

Table of Contents

Welcome	3
Shared Vision Statement, District Goals	4
Belief Statement, Behavior Expectations.....	4
School and District Personnel and Phone/FAX Numbers	5
Graduation Requirements and Reporting Dates	6
College and Military Entrance Exams.....	7
State SBA, Qualifying Exam Information	8
Career Center Information	8
Student of the Month.....	9
Internet Safety and Usage Agreement	9
Library and Media Center	10
Safety and Security	10
Attendance, Tardies.....	11
Advertising	15
FERPA	15
Daily Bulletin	16
Student Dress	16
Lockers, Lunches.....	17
Beverage/Snack Machines	17
Substitute Teachers	18
Student Telephone Calls	18
Textbooks/Uniforms.....	18
Campus Visitors	18
Weapons, Knives and Look-a-Likes	18
Cameras/Cell-Phones/CD/MP3/DVD and other Electronic Devices	18
Student Conduct Eligibility	19
Student Activities and Athletic Fees	20
Eligibility for Participation in Extra-Curricular Activities	20
Student Travel Rules	21
ASAA Eligibility Excerpts	22
Dance Sponsorship and Dance Eligibility	23
Prom Guidelines	25
School Bus Rules	25
Activity Bus, Student Vehicles and Driver Permission	25
Student Search Procedures	26
Discipline Procedures	26
Freedom of Speech/Expression	30
Freedom to Publish	30

Due Process 31
Glossary, Definitions, Consequence Definitions..... 31
Bell Schedules 35
2007-2008 Calendar..... 36

Welcome to the 2007 – 2008 School Year, NANOOKS!

On behalf of the staff, I take great pleasure in welcoming you to Nome-Beltz Junior/Senior High School. We hope the time you spend here will be meaningful and rewarding. Each member of our staff is dedicated to helping you reach your goals. We are here to encourage you as you tackle new challenges and to celebrate with you as you achieve your dreams. Success is available to each of you.

While we are here to assist you, your success ultimately depends upon you and your choices because success requires your hard work. Set yourself up for success. Be on time and be prepared to succeed with your homework done and the materials you need for class in hand. Treat others (adults and peers) as you would like to be treated by them. Be appropriate in the school setting. Respect and encourage the right to teach and the right to learn at all times. Be responsible for your choices and expect to be held accountable for them. Be focused. Ask questions and seek solutions. The combination of you taking responsibility for your learning and the support our staff is ready and willing to lend you is a winning combination which will prepare you to join the ranks of successful Nanook alumni!

To aid you in your quest for success, this handbook serves dual purposes. First, it communicates the main rules necessary for our learning community to be a safe place where teachers can do their best teaching and students can do their best learning. Second, it contains a daily planner so that you can plan your school success by keeping track of your assignments and responsibilities. Utilize this tool and share it with your parents – they are partners in your educational progress.

There is one more important thing to remember: enjoy your high school career! Get involved in your school in every way possible. Join a club or a team or show up to support those who do join clubs and teams. Stand when you hear our school song. Sing our school song! You will form friendships and make memories of activities, trips, and classroom events that will last a lifetime. Challenge yourself to succeed! We will be there to cheer you on each step of the way.

GO NANOOKS!

Mrs. Sullivan

NOME-BELTZ HIGH SCHOOL SONG

On Nome-Beltz High
On Nome-Beltz High
Fight, fight all the time
Pass the ball around the players
Baskets all the time
Rah, Rah, Rah!
On Nome-Beltz High
On Nome-Beltz High
Fight on for your fame
Fight players
Fight, fight, fight
We'll win this game
Rah!

NOME PUBLIC SCHOOLS SHARED VISION STATEMENT

"Excellence for and from all students"

NOME PUBLIC SCHOOLS MISSION STATEMENT

Nome Public Schools will provide a positive learning environment that educates all students for success in life.

NOME PUBLIC SCHOOLS DISTRICT GOALS

1. The Board will support efforts to ensure the academic success of all students.
2. The Board will aggressively seek funding for education.
3. The Board will continue to cultivate a quality working relationship with the Nome Common Council.
4. The Board will strive to recruit and retain highly qualified staff.

Belief Statement

Teaching and learning of the intended curriculum for all students is the highest priority. Therefore, the misbehavior of one student:

- ... will not be allowed to interfere with the learning opportunities of another student.
- ... will not be allowed to interfere with teachers' responsibility to teach all students.
- ... will not excuse the misbehaving student from successfully completing the learning objectives.
- ... will not physically or verbally harm another person.

Behavior Expectations

Students and staff will demonstrate:

- ... self-respect
- ... respect for others
- ... and respect for safety and all things in their environment.

SCHOOL & DISTRICT PERSONNEL

Nome School Board Members

Gloria Karmun, President
Lori Head, VP/Clerk
Tom Brannan, Sec./Treasurer
Betsy Brennan
Albert McComas
Student Council VP

Nome Beltz Administration

Mrs. Sullivan, Principal
Mr. Garrett, Assistant Principal

High School

Mrs. Bahnke, Science
Mr. Welch, English
Miss Reiter, Mathematics
Mr. Kenney, Social Studies
Mr. Callahan, Soc. Studies/Ath. Dir.
Mr. Sullivan, CTE
Miss Martens, Business/Computers
Mrs. Soudakova, Self Sufficiency
Mr. Homelvig, English/PE
Mr. Horner – Choir/Band
Mr. Rickett, Counselor
Mr. vanDelden, Mathematics
Mr. Wolf, Science
Miss Eaton, Spanish/History

Certified Support Staff

Joy Hewitt, Library Specialits
Major Grennon, JROTC
Master Sergeant Knowlton, JROTC

Classified Support Staff

Sergio Castenada, Technology
Chris Barker, Library Technician
Margaret Ellanna, Cook
Tim Stettinger, Cook
Mrs. Malone, Attend Secretary
Christina Perrigo, Principal Secretary
Joe Kunnuk, Native Art Teacher

District Office Personnel

Stan Lujan, Superintendent
Cynthia Gray, Admin./Personnel
Amy Lujan, Business Manager
Candace Wiedler, Acct. Clerk
Kim O'Connor, Purchasing
Jon Wehde, Assistant Superintendent
Lisa Schobert, Program Spec.
Monica Hinders, Testing Coordinator
Mrs. Garrett, Special Education Director

Junior High School

Mr. Buchanan, Science
Mr. Erikson, Mathematics
Mr. Hinders, Social Studies
Mr. Goldsberry, PE
Miss DeFilippo, Lang. Arts
Mrs. Marvin, Language!
Mrs. Hinders, Counselor
Miss Brewer, Special Ed.
Ms. Connelly, English

Telephone and FAX Numbers

District Office 443-2231/5144FAX
Special Ed. Office 443-6208/3163FAX
Native Prog. Office 443-6198/4717FAX
Nome Beltz 443-5201/3626FAX
Athletics Office 443-6180/3626FAX

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

A minimum of 23 credits are required for graduation. Following are a list of the required classes. All students must attend high school a minimum of seven semesters. To receive a diploma, students **MUST** also pass all three sections (Reading, Writing and Math) of the HSGQE.

<u>Required Classes</u>	<u>Total Credits</u>
Language Arts	4
Science	2
Mathematics	3
Social Studies	3
Health/Physical Education	2
Electives	9

WITHDRAWAL FROM CLASSES **AR 5121(d)**

All high school students schedule within the first week of the semester. Classes may not be changed after that time without permission of the principal or designee. A student who drops a course during the first six weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first six weeks of the semester shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

JUNIOR HIGH SCHOOL REQUIREMENTS

Junior High students are required to take 7 classes per day. The required classes are: Elective, Writing, Math, Physical Education, Language Arts, Science and Social Studies. All Junior High Students are required to take a minimum of 4 semesters of Junior High classes to be promoted.

GRADE REPORTING

1. **Grading Period**--Report cards are given at the end of each of the four quarters.

2. **Progress/Deficiency Reports**--Halfway through each quarter, progress reports are sent home to parents/guardians to notify them of their student's performance in school.

3. **Grades**—NPS uses traditional Carnegie grades (A,B,C,D,F) as indicators of student performance.

Progress reports and report cards are mailed home. Report cards may be picked up in person during parent/teacher conferences.

COLLEGE ENTRANCE EXAMS

Nome-Beltz High School offers 3 college entrance tests during the school year. The first, the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (**PSAT/NMSQT**) is a shortened version of the Scholastic Aptitude Test (SAT) .

Juniors are encouraged to take the PSAT because the National Merit Scholarship Corporation offers scholarships based on test scores. Study booklets are available in the Career Center.

The Scholastic Aptitude Test (**SAT**) is offered each semester of the school year. Most colleges and universities within the United States, as a prerequisite to college admission, accept the SAT and require a combined score of at least 1000 for college admittance. The SAT is offered on Saturdays and requires a mailed-in registration to *College Board SAT Program* one month prior to the test. Study booklets are available in the Career Center.

The American College Test (**ACT**) is offered each semester of the school year. Most colleges and universities within the United States, as a prerequisite to college admission, accept the ACT and require a score of at least a 21 for college admission. The ACT is offered during the school week and requires registration at the Nome-Beltz Career Center. Information is available at <actstudent.org> and study booklets are available in the Career Center.

S.A.T.	Reg. Deadline	ACT	Reg.	PSAT	Reg.
11/03/07	10/02/07	12/06/07	11/03/07	10/17/07	09/22/07
01/26/08	12/26/07	04/09/08	03/07/08		

MILITARY ENTRANCE TESTS

The Armed Services Vocational Aptitude Battery (**ASVAB**) is offered once each school year. The military uses the military entrance score, also called the Armed Forces Qualification Test (AFQT), to determine eligibility for admittance to the Armed Services. Juniors and seniors are encouraged to take the test.

The ASVAB test date is: 02/05/08 Sign up one week prior to test in the Career Center.

SBA and QUALIFYING EXAM

The State of Alaska has mandated testing for grades 3 through 10 in Reading, Writing and Mathematics. These tests are called Standards Based Assessments (SBA). Students must pass the High School Qualifying Exam (Reading, Writing and Mathematics) administered in their sophomore and consecutive years as a requirement to receive a high school diploma.

Parents, guardians and students should be aware of the state required tests and the dates they are administered. Appointments, vacations, trips, etc. should be planned around these dates. The following dates have been established for the administration of Federal and state assessments in the 2007-2008 school year.

HSGQE (High School Graduation Qualifying Exam)

🍏 **Fall 2007** (Retest only Grades 11 & 12)

October 2 (Reading), October 3 (Writing), and October 4 (Mathematics)

🍏 **Spring 2008** (Grade 10 and Retest Grades 11 & 12)

April 1 (Reading), April 2 (Writing) and April 3 (Mathematics)

Standards Based Assessments

🍏 **Spring 2008** April 1-3, 2008

CAREER CENTER / COUNSELING

The Counselor's Office has an open door policy. If you need help or have any questions, feel free to drop in. If the counselor is in and available, he/she will be glad to help you with your needs. If you would like to make a definite appointment to see the Counselor, please sign up with the Counselor. You are encouraged to drop in often to use any of the materials and computers to help with your future planning.

The Career Center / Counseling Office offers the following services:

Individual Student Planning

Transcript evaluations, assistance with college entrance procedures, career and ability testing and information are available for individual students. Student academic information; i.e., honor roll, grade ranking, and graduation status are available to students upon request. Students may use the Career Center's up to date resources to explore future careers or educational opportunities. The Career Center

provides lists of scholarships and contacts, student help for educational or career research and small group activities.

Personal and Career Development Resources

The counseling office assists teachers with delivering units that lead to the acquisition of affective, social, and employability skills for students. The office also encourages agencies, businesses and community members to provide services within the counseling curriculum.

Responsive Services

Parent/teacher/student conferences, individual student counseling, crisis counseling and referral services are available to all students.

System Support

Support includes: consultation with teachers concerning student needs; correspondence with parent(s) regarding students' personal, social and career development and representation for students on community advisory boards.

STUDENT OF THE MONTH

Each month student of the month nominations will be solicited from teachers by the assistant principal. The voting committee will be comprised of the Junior High faculty and the Senior High faculty. To be eligible students must have demonstrated some positive classroom or academic behavior during the course of the month for which they were nominated.

ASSEMBLIES

Assemblies are scheduled for the instructional benefit of students and promotion of school spirit. Student Council will have responsibility for organizing and coordinating pep assemblies with the assistant principal or designee.

INTERNET SAFETY AND USAGE AGREEMENT AR 6161.4

All students are required to read, sign and abide by the Internet Safety and Usage Agreement.

Nome Public Schools Electronic Mail (E-Mail) Agreement

E-mail users should exercise good judgment and common sense when creating and distributing messages. All e-mail is the property of the Nome Public School District and should be treated accordingly.

E-mail users are prohibited from sending messages of a harassing, obscene, intimidating, offensive or discriminating nature.

Your password is personal and should not be shared with others. Users are prohibited from accessing other users' e-mail accounts without the express consent of the user. Additionally, Nome Public Schools reserves the right to access users' e-

mail accounts on an as needed basis without prior notification. This applies to any e-mail services provided by the district through the Internet or other service providers.

E-mail Guidelines

- Users should not assume that e-mail is confidential or private. Never send a password (yours or others) over e-mail.
- Be careful in your use of sarcasm, anger, and other emotions. It may not always come through the way you intended.
- Profanity of any form is strictly forbidden in any messages, public or private.
- Limit the size of attachments and delete messages as soon as possible to free up valuable storage space.
- All NPS student e-mail accounts are the property of NPS.
- All messages from the NPS student e-mail system will have a footer identifying their origin and indicating whom to contact with questions or concerns.

If a user violates any of these terms and conditions, his/her account will be terminated for a length of time commensurate with the infraction.

LIBRARY / MEDIA CENTER

At the Nome-Beltz Library/Media Center, it is our goal to continue developing an inviting media center where students and faculty may research, read and check out materials for two weeks. The library may close daily for one-half hour. Students must leave the library in an orderly manner (push chair in, pick up papers, return magazines, etc.).

There is no late fee for late materials, however, books that are not returned must be replaced or paid for before a student's records will be released and/or the student be allowed to graduate.

Copier Use

Students are welcome to use the copier for SCHOOL ASSIGNMENTS ONLY. Copy as few sheets as possible as waste of paper or other abuse of the copier may result in suspended copying privileges.

SAFETY AND SECURITY

Student safety and security is a high priority. Any time students arrive late or leave early it is important that they sign in and out at the main office. **Visitors must check in at the office upon arrival.**

Any time a student is aware of dangerous situations or has a concern about safety or the well-being of another student or staff member, that student is expected to share his or her concerns with a teacher, administrator, a school counselor, or staff in the school office.

Building Evacuation and Lockdown

Nome Public Schools has established emergency procedures for students and staff to follow when Lockdown or Evacuation signals are heard in the school building. In the event of a drill for Lockdown or Evacuation or in the event of an actual emergency situation, students shall obey all teachers direction in a prompt manner. Student safety depends on listening carefully to the teacher's directions with immediate compliance. Additional emergency classroom instructions are located in each room in the BLUE EMERGENCY FOLDER hanging near the hallway door.

STUDENT ATTENDANCE, TARDIES, MAKE-UP WORK AR 5113

Regular attendance at school is necessary if students are to gain full benefit from their educational opportunities while in high school. There is a direct relationship between poor attendance and school failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving high school. However, it is the responsibility of the staff and school to do everything to provide a learning environment which will encourage students to attend. The staff and school will inform the parents of their child's attendance record and cooperate to bring about better attendance procedures.

A. An absence is defined as any period when a student is not physically present in class. Both excused and unexcused absences are counted as absences.

Three Absence Categories:

School Sponsored Absences

School sponsored activity absences are absences due to student participation in school-sponsored clubs, sports activities, or field trips. These absences are considered to be part of the regular school program.

Church groups, scouts, beauty pageants, Nome Northstar swim team, ski team, leagues, non-school sponsored activities, etc, are not included as school sponsored activities. School sponsored activities require either a pre-arranged absence form or a grade check.

Excused Absences

Excused absences are

1. injury or illness
2. quarantine
3. death in the immediate family
4. medical or dental appointment
5. court or administrative proceedings
6. religious observance
7. educational opportunities-this requires approval from the counselor prior to the absence. The counselor shall inform the Principal and the Attendance Secretary.

** All excused absences MUST BE accompanied by a parent notification within two (2) school days of the absence.

Unexcused Absences

Unexcused absences are those that do not meet the above criteria for excused absences and include oversleeping, truancy, and Out of School Suspension. If no reason is attained from a parent for a student absence, the absence will be determined unexcused. Also, if a student is 5 or more minutes late for class that student will be counted as absent unexcused for that class period.

B. HIGH SCHOOL: When a student has more than ten (10) absences (whether excused or unexcused) from a class period in a semester, no credit will be given for that class that semester. When a student has accumulated seven (7) absences in a class during the semester, the student and parent will be notified in writing and a conference with the parent will be attempted. If, after the accumulation of more than ten (10) absences, the student believes the absences were justified, the student and parent may appeal the no-credit to the Attendance Review Committee.

B. JUNIOR HIGH SCHOOL: When a student is absent from school for more than twenty (20) days in a year, the student shall be recommended for retention in that grade for the following year. When a student has accumulated ten (10) absences, the student and parent will be notified in writing and a conference with them will be attempted. Parent/student absence notification letters are sent home when a student accrues ten (10) and fifteen (15) days absent in a semester.

* Medical absences beyond 3 consecutive days WITH A DOCTOR'S NOTE will not count toward the more than 10/20 absences.

C. To appeal a loss of credit or a recommendation for retention, the parent must contact the Assistant Principal within ten (10) school days of receipt of the letter to set up a meeting with the Attendance Review Committee. The committee will hear the parent's appeal and make a determination by the following day. A student may appeal on his/her own behalf if a parent is not willing or able to appeal.

The Attendance Review Committee will consist of the Assistant Principal, one junior high faculty member, and one senior high faculty member (appointed by the Principal).

The Committee has authority to:

- 1) deny the appeal
- 2) approve the appeal dependent upon the agreement reached with the student and parents concerning attendance for the rest of the semester.

Decisions of the Attendance Review Committee may be appealed by the student or parent through the regular Due Process Procedure for Nome Public Schools.

D. To encourage excellent attendance, students with no more than 1 absence and no more than 3 tardies will be recognized quarterly with an incentive/reward. Incentives will vary from quarter to quarter, but could include things like free passes to all athletic and school events, breakfast or lunch, a celebration in the gym or at a movie, etc. Additionally, those who receive the incentive each quarter will have their name entered for a prize drawing, which will be held at least annually (it will be held at the end of each semester if there are enough prizes).

E. Tardiness is defined as any unexcused appearance of a student beyond the scheduled time a class begins. Tardiness of five (5) minutes or more to class will be considered an unexcused absence and a truancy.

Truancy

A student who is in the school building but not in the proper classroom or has left the school grounds without permission will be counted as truant from school.

The following procedures will be implemented for truancy absences:

1. Each school day or portion of a school day the student is truant will be counted as one truancy. On the first truancy, each student will be required to attend detention.
2. On the second truancy, the student will be assigned one day of In School Suspension and parents will be notified by letter.
3. A third truancy will result in an In School Suspension and a parent meeting (by telephone if necessary). At this meeting the parent will be informed that on the next truancy the student will be suspended Out of School.
4. On the fourth truancy, the student will be suspended Out of School.

Students are expected to complete the work they miss while suspended from school so they do not fall any further behind. Refer to AR 5144.1 (c) for the policy relating to making up homework due to short term Out of School Suspension. Also, suspended or expelled students shall be excluded from all school related extra curricular activities during the suspension or expulsion. Students who are assigned more than one day of In School Suspension (ISS) or who are assigned to Out of School Suspension (OSS) will be ineligible for 30 school days. Ineligible students cannot participate in any activity travel and/or competition and may not attend dances, including prom. Students serving an OSS may not be on campus or at school sponsored activities.

AS 14.30.010. When Attendance Compulsory. (a) Every child between seven and 16 years of age shall attend school at the public school in the district in which the child resides during each school term. Every parent, guardian or other person having the responsibility for or control of a child between seven and 16 years of age shall maintain the child in attendance at a public school in the district in which the child resides during the entire school term, except as provided in (b) of this section.

AS 14.30.020. Violations. A person who knowingly fails to comply with AS 14.30.010 is guilty of a violation. Each five days of unlawful absence under AS 14.30.010 is a separate violation.

At NPS, failure to comply with AS 14.30.010 may subject the student's parent/guardian to legal action. When a student is absent unexcused five (5) times – and every 5 times thereafter - the student's name shall be forwarded to the Superintendent. The Superintendent or designee shall write a letter to the Nome Chief of Police stating the dates of the unexcused absences. The Nome Police Department shall then issue a citation to each parent of the student for violating AS 14.30.010.

It is recommended that a Pre-arranged Absence Form be completed one week before a planned absence occurs. Procedures are:

- 1) A request for such absence must be made to the Principal's office indicating the specific reason and duration for the desired absence. A Pre-arranged Absence Request form will then be issued to the student.
- 2) All teachers of the student requesting the absence will indicate on the Pre-arranged Absence Request form their recommendation or disapproval regarding the student's class status. They will also give and/or collect assignments for work to be missed.
- 3) The Pre-arranged Absence Request form will then be taken home for the parents'/guardians' signature; at this time, the parents'/guardians can see the teachers' recommendations.
- 4) The Pre-arranged Absence request form will then be returned to the Principal's office before the absence goes into effect and is placed on the file for further reference.

MAKE-UP WORK

Students will be obligated to make-up assignments or tests after an absence from school. Students will be given two (2) days for the first day missed and one (1) day for each succeeding day missed, not to exceed ten days total.

HALL PASSES

Bear Passes may be used for trips to the restroom only. Only one person in a class may use a Bear Pass at any given time. With the exception of the Bear Pass, the **ONLY** valid hall pass is a student handbook, signed by the staff member in charge of said student. An acceptable pass indicates the date, time left, and destination as part of the pass. Students should be responsible for completing the pass prior to having the teacher sign it. Teacher Assistants (TAs) will wear the provided pass whenever they are out of the room in the course of their duties and are exempted from the handbook pass requirement only when wearing their TA Pass.

PASSES FOR LEAVING CAMPUS

Nome-Beltz is a closed campus which means students are not allowed to leave the campus during the school day, including lunch time, without parent's permission and a principal's or principal designee's approval. Should you have to leave campus sometime during the school day you must:

1. Use the form in the office or bring a written note from your parent or guardian on the day that you need to leave.
2. The office secretary will give you a "Blue Pass" which is to be shown to your teacher at the time you leave. Before leaving the main building, you must sign out in the office.
3. When you return to school on the same day, stop in the office, sign in and get an "Admit Slip" so that you may return to class.

Students who leave campus without school permission are committing a Level 3 Behavior with the recommended consequence of Out of School Suspension.

GENERAL INFORMATION

Advertising

All signs, posters, or other announcements for purposes of advertising functions not connected with the school program must be pre-authorized by the Principal's office before being posted. Such advertisement will be limited to available bulletin board space.

Family Education Records Privacy Act FERPA

The following is included for the information of parents and students regarding their rights under FERPA. **STUDENT RECORDS**--Guidelines for the collection, maintenance and dissemination of pupil records in the school board policy state that the pupil's records are open to inspection by the student and/or his/her parent/guardian by scheduled appointment during regular school hours.

Release of Directory Information BP 5125.1(a)

Directory information is information that is contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. 34 C.F.R. 99.3. School officials may release directory information about a student without first obtaining parental consent, unless the parent objects. Districts may disclose this type of information only after giving notice to parents of the items of personal information the school has designated as directory. This notice must also inform parents of their right to refuse disclosure of directory information about their child. A school district is authorized to define the categories of directory information that it desires, if any, and the list found in the Family Education Rights and Privacy Act is for illustration only. Accordingly, the District is not required to include all, or any, of these items as directory information, but may do so if desired.

Daily Bulletin

All notices of club meetings, general information and athletic and social events are announced each day during 1st period via the Daily Bulletin. Students should check the bulletin daily for pertinent information and announcements. Students responsible for putting notices in this daily bulletin must have their notices approved by their advisor; these notices must be in the office by 1:30 p.m. to ensure their enclosure in the next Daily Bulletin.

Student Dress

Dress and appearance, which are so distracting as to clearly interfere with the educational process or that present health and safety hazards, shall not be permitted. Garments that in any way exhibit profane or obscene words, advocate gangs or violence, illegal drugs, tobacco or alcohol shall be prohibited at school. This prohibition extends to shirts or slogans that are inappropriately suggestive or unbecoming for a school environment, which may include shirts that expose a bare midriff or that are cut low. At no time should undergarments or portions thereof be visible. Students wearing prohibited clothing will be asked to change the garment or turn it inside out and to contact a parent or guardian to have an appropriate replacement garment brought to school. Students refusing to change or correct the garment as requested will be assigned an appropriate consequence immediately for Willful Disobedience. Subsequent instances of inappropriate dress will be treated as Willful Disobedience resulting in further disciplinary action.

Immunizations

All students attending Nome-Beltz are required by law to have proper immunizations before being permitted to attend. Students that are not properly immunized will not be allowed to attend school until such immunizations are received and the school has documentation of the required immunizations. The

responsibility for insuring that immunizations are current shall lie with the parent or guardian.

Lockers

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. **Do not give the combination to anyone!** Do not set your locker such that it can be opened without the combination! The person to whom a locker is issued is legally responsible for that locker's contents. The school is not legally liable for items missing from student lockers. Lockers should not be defaced, damaged or misused in any way. Students will be charged for locker damage or for removal costs if stickers, markers, paint, etc. must be removed. The outside of the student lockers are reserved for school-related posters and materials only. If items posted on the inside of a student's locker are offensive to another individual, the student who is assigned that locker must remove those items. (Also see Student Search Procedures)

Lunches

The school cafeteria is maintained as a vital part of the health program of the school. The cost of a student lunch is \$3.00 and must be paid for in the office before 10:30 am. **Charging of lunches is not allowed.** Students are not guaranteed a second lunch and may receive a second lunch at the discretion of the cooks. Please be cooperative regarding the following rules:

- a. Students are not allowed to cut into the lunch line.
- b. Bring all trays to the dish washing area.
- c. Deposit all lunch litter in wastebaskets.
- d. Leave the table and floor around your place in clean condition for others.
- e. Gum is not allowed in school and should not be on the trays.
- f. **No food or trays should be taken from the cafeteria.** Exceptions for school related meetings that occur over lunch can be made.

Juice/Snack Machines

Juice/snack machines are placed in the school as a convenience to the student body as well as a method of raising funds. Juice/snacks will be available for sale daily as long as the following guidelines are adhered to:

- a. Persons with **open or closed containers** in unauthorized areas may have them confiscated.
- b. Availability of juice/snacks is approved with the understanding that the students will police themselves (with assistance from the Student Council) and may have these privileges revoked by the administration should problems occur. Vandalism to the machines will result in their removal.

Substitute Teachers

Substitute teachers have the same authority and responsibilities as the regular teacher.

Student Telephone Calls

Students having a need to make an important phone call shall ask the permission of the classroom teacher to use the classroom phone or use the phone in the main office. Phone calls to students during classes will not be permitted. If there is an emergency situation, the office will contact the student. When students need to call home because of illness, someone in the office must speak to your parent / guardian to verify your dismissal.

Textbooks/Uniforms

Students are responsible for the replacement cost in case of loss of, or damage to, textbooks and uniforms issued to them. Before a student's records or transcripts are released, all charges against the student must be paid.

Campus Visitors

All parents are welcome at Nome-Beltz. However, parents and all other persons who are not current staff or student body members must report immediately to the office. Individuals and/or out of attendance area guests not enrolled at Nome-Beltz Jr./Sr. High School will need written permission from all teachers whose classes will be attended and from the Principal one day before the visit. **Visitors must have a visitor's pass or face possible arrest.** The administration reserves the right to decline issuing a pass. If a friend or relative visits from outside of Nome and wishes to accompany a local student to school it must be approved, the day before the visit, by administration and teachers, and approved only for a single day.

Weapons and Knives and Look-a-likes BP 5131.7 (a)

Weapons, knives and look-alikes (including but not limited to multipurpose tools, pocketknives, toy knives, guns, squirt guns, bombs, grenades, fireworks, lighters, martial arts equipment, metal knuckles, etc.) are not permitted on the bus or on campus. Possession of any of these items may result in police notification, assignment to out-of-school suspension or recommendation for expulsion.

Cameras/Cell-Phones/CD/MP3/DVD players and other Electronics

Students in visible possession or usage of these items may have the items confiscated by school personnel. Confiscated items must be picked up by a parent/guardian. Confiscated electronic devices will be stored by the principal's secretary and may be picked up in the office.

Use of lap tops, cameras and external hard drives are permitted with prior technology department approval and with direct teacher supervision. A breach of the NPS Internet Safety Use Agreement will result in loss of privilege and possible confiscation.

Chewing Gum Prohibited

No chewing gum is permitted inside the Nome-Beltz building, gym or on the school busses. Students found with chewing gum will be subject to administrative consequences.

STUDENT ACTIVITIES GUIDELINES

Student activities include: clubs, organizations, sports, as well as all special activities sponsored by these groups. All student activities are important for student growth, however, to participate, students must follow all required eligibility and participation guidelines.

Student Conduct Eligibility

Students who are assigned more than one day of In-School Suspension (ISS) or who are assigned to Out-of-School Suspension (OSS) will be ineligible for thirty school days. Ineligible students cannot participate in any activity travel and/or competition and may not attend dances, including prom. Students serving an OSS may not be on campus.

Student Activities

The following is a list of organizational clubs and sports available at Nome-Beltz.

Organizational Clubs

Skills USA
BPA (Business Professionals of America)
Drama
National Honor Society
NNYLO (Nome Native Youth Leadership)
Future Teachers
NYO (Native Youth Olympics)

ASAA Sponsored Activities

Boys Basketball (Jr. High, JV & Varsity)
Girls Basketball (Jr. High, JV & Varsity)
Cross Country Running (JH & Varsity)
Cheerleading (Jr. High, Varsity)
Band / Choir
Volleyball (Jr. High, JV & Varsity)
Wrestling (Jr. High, JV & Varsity)
Swim Team (Varsity)

Activity Requests

These are to be submitted any time a group is sponsoring any on-campus or off-campus event or a fund-raising project, whether it's a one-time activity or a yearlong project. The correct order for processing your activity request is as follows:

1. Students--pick up an activity request form from the office. Complete the form listing your chaperones and committee members by name. Once completed then turn the form in to your sponsor for signature. Sponsors/coaches sign the form.

2. Assistant Principal-- checks the calendar, signs the form, records the activity date, files the form and provides a copy to the sponsor.

Any club or organization wishing to purchase items including local, telephone or mail order must first fill out an Activity Requisition Form. One of the principals will then approve the request and sign the form. The purchase may not be made until a Purchase Order (P.O.) number is issued. Do not charge anything to a credit card or pay cash for anything unless it is a justifiable emergency. When receiving an invoice for a previous purchase, attach it to an Activity Requisition Form and take it to the district accounting clerk for reimbursement.

Athletic Fees

The school district has chosen to assess an athletics fee to assist in offsetting the cost of administering the athletic program at Nome-Beltz. A student participating in sports will be charged \$25.00 per sport. Athletic fees must be paid or other arrangements made before a student participates. Students qualifying for free or reduced lunch may have the fee waived. There is no participant or family fee maximum.

ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

1. Alcohol, Drug, Tobacco, or Other Controlled Substances-- Students must not possess, use, or otherwise be under the influence of, alcohol, drugs or any other controlled substance. Students who violate this requirement will be handled by law enforcement. A student shall receive a suspension of thirty (30 school days) from any school travel or playing and/or participation in any extracurricular contests. Dates subject to suspension will include the first day of the Cross Country season through June 30th. The suspension will begin with the date of the first day of ASAA sanctioned competition in the sport or activity the student participates in. For the thirty (30) day suspension to count the student must complete that activity. The suspension may carry over into a second season to complete the entire thirty (30) days. If a student violates this rule a second time, he/she shall be expelled from the team for the remainder of the sport season.

2. Attendance at after-school functions--Students must be in attendance at school on the day of an event (dance, game, play, etc.) or have an excused absence in order to be allowed to attend such after-school events.

3. Activity Progress Reports/Grade Checks – a. The activities director will check the grades of all participating student's prior to competition and/or travel. Grades will be checked using the PowerSchools grading system. The following procedure

will be used for all students that are declared as ineligible based upon the Powerschools grade check:

A) The A.D. will check with individual teachers to verify that Powerschools provided the proper grade.

B) A.D. will certify all students as either eligible or ineligible based upon NPS guidelines.

C) A.D. will provide a set of the Activity progress reports to the activity sponsor for distribution to the participants. The A.D. will also maintain a set of the activity progress reports.

D) The participants **MUST** return the signed Activity progress report to their coach/sponsor prior to travel and/or competition.

(Note: A student will not be able to travel on a school related trip if he/she has two F's on his/her Prearranged Absence form.)

4. Scholastic Grade Rule--Students must maintain a 2.0 GPA on a 4.0 scale in order to participate in games, contests, productions or scheduled travel. A student who falls below a 2.0 GPA on his/her quarterly report card or overall GPA, will be ineligible for the entire following quarter. That student will not be allowed to participate in games, contests, productions and scheduled travel during a period of ineligibility but may continue to practice at the coach's discretion. Any student with two F's on their report card will be ineligible regardless of GPA. Students with more than one (1) F on their Activity Progress Report form cannot travel or participate that next week. Grade checks must be completed on the same schedule as Activity Progress Report forms for each week in season.

5. School Attendance--A student must attend all classes the same day that he/she is to participate in an event or practice. Students are also expected to attend their next classes after arriving home from a trip. If the student has a medical appointment or has received administrative approval, the absence shall not preclude participation.

6. Student Conduct--Students are role models and ambassadors of Nome-Beltz Jr./Sr High and of the community of Nome. **Any student assigned to more than one day of ISS or who is assigned to an Out-of-School Suspension (OSS) will be ineligible for thirty school days.** Ineligible students can not participate in any activity travel and/or competition and may not attend dances, including prom.

STUDENT TRAVEL RULES

1. Students must obey the instructions of the chaperone(s). Students, who display disobedience or uncooperativeness to the chaperone(s), to the extent that safety or chaperone effectiveness is compromised may be returned to their home-site with administrative (principal or assistant principal and superintendent) concurrence, and their parent/guardian billed by the school district for the cost of return travel.

2. The use of tobacco, alcohol, and/or drugs is prohibited regardless of the age of the student. Students who break the laws of Alaska, such as in the case of shoplifting, alcohol possession or consumption, drug use, etc., will be reported to local law enforcement, the principal, and parent(s)/guardian(s). The student will also be returned to their home-site and their parent-guardian billed by the school district for the price of return travel.
3. Students must attend all classes on the day of a trip prior to departure. Students failing to attend classes on the day of departure will not be allowed to travel. The Principal or their designee may excuse students from attending classes. Permission to miss classes on the day of departure should be secured no later than the day before the trip departure date.
4. Students shall be with the chaperone(s) at all times when traveling. Chaperone(s) may assign students to groups of at least three students while at a mall, movie or event. Under no circumstances will students be permitted to leave the building without a chaperone(s) in attendance.
5. Students must dress appropriately for cold weather travel on commuter airlines (Bering Air, Pen Air, Olson Air, etc.). This includes Parka, insulated boots, gloves, insulated pants, and insulating headgear. All are to be worn on the plane. Appropriate clothing for both departure and arrival destinations is required when traveling on a major airline (Alaska Air, TWA, etc.).
6. Students must respect the chaperone(s) decisions regarding the selection and approval of all activities. Only movies rated “G”, “PG” and “PG-13” shall be permitted.
7. Unless the schedule absolutely does not permit it, time will be set aside daily for students to work on classroom assignments.
8. Students will not be out of their rooms following curfew, lights out and bed check. Offenses may result in the student(s) being returned to their home-site with home-site administrative (principal or assistant principal and superintendent) concurrence.

**EXCERPTS of ALASKA SCHOOL ACTIVITIES ASSOCIATION (ASAA)
ELIGIBILITY REQUIREMENTS FOR ASAA ACTIVITIES**

1. **ASAA Enrollment Rule—**
 - All freshmen, 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 four (4) semester units of credit or the equivalent to be eligible.

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

🍏 In addition, all students must maintain at least an overall 2.0 gpa during the current semester to remain eligible. Students who do not maintain and overall 2.0 gpa may regain eligibility during the current semester by achieving and maintaining an overall gpa within the schools grading system.

2. Semester Credit Rule—

Freshman, Sophomores and Juniors

🍏 Must have passed at least five (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.

🍏 Underclassmen 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 schools grading system.

Seniors

🍏 First entering 12th grade must have passed at least five (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 four (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

🍏 Senior who have not maintained a 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.

3. **Maximum Participation**--No student may participate in more than four (4) seasons in any specific interscholastic activity.

3. **Age Rule**-- A student who becomes nineteen (19) years of age by August 1 shall be ineligible for interscholastic competition.

DANCE SPONSORSHIP PROCEDURES

The following set of rules shall be read over and understood by a club or organization wishing to hold a dance. It will be the responsibility of the sponsor to

make certain that dances are run in strict adherence to the rules. If these rules are not followed, future dance requests by violating clubs or organizations will be denied. When decorating for a dance only approved blue tape may be used to stick material to walls. It shall be the sponsor's responsibility to cooperate and coordinate any decorating for any dance, including prom, with maintenance.

School Dance Eligibility

Students receiving more than one day of In-School suspension (ISS) or receiving one day or more of Out-of School suspension (OSS) will not be eligible to attend school dances, including prom, for thirty school days after the suspension.

1. All dances must be approved by Tuesday of the week of the dance by the assistant principal.
2. A list of chaperones must accompany the request for dances (HAVE CHAPERONES INITIAL OR SIGN THE ACTIVITY REQUEST FORM).
3. There will be no more than one (1) school-sponsored dance per week.
4. All dances scheduled on nights of ball games will start no earlier than fifteen minutes after end of the last game.
5. Non-Nome-Beltz students will not be permitted at dances without a written dance pass signed by the principal or assistant principal.
6. At least two (2) NPS Staff members and two (2) additional chaperones must be present at all times. Sponsors are required to be present at the dance for the duration.
7. Dance times will be published and shall end no later than 11:30pm.
8. There must be adequate light and moderate sound level. This will be determined by the principal, assistant principal or chaperones present.
9. Students must remain in the dance area only. No one is to enter any other part of the building without a supervisor. Entrance and exit will be through designated doors only.
10. No intoxicants of any kind are permitted in, on or around the building by state law and school policy. It is the responsibility of the supervisors to notify the police of any violations.
11. Students in violation of school rules at dances or school events will be dealt with in the same manner as if the violation occurred during a normal school day.
12. Doors will be closed one and one half (1-1/2) hours after the dance starts, or at 10:00 P.M., whichever is earlier. Principals will give permission for late entry only to students whose jobs last beyond the closing of the doors or students with a legitimate reason. This does not apply to prom.
13. Persons leaving the dance will not be readmitted. This does not apply to prom.

PROM GUIDELINES

The privilege of attending the Nome-Beltz Senior High School prom shall be governed by these guidelines:

1. Attendance at prom is open to all NPS Senior High School students.
2. Students at Nome-Beltz Senior High School may invite non-school or out of school students to the prom only if the proper permission form is completed and prior approval is received from the principal. Guests must be at least 14 years old and enrolled in high school and may not be 21 years or older.

SCHOOL BUS RULES **BP 5131.1**

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver or monitor promptly and willingly. No pupil shall sit in the driver's seat.
2. Pupils must remain seated while the bus is in motion. Bus drivers, duty personnel and administration are authorized to assign seats as necessary.
3. Outside of ordinary conversation, classroom conduct will be observed. Pupils should remember that any action which distracts the driver or creates a safety hazard is subject to disciplinary consequences.
4. Windows may be opened only with permission of the school bus driver. Students must not extend any part of their bodies out of the windows.
5. Proper conduct in the bus loading zone or bus stop area is as important as proper conduct on the bus. The bus loading / unloading zones are considered part of the school. Students must leave the school bus in an orderly manner. If it is necessary to cross the street, cross in front of the bus, following the instructions of the driver. Students must wait at the bus stop shelter, not across the street.
6. Pupils must remember that riding the bus is a privilege, not a right. The principal, assistant principal, Bus Contractor, and/or the Superintendent can deny a pupil's privilege of riding the bus for bus or bus stop misconduct.

Activity Bus Runs

Activity bus runs will be provided. All bus rules remain in effect on these runs.

Student Vehicles--Buses are provided to and from school. Students are encouraged to use this service. If private vehicles of any type are driven to and from school students must adhere to the following rules:

1. A signed Student Driver Form and a copy of the driver's valid State of Alaska drivers license must be on file at the school giving the student permission to bring a vehicle to school.
2. Vehicles must remain parked for the entire day unless permission allows otherwise.
3. Outlets are for staff members; student vehicles may not block access to the outlets.
4. Student vehicles are to be parked **only** in the middle section of the parking lot or south of the RC area.

Students who operate their vehicles in a reckless or unsafe manner on campus may have their driving privileges revoked.

STUDENT SEARCH PROCEDURES BP 5145.12 (a)

Nome Public Schools staff and Board recognize that incidents may occur where the health, safety and welfare of students and staff are jeopardized. **Such incidents necessitate the search and seizure of students, their property, or their lockers by school officials.**

The Board authorizes school officials to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings will be turned over to proper legal authorities for ultimate disposition. See Level 3 under Discipline Procedures.

NOME BELTZ DISCIPLINE PROCEDURES

Incidents requiring disciplinary actions are divided into three categories according to the level of severity and disruption of a safe environment. Recommended consequences are established for each category.

A student assigned to more than one day of ISS or to any OSS will be ineligible for participation in extracurricular activities for thirty school days. This ineligibility extends to all school sponsored activities, including attendance at regular dances and prom.

Teachers will make an effort to engage students and parents in solving issues at the classroom level. For Level 1 offenses, teachers will employ interventions and/or

verbal warning, prior to submitting a written referral to administration. The teacher should document such attempts. If the student's inappropriate behavior continues unabated it will be referred to administration. Administrative guidelines for intervening in merited referrals are as follows,

- 1st- Administrative conference, consequence and parent notification
- 2nd Administrative conference, consequence and parent notification
- 3rd Remainder of the day in In-School-Suspension (ISS)
- 4th Assignment to at least one full day of ISS
- 5th Extended time in ISS or assignment to Out-of-School Suspension (OSS).

Levels of Unacceptable Behavior--Offenses are categorized as Level 1, 2 and 3.

Level 1

Level 1 Behaviors are those behaviors that occur on campus or on the bus and which interfere with a productive learning environment. Those behaviors include but are not limited to:

- Failure to follow reasonable request of teacher or staff
- Not having appropriate equipment and materials
- Being out of seat without permission
- Sleeping
- Talking out inappropriately
- Being off task but not disrupting others
- Horseplay
- Disturbing another student in any way
- Improper use of equipment
- Cheating (may be Level 2 or 3)
- Inappropriate language
- Failing to turn in homework
- Failing to complete assignments
- Failing to dress out for P.E.
- Assisting another student in a Level 1 offense

Level 1: Consequences

Classroom interventions by the teacher are recommended. Teacher-directed interventions should be designed to change student behavior and enhance learning. Consequences may include specifically stated verbal correction, time-out in classroom, parent conference and/or written or verbal behavior plan and other natural consequences. The student remains responsible for learning the intended curriculum including the completion of all assignments.

Note: If the Level 1 misconduct is severe enough to be perceived as a potential threat or as a severe disruption of an orderly environment, the misconduct will rise to a Level 2 or Level 3.

Recommended Guidelines:

Step One: Warning/time out/other intervention

Step Two: Immediate change of student's environment: send student with work to time-out or to another teacher's room (by arrangement). A reasonable attempt to contact the parent/guardian should be made by the teacher for behavior issues.

Step Three: If behavior changes have not occurred after repeated situations, referral is made to principal or designee with accompanying paperwork.

Level 2

Level 2 Behaviors are those behaviors that are not physically threatening and are not illegal but do negatively affect an orderly environment. Level 2 behaviors include but are not limited to:

- Disruptive behavior: in hallways, cafeteria, at school sponsored events and activities, before and after school, etc.
- Outside of the classroom without student handbook or pass
- Gambling
- Inappropriate use of motor vehicle
- Solicitation (selling unauthorized items at school)
- Showing Willful Disobedience/Defiance/Disrespect/Insubordination
- Inappropriate literature
- Inappropriate internet use
- Inappropriate language
- Destruction or defacement of property
- Inappropriate display of affection
- Assisting another student or individual with a Level 2 offense
- Dress code violations

Note: If the above misconduct contributes or results in creating a physical threat or hazardous situation, the misconduct will rise to a Level 3 violation with Level 3 consequences.

Level 2: Consequences

Since the consequences administered for level 2 infractions depend on the situation, they are called natural consequences. Throughout this process, the student remains responsible for learning the intended curriculum including the completion of all assignments. Natural consequences for this level may consist of, but are not limited to, any of the following:

out of school suspension (long term or short, depending on the severity of the infraction)
in-school suspension
verbal plan
written plan
letter of apology (needs to include what happened, why it was inappropriate, how behavior will change)
verbal apology
parent contact
campus cleanup
lunchtime detention
after school detention
extended time in in-school suspension
confiscation

Recommended Guidelines

First Offense: Administrative conference & consequence

Second Offense: Parent conference & consequence

Third Offense: 1-2 days in-school suspension

Fourth Offense 3 days (or more) out-of-school suspension

Note: Depending on the severity of a situation, the first offense could warrant out-of-school suspension.

Level 3

Level 3 Behaviors are those behaviors that pose a potential threat to or disruption of a safe environment and that are physically or verbally threatening to others and/or are illegal. Those behaviors include, but are not limited to:

- Possession or use of weapons (police will be notified)
- Possession, sale, distribution or use of alcohol/drugs/inhalants including look alikes (police will be notified)
- Possession of tobacco or use of tobacco (police will be notified)
- Fighting -- assault or battery of any kind (police will be notified)
- Intimidation/extortion/threats (police may be notified)
- Theft (police may be notified)
- Harassment or sexual harassment (police may be notified)
- Leaving campus without school permission
- Arson (police will be notified)
- Possession, sale, distribution or use of explosive devices or other devices that could cause a fire including firecrackers, matches, lighters, etc. (police will be notified)
- Gross disrespect (cursing directed towards a person, name calling, profanity, defamation.)
- Forgery

- Tacit consent or assisting another student or individual with a Level 3 offense
- Illegally acquiring or tampering with school records, testing materials, etc.
- Insubordination or Willful Disobedience (to the extent it disrupts a safe environment)
- Any activities that could be perceived as physically threatening to others
- Any activities considered illegal
- Filing false report or emergency reports
- Sexual jokes or pornography

Note: a safe environment is the highest priority in school.

Level 3: Consequences

Depending on the severity and/or illegality of the offense, out-of-school suspension for a minimum of one day or up to one year or expulsion (with board approval) may be recommended for any Level 3 offense. Parents are to be contacted and students may be removed from school that same day. At the discretion of the administrator, that day may count as the first day of out-of-school suspension.

Recommended guidelines include, but are not limited to:

First Offense 1-3 days out-of-school suspension
 Second Offense 4-7 days out-of-school suspension
 Third Offense 8-10 days out-of-school suspension
 Recommendation for expulsion - extreme situations.

STUDENTS RIGHTS & RESPONSIBILITIES

Introduction--On the following pages are listed your rights and responsibilities as a student.

All district personnel have the right and responsibility to intervene when students engage in actions that are contrary to school, district, local, state or federal regulations and guidelines. All students enjoy the right to appeal any decisions or action from a higher authority. This is called “**due process**”. See Due Process section.

Freedom of Speech/Expression AR 5145.2 (a)

Students are prohibited from making any expressions or distributing or posting any materials which are obscene, libelous or slanderous, or which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school’s orderly operation.

Freedom to Publish

Generally the restrictions and regulations governing responsible journalism, as defined by the American Society of Newspaper Editors, should be applied to NBHS

student publications with the clear understanding that school officials have the authority, indeed the duty, to provide for an ordered educational atmosphere free from constant turmoil and distraction.

DUE PROCESS

All students enjoy the right to appeal any decision or action from a higher authority. This is called “due process”. Along with this comes a prescribed Complaint procedure in which you can count on a fair hearing and opportunity to voice your side of the story.

Procedures--Steps or procedures to be followed by all parties involved in a complaint regarding credit, scheduling or staff/student relationships, including classroom discipline and attendance:

1. All complaints must be instituted within five (5) school days of the action being grieved. The complaint may be made on the form available in the NBHS office. Assistance in completing the form is available. The involved staff member, parent/guardian and student should confer in an attempt to solve the problem.
3. If the above conference does not solve the problem, the person with the complaint will request a conference with the assistant principal.
4. If a solution is still not acceptable, the complaint will be submitted to the Grievance Committee (to be formed when needed). After receipt of the written complaint, the Grievance Committee will then schedule a meeting between the grievant and the respondent in order to ascertain all the facts and arrive at a conclusion and a recommended solution. The decision of the Grievance Committee will be rendered in writing to both parties and the administrator within four (4) school days after the hearing has been completed.
7. Either party may appeal the Grievance Committee decision to the principal, which will review the committee's decision and make a decision.

(Note: If it is determined that the student filing the grievance has made a deliberate attempt to misrepresent the facts about the incident in question, it shall be viewed as a Level 3 offense.

GLOSSARY

Definition of Terms

Arson: malicious mischief or purposeful intent to destroy property by setting of fire or causing an explosion.

Cheating: the use of work completed by another person and claimed as your own, the act of copying from another's test or quiz or the act of providing another student with materials that the teacher has not authorized for sharing.

Disruptive behavior: student conduct which materially and substantially interferes with the educational process or with school sponsored activities. Examples include:

refusing to acknowledge a school employee's direction, insolence, noncompliance with school/class rules and behavior that jeopardizes the welfare and/or safety of other students and staff.

Drugs & alcohol infractions: the actual or attempted sale of, use of or possession of intoxicating liquor, drug paraphernalia, illegal drugs or inhalants, substances designed to look like illegal drugs or substances purported to be illegal drugs while under the jurisdiction of the school (on or off campus). This also includes messages supporting drug/alcohol use. Possession, sale or use will be reported to the police.

Excessive display of affection: all displays of affection among students, other than holding hands.

False alarm: setting off a fire alarm, including requesting police or fire department assistance inappropriately.

Fighting: a physical altercation where striking, kicking, shoving, pushing and/or any other physical violence are used against another person.

Gangs: affiliation with a group organized to participate in unlawful activities. Gang activity includes the display of any sign, symbol or clothing that reflects gang activity.

Harassment: any kind of verbal or physical action which has the intent or effect of interfering with an individual's or group's educational, social or work performance or which creates an intimidating, hostile or offensive work or living environment. Harassment includes initiation and hazing as well as non-sexual conduct such as intimidation, hostility, rudeness or name-calling.

Obscenity/profanity is defined as spoken or written profanities, obscene or sexual messages (implicit or explicit) racial slurs or references of any kind to hate language.

Plagiarism: the use of another individual's writing without their permission and/or without referencing the source of the written information in the document turned in as an assignment.

Sexual harassment: sexual assault and/or request for sexual favors, which affect educational or employment decisions. Unwanted physical contact, visual displays of degrading sexual images, sexually suggestive conduct or offensive remarks of a sexual nature.

Tacit consent: agreement with inappropriate behavior(s) of others by failing to take action that would stop the situation, such as failing to disagree if included in or witnessing the situation, failing to come to assistance of others, failing to seek adult assistance, etc.

Theft: the acquisition, possession, purchase, taking and/or transfer of property belonging to another person, school or the school district.

Tobacco violations: the possession and/or use of tobacco products including, but not limited to, cigarettes, chewing tobacco, pipes, cigars, tobacco related products: wrappers, loose tobacco, etc. Possession or use will be reported to the police.

Vandalism: negligent, willful or unlawful destruction, defamation or mutilation of objects or materials belonging to the school, school personnel or other person(s); includes graffiti.

Weapons, dangerous instruments, and look-alike weapons or dangerous instruments: any object used with intent to cause bodily harm, including firearms, explosives, fireworks, poison, knives, metal knuckles, etc. Multipurpose tools (Leatherman, Swiss army knives, etc.) and pocketknives are weapons that have no place at school. Possession of these items will be reported to the police.

Willful disobedience/insubordination: the refusal to comply with a reasonable request by any staff member, substitute teacher or guest presenter.

Consequence Definitions

Detention- An administratively imposed consequence requiring a student to remain in a designated place either during lunch or after school from 3:05-4:00PM. Lunch detention is in the cafeteria and requires students to assist in the general clean up of the cafeteria.

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

In-School Suspension: the principal or assistant principal may assign in-school suspension. The intent of in-school suspension is two fold, the first is to isolate the student from the normal social aspect of school while allowing for academic pursuit. The second, is to have the student reflect on their actions, recognize their culpability and identify more appropriate choices and strategies for conducting themselves.

Natural Consequences: Natural consequences are disciplinary consequences designed to fit the infraction. Examples of natural consequences include painting over graffiti, campus cleanup for littering, written apology for rude behavior, etc.

Out-of-School Suspension (OSS): If the principal or designee determines that the student will not benefit from placement in ISS or that his/her presence on school property is detrimental to the health, welfare or safety of other students, he/she may be sent home from school for a period of suspension. Unless the student poses an immediate or continuing threat to person(s) or property or the behavior is a serious disruption to the academic process, removal from school will begin the school day following the offense. OSS is a temporary exclusion from school for a specified number of days. During OSS, the student may not be in any Nome school building, on any school campus, or at any school-sponsored program or activity.

BELL SCHEDULES

Senior High School Schedule- Monday thru Friday

1st	2nd	3rd	Lunch	4th	5th	6th	Detention/Tutoring
8:25-	9:30-	10:30-	11:25-	12:05-	1:05-	2:05-	3:00
9:25	10:25	11:25	12:00	1:00	2:00	3:00	4:00

Junior High School Schedule- Monday thru Friday

1st	2nd	3rd	4th	Lunch	5th	6th	7th
9:05-	10:00-	10:55-	11:50-	12:35-	1:10-	2:05-	3:00-
9:55	10:50	11:45	12:35	1:05	2:00	2:55	3:50

Senior High School Pep Assembly Schedule

1st	Event	2nd	3rd	Lunch	4th	5th	6th
8:25-	9:15-	10:00-	10:55-	11:45-	12:20-	1:15-	2:10-
9:10	9:55	10:50	11:45	12:15	1:10	2:05	3:00

Junior High School Pep Assembly Schedule

1st	Event	2nd	3rd	4th	Lunch	5th	6th	7th
9:05-	9:15-	10:00-	10:50-	11:45-	12:35-	1:15-	2:10-	3:00-
9:10	9:55	10:45	11:40	12:35	1:10	2:05	2:55	3:50

Senior High School Early Release Schedule

1st	2nd	3rd	Lunch	4th	5th	6th
8:25-	9:20-	10:10-	10:55-	11:30-	12:20-	1:10-
9:15	10:05	10:55	11:25	12:15	1:05	1:55

Junior High School Early Release Schedule

1st	2nd	3rd	4th	Lunch	5th	6th	7th
9:05-	9:50-	10:35-	11:20-	11:55-	12:30-	1:10-	1:55-
9:45	10:30	11:15	11:55	12:25	1:05	1:50	2:35

School Calendar 2007-2008

District Name: Nome Public Schools School: All Nome Schools

C...School Closes E...End of Quarter H...Legal Holiday IS...Inservice Day O...School Opens UV...Unpaid vacation day W...Teacher Workday ISC...Inservice Day used for Parent-Teacher Conferences M...Minimum Day	August 2007							September 2007							October 2007													
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1 2 3 4							1							HSGGE Rerest													
	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13							
	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20							
	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27							
	26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31										
	O							30																				
	# of Inservice Days: 3							# of Inservice Days: 0							# of Inservice Days: 0													
	# of Student Days: 5							# of Student Days: 19							# of Student Days: 23													
	# of Teacher Days: 10							# of Teacher Days: 19							# of Teacher Days: 23													
	November 2007							December 2007							January 2008							February 2008						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1 2 3							1							1 2 3 4 5							1 2						
	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
	25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	
	30 31							30 31																				
	# of Inservice Days: 4							# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 0						
	# of Student Days: 16							# of Student Days: 15							# of Student Days: 19							# of Student Days: 21						
	# of Teacher Days: 20							# of Teacher Days: 15							# of Teacher Days: 19							# of Teacher Days: 21						
	March 2008							April 2008							May 2008							June 2008						
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1							1 2 3 4 5							1 2 3							1 2 3 4 5 6 7						
	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
	23	24	25	26	27	28	29	27	28	29	30			25	26	27	28	29	30	31	29	30						
	30	31																										
	# of Inservice Days: 0							# of Inservice Days: 2							# of Inservice Days: 1							# of Inservice Days: 0						
	# of Student Days: 16							# of Student Days: 20							# of Student Days: 17							# of Student Days: 0						
	# of Teacher Days: 16							# of Teacher Days: 22							# of Teacher Days: 19							# of Teacher Days: 0						

Form Number 35-20-279 (rev. 10/07)

Recommended Calendars:

2008-09 School Year: Staff start Aug. 18; Student start Aug. 25; Christmas Break Dec. 22-Jan. 2; Iditarod Break March 16-20; Student end May 22; Staff end May 27

2009-2010 School Year: Staff start Aug. 20; Student start Aug. 27; Christmas Break Dec. 21-Jan 1; Iditarod Break March 15-19; Student end May 28; Staff end May 29