine doctor and dentist appointments with as little interruption as possible to their child's school day.

INSURANCE FOR STUDENTS
Parents may obtain health insurance coverage for their child by requesting application forms from office personnel. Students are offered this low-cost accident insurance as a school service. The school does not profit in any way from the plan.

VISITORS
Parents are welcome anytime, but in order to prevent disrupting class, they should make prior arrangements with the teachers before visiting classrooms. Guests and visitors must register in the office and be approved by the principal. Visitors are expected to leave promptly when their business has been completed. Failure to do so is a violation of State law.

INTERNET USE AGREEMENT
Students must read, agree to, sign and return the Internet Use Agreement with parent/guardian signature in order to gain access to the Internet. Without this document, access will not be granted. All students, staff, and other users must follow the computer use provisions stated in DCSD Internet Safety and Acceptable Use Agreement. Violations of the provisions within the use agreement will result in a one-week suspension of user privileges for the first offense; further

offenses will result in revocation of user privileges in accordance with the progressive discipline policy.

SCHOOL HEALTH AND SAFETY

MEDICATIONS

The school will not dispense medication without a parent's written or verbal permission on file. This includes aspirin and other over-the-counter medications. Students, who must take medication while at school, must leave the medication at the office where it will be kept in a locked cabinet. Office personnel or other approved employees will dispense the medication to students when needed, provided that parents provide the office with a note giving permission. Students are not to keep medication of any kind in their lockers or on their persons.

ACCIDENTS

When a student or staff member is injured, the school staff will TAKE CARE OF THE INJURED FIRST. If you see an accident, send for or go to a teacher or to the office for help. If both of the above have been done by others, STAY OUT OF THE WAY. (See emergency plan.) If you are the one who has been injured, be sure to get an accident report from the office and fill it out. This is needed for insurance purposes.

ILLNESS

School is important but if you are sick, please stay home. If your illness is a lengthy one, you can obtain homework from your teachers by contacting the office.

EMERGENCY PLAN

In the event of an accident, the following procedures will be followed. The teacher or student shall call to the office for help. Upon getting the request, the office staff will:

- call in school staff trained as Emergency Medical Technicians to give immediate assistance.
- phone for any additional help needed such as an ambulance, the police, poison control center, etc.

FIRE DRILLS

State law requires fire drills. Students are to follow the evacuation routes. They are posted in each classroom. When the alarm sounds move quickly, orderly, and quietly to the nearest assigned exit. All students will walk at least 50 feet from the building to allow fire-fighting equipment through. The lights will be out, the windows closed, and door shut. Teachers will check attendance rosters. In the event of a true emergency, their teacher will lead students to the elementary school or the library. No one will be allowed to return to the building until the all-clear signal is given.

STUDENT RIGHTS

STUDENT RIGHTS AND RESPONSIBILITIES

The philosophy and policies of Dillingham High School/Middle School respect and protect the general educational rights of students and parents provided by the Constitution of the United States and by the laws of the State of Alaska. In addition, these policies establish certain students' rights and corresponding responsibilities within our educational framework.

Students have a right to:

- a school climate that affirms the worth and diversity of all students.

- a set of specific learning and behavioral expectations.
- a school with high expectations.
- a school that provides opportunities to develop skills and talents.
- a school that values getting along with others.
- teachers who modify assignments, when necessary, to fit the needs and abilities of each and every student.

Students have a responsibility to:
- behave in such a manner as to reinforce a positive school climate.
- express themselves using appropriate language.
- strive to meet specific behavioral and learning expectations.
- make their best effort in class work and behavior.
- participate in opportunities as they arise within their interest and ability level.
- work during the time given and to their best ability level.

SEARCH AND SEIZURE *AAC 07.010 (BP 5145.12)*
The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his possession:
- There should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.
- General searches of school property may be conducted at any time.
- Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others, will be seized by school authorities, and reported to the police.
- Items that are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

APPEALS (AKA Grievance Procedure)
The initial appeal shall be made to the Superintendent or her designee. Upon receipt of the parent/guardian notice of appeal, the Superintendent will schedule a hearing within 10 days of the parent/guardian notice of appeal. The appeal hearing will be conducted as follows:
- Presentation of facts by principal
- Presentation of facts by parent/guardian
- Rebuttal by principal
- Rebuttal by parent/guardian
- Questions, if any, from the Superintendent

SUSPENSION *(BP 5144.1a-i)*
When a student's conduct becomes a threat to the orderly process of education, an out-of-school suspension may become necessary. Reasons for disciplinary suspension are:
- repeated disobedience of school authority.
- actions, which might harm self or other students.
- serving as a poor example to other pupils.
- interfering with the education of other students.

Students may either be dropped from a particular class for the rest of the semester or be suspended from all classes for up to ten (10) days. In the case of a suspension, students will receive an explanation of the reasons for the suspension and will be heard regarding any defense. Suspensions become official after notification of and/or consultations with the pupil's parents or guardian.

EXPULSION *(BP 5144.1a-i)*
A student may be expelled only by action of the Board. A student is entitled to a hearing before the Board prior to expulsion. A student in this situation will be given a copy of School Board Policy concerning expulsion.

TRANSPORTATION & FACILITY USE

BUS TRANSPORTATION
The same good conduct expected in school is to be observed on the bus. Remember that the driver is in complete charge and is to be obeyed promptly. Unsatisfactory behavior on a bus may result in riding privileges being denied. ALL students will sign a "Bus Rider's Contract" as part of school opening/enrollment procedures. The bus loading/unloading zones are considered part of the school. Students must leave the school bus in an orderly manner.

AFTER SCHOOL HOURS
Only students who are participating in a school-sponsored event or have permission from a teacher are allowed in the building after 3:15 p.m. Students must be supervised while in the building after school hours. If students are waiting for a later practice, they may wait in a classroom with a teacher or other areas that are supervised by school employees.

STUDENT PARKING AREAS
The Science wing parking lot is designated as a "Seniors Only" parking area. All other students of driving age must park in the parking lot adjacent to the HS Gym. Snow machines and ATV's must be parked in the small lot by KDLG between the parking lot and the road.

DRIVING ON SCHOOL PROPERTY
Dangerous driving of any kind, with any type of vehicle, will be referred to the police. In addition, the student will be subject to suspension and the privilege of driving on school grounds will be revoked.

APPENDIX A
Level 2 Violations and Progressive Discipline Measures

DRUGS & ALCOHOL *(5131.6(a))*
The possession or use of alcohol, drugs, or drug paraphernalia on school premises is against the law. Students are not permitted to be under the influence of alcohol or illegal drugs on school premises at any time. Students caught in possession of, selling, or using drugs, tobacco or alcohol will be suspended or expelled from school following Board Policy and Alaska State law. Parents will be notified and the police will be called. Progressive Disciplinary Procedures may also be applied. Staff members are to contact the administration immediately upon finding a student in possession or suspected of being under the influence of alcohol or illegal drugs. If a student has possession of alcohol, illegal drugs, or drug paraphernalia the following steps will be taken:

- A suspension will occur through the principal and, depending upon severity and repeated offenses, the suspensions may be extended or expulsion may be recommended.
- A meeting with parents and the student will be arranged to discuss behavior modification options such as drug treatment or counseling programs available.

- The student, the student's parent or guardian and the principal will meet again after a suspension has been completed and before the student is reinstated to school.
- Students will follow through with the options selected in the principal/parent conference. These may include counseling, detention, work detail or other appropriate measures.

Students who have been suspended may pick up the work the will be missing, before school, after school or by appointment.

STUDENT SMOKING/USE OF TOBACCO PRODUCTS *(5131.62)*
Students and visitors of school age are not allowed to smoke, chew, possess tobacco or a product containing tobacco on school property, including school buildings, vehicles, and grounds. Smoking is not allowed by anyone on school grounds or within fifty feet of school property. Tobacco products and lighters are not allowed in school.

When on a school-sponsored activity away from the school building and grounds, students may not smoke or chew tobacco during the time they are under school supervision. Violators of this policy are subject to Progressive Discipline Procedures:
1st Offense - One-day OSS
2nd Offense - Three Days OSS + in-school counseling on the use of tobacco products

ILLEGAL ACTIONS -
Stealing, use of illegal drugs, unauthorized entry of the school building and other illegal actions shall be referred to legal authorities. The student shall also be subject to disciplinary action by the school:
1st Offense – 5 Days OSS and drug counseling
2nd Offense – 10 Days OSS and drug counseling
3rd Offense – 10 Days OSS and recommendation for expulsion

The commission of or participation in criminal activities as defined under the laws of the State of Alaska in school buildings, on school property, or at school-sponsored events, is prohibited. The school may take disciplinary action regardless of whether or not criminal charges result.

VANDALISM *(BP 5131.5) –*
Vandalism is the intentional destruction or defacing of objects or materials belonging to the school, school officials, or other persons. Vandalism of any kind is prohibited. In addition to the consequences that may occur with any misconduct, the disciplinary action for offenses concerning vandalism may involve work detail, student liability for damages, and reports to law enforcement authorities.

FIGHTING/VIOLENT ACTIONS *(BP 5131.4) –*
Fighting or behavior that endangers the health and safety of others will not be tolerated in Dillingham High School/Middle School or at any activity sponsored by or held on Dillingham City School grounds. Violators of this rule are subject to immediate suspension and further consequences following Progressive Disciplinary Procedures:
1st Offense – 3 Days OSS (Out-of-School Suspension)
2nd Offense – 5 Days OSS
3rd Offense – 10 Days OSS and recommendation for expulsion

THREATS OF VIOLENCE *(BP 5131.42)*
A student who threatens violence involving the school or other students, even as a joke, faces immediate disciplinary action. No threat of violence will be considered a joke. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building.

Any bomb threats or threats of violence, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion. The District reserves the right to hold the student and his/her parents responsible for any costs and/or damages incurred by the District because of a threat.

WEAPONS/DANGEROUS ITEMS *AS 14.03.160; (BP 5131.7)*
Students on school property or attending a school sponsored event shall not carry on their person or place anywhere on school property or in the vicinity of a school sponsored event any of the following: firearms (or look-alike toy weapons), fireworks, or knives. No other weapons or dangerous items, except as assigned to students for, and used during, a regular course of instruction, is allowed.

Any student found to be in violation of this policy would be subjected to the following:

1. Expel for at least one year a student who violates *AS 11.61.210 (a)(8)* while possessing a firearm, as that term is defined under *18 U.S.C.921*
2. Suspend for at least 30 days or expel permanently a student who violates *AS 11.61.210 (a)(8)* while possessing a deadly weapon, other than a firearm as that term is defined under *18 U.S.C. 921*.

The administrative officer of the school district may on a case-by-case basis reduce or otherwise modify the expulsion or suspension of a student. Students who violate *AS 11.61.210 (a)(8)* will be referred to law enforcement authorities.

As per *Alaska Statute 14.03.160* students in possession of a firearm will be expelled for at least one year, and students in possession of other deadly weapons, such as a knife, will be suspended for at least 30 days. This suspension may be lengthened or shortened by the superintendent.

SEXUAL HARASSMENT *(BP 5145.7) –Level 2*
The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork and increased absenteeism or tardiness. The Board shall not tolerate the sexual harassment of any student by any other student or district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action, up to and including expulsion for students and dismissal for employees.

Sexual harassment may include but is not limited to:

- Unwelcome sexual flirtations or propositions.
- Verbal abuse of a sexual nature.
- Sexual or “dirty” jokes.
- Graphic verbal comments about an individual's body.
- Sexually degrading words or written messages used to describe an individual.
- Displays of sexually suggestive objects or pictures.
- Unwelcome touching, such a patting, pinching, or constant brushing up against another’s body.
- Sexual gestures or graffiti.

- Talking about sexual activity in front of others.
- Spreading rumors about other students.
- Any acts of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Students or staff members are to immediately report incidents of sexual harassment to the principal or his/her designee. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy and humanity of all parties concerned. Progressive Discipline Procedures will be applied to students found to be sexually harassing**.** The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process.

HARASSMENT/BULLYING *(BP 5145. 5)*
The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork and increased absenteeism or tardiness. The Board shall not tolerate the harassment of any student by any other student or district employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action, up to and including expulsion for students and dismissal for employees.

In order to provide a safe learning environment our school board policy prohibits bullying and harassment. Bullying and harassment is the repeated intimidation of others by inflicting or threatening inflicting or threatening physical, verbal, written, electronic or emotional abuse or damage to another's property.

Bullying/Harassment may include but is not limited to:

- Physical abuse
- Damage or theft of another's property
- Social exclusion from activities
- Verbal taunts
- Name-calling
- Rumors
- Innuendoes
- Drawings
- Jokes
- Gestures
- Pranks
- Put-downs relating to real or perceived differences (including culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability, disability, or other distinguishing characteristics).

All incidences of bullying and harassment should be reported to the principal and/or the dean of students.
Violators of this rule are subject to immediate suspension and further consequences following Progressive Disciplinary Procedures:
1st Offense – 1 Days ISS (In-School Suspension)
2nd Offense – 1 Days OSS (Out of School Suspension Law enforcement will be notified and charges may be filed).
3rd Offense – 3 Days OSS (Out of School Suspension with recommendation for expulsion)
***All consequences for bullying and harassment are at the discretion of the Principal.

Students or staff members are to **immediately** report incidents of harassment to the principal or his/her designee. Each complaint of harassment shall be promptly investigated in a way that respects the privacy and humanity of all parties concerned. Progressive Discipline Procedures will be applied to students found to be harassing**.** The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process.
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APPENDIX B

BP 6161.7

ELECTRONIC COMMUNICATION DEVICES POLICY

The School Board believes that all students have the right to a public education in a positive environment free from disruptions that interfere with teaching and learning activities and programs. On school grounds and at school activities students are expected to refrain from behaving in a manner that would infringe upon the rights of other students or that would interfere with any school program or activity.

Students may possess and use portable electronic devices, including but not limited to cellular telephones, MP3 and similar music players, radios, Walkman's, CD players, tape recorders, and players, scanners, portable digital assistants (PDAs), wireless e-mail devices, etc., subject to limitations of this and other policies of the district under the following conditions.

Students are permitted to have ECDs in school. However, students are permitted to use ECDs only before and after school and during lunch. ECDs must remain off at all times be concealed from view during the school day from the first bell to the last bell for middle and high school students. Elementary students must conceal their ECD's before entering the building or entryways. They must remain concealed until students exit the building or hallways at the end of the day. The Dillingham City School District assumes no responsibility for the loss, damage, or liability of an ECD on its premises.

A student whose physician has determined that she or he must possess a personal electronic signaling device for a health related purpose might provide documentation of that health-related necessity to the school administration.

The possession of an ECD in school is a privilege, which may be forfeited by anyone who fails to abide by the terms of this policy, or otherwise engages in misuse an ECD that violates the law or any other school policy.

A disciplinary measure will be incurred for using an ECD in the following manners:

1. Accessing or viewing the Internet through any ECD.
2. Sending an email, text message, or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
3. Using a ECD's camera, or other wireless device, to take, send, download, or upload harassing, threatening, or embarrassing photographs of anyone at school or a school sponsored event.
4. Using a camera in a restroom, dressing room, or locker room.
5. Using ECDs, or its camera, to capture or record the contents of tests, homework, or class work without the permission from the instructor.

Discipline will be based on the nature and severity of the offense. The listed offenses are not exhaustive and the Dillingham City School District may assess discipline for ECD misuse not contained in the list above.

Search and seizure of ECD's

School officials may seize from a student an ECD used in violation of this or any other Board policy or in violation of a school investigation related to the suspected violation of Board policy or school conduct requirement. In the course of the investigation, school-officials may search information contained on the device, including but not limited to, text messages, call logs, audio and video recordings, and digital photographs, in accordance with limitations imposed by state and federal law. Specifically, school officials may not search students cell phones, to include accessing and reading of student text messages and digital photos, unless school officials (1) have a reasonable suspicion, based on objective and articulable facts, that the search will provide evidence that the student violated Board policy or a school conduct requirement and (2) the scope of the search is reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the infraction.

It is understood that in certain instances there is educational value in utilizing portable electronic devices,(data entry devices, recorders, and etc.) in classrooms when such devices aide in extending, enhancing, and/or reinforcing the students learning process related to this instructional objectives of the class they are attending. Approval for student's use of such devices will be at the discretion of the classroom teacher, as noted in the lesson plan, or a building administrator unless the use of such device is provided for in a student's Individualized Education Program (IEP).

Due to the rapid change in ECD's, the principal may establish and school personnel may enforce additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs.