

2012 - 2013 Student Handbook

Wrangell High School

Home of the Wolves

P. O. Box 651

Wrangell, Alaska 99929

Phone: 874-3395 Fax: 874-3143

Mr. Monty R. Bunes
Principal



Wrangell High School 2012 - 2013 Bell Schedule

Regular Day

7:30 - 8:10	Pre-School Activity
8:15 - 9:00	1st Period
9:05 - 9:50	2nd Period
9:55 - 11:20	3rd Block (3A, 3B)
11:20 - 12:05	Lunch
12:05 - 1:30	4th Block (4A, 4B)
1:35 - 3:05	5th Block (5A, 5B)
3:05 - 3:30	Individual Teacher Assistance

Half Day

7:30 - 8:10	Pre-School Activity
8:15 - 8:45	1st Period
8:50 - 9:20	2nd Period
9:25 - 10:25	3rd Block (3A, 3B)
10:30 - 11:25	4th Block (4A, 4B)
11:30 - 12:30	5th Block (5A, 5B)
12:30 - 1:20	Lunch

Principal's Message

On behalf of the faculty and staff of Wrangell High School, it is my pleasure to welcome you to your home away from home. You are here to learn, to work, to share with others, to expand your experiences, and to become productive and dutiful citizens. You will follow in the steps of many proud graduates and will help to establish the positive climate for those who follow you.

This handbook is intended to be read thoroughly. It is used to acquaint you with your school, its operation, government, opportunities, and your responsibilities. The policies, procedures, and standards established, either stated or implied, within the framework of a democratic society will be the basis on which decisions and judgments are made. Please read and have the student and the parent/guardian sign the Acknowledgement Form.

Wrangell High School is here to serve this community during the day and night. Respect what it stands for, its ideals, and its traditions.

I hope your experiences will be rewarding, truly satisfying, and memorable. Take *pride* in yourself and your school. Make this 2012-2013 school year the most enjoyable one of your life.

Mission Statement

“Wrangell Public Schools fosters and encourages all students to excel to their potential.”

GENERAL INFORMATION

If student or parent has a complaint about a school policy or an employee, the following procedure should be followed in order to **follow the Chain of Command** (BP-IV-045) and resolve the problem as quickly as possible:

1. Contact the person(s) involved to discuss both sides of the story.
2. If the problem still exists, contact the administrator in writing.
3. If still unresolved, contact the superintendent in writing.
4. Finally, if unresolved, submit a written appeal to the board within 5 days of receiving the superintendent's response

If there is a complaint about a teacher, Activities Director, or principal's decision regarding a particular situation, please follow the procedures in the **Due Process** section on page 9 of this handbook.

In Alphabetical Order

ACCIDENTS/MEDICATIONS/ILLNESS

All students are to complete a medical card indicating allergies, regular medications the student takes, serious or chronic health conditions, emergency contact numbers and a parent/guardian signature. When necessary, the school will develop, with the parent/guardian, contingency plans relating to hospitalization and other emergency treatment for illness or injury of sudden and serious nature.

Students who become ill while at school should obtain a pass to the office and a parent will be contacted before the student will be permitted to leave school grounds. Generally speaking, a student is either well enough to stay in class or sick enough to go home. In the event a parent/guardian cannot be contacted, the emergency contact number will be called.

Supervisory personnel must file an accident report for any student injured while in class, participating in class activities, or in extracurricular activities. Serious accidents involving students shall be reported as soon as possible to the Superintendent.

All medications (i.e. any prescribed or over the counter pills/liquid medicine, etc.) that are necessary to be taken during the school day MUST be stored in the office. The exceptions are certain asthma medications such as an inhaler or those ordered by a physician (copy must be on file in the HS office). Medication must be brought to school and stored in its original container with the following information: (1) name of person receiving the medication, (2) date of prescription, and (3) exact dosage and times to be given. No medication will be accepted in any household containers such as foil, baggies, tissues, etc. The school provides NO unauthorized medication to students for any reason (this include aspirin, Tylenol, etc.) School personnel will not administer medications; students will need to administer their medications themselves.

ASSEMBLIES:

Instructional time at WHS is considered valuable; thus, attempts are made to keep disruptions of instructional time to a minimum. Assemblies are planned with maximum instructional time in mind. Therefore, when assemblies are held they are considered necessary and important. Students are expected to behave in a manner appropriate for the assembly they are attending. Appreciation is shown by sincere applause. Any students not representing the school in a positive manner will be removed from the assembly with possible additional disciplinary actions.

ATTENDANCE:

Wrangell Public Schools Administrative Regulation AR-IV-034

Wrangell High School acknowledges a direct relationship between learning and student attendance. All students are expected to be in school and on time for instruction.

The school also recognizes that student attendance is affected by decisions made by school personnel as well as by students. School based decisions thus need to be made in a manner that maximizes student instructional time using the following guidelines:

- To the degree possible, extracurricular activities schedules and travel plans should be designed to minimize student absences.
- All school-sponsored activities that result in student absence from the regular instruction should include study time planned in advance of the trip. The school's faculty should be advised of these plans so those teachers can send individual assignments, quizzes, exams, or related materials with the coach or advisor.
- Student absences are not to impact the pace of instruction/learning for those students in regular attendance. This principle should guide the design of the high school master schedule as well as influence individual course planning.
- A school's calendar should be prepared in a manner that includes consideration of those days when large numbers of students will be predictably absent.
- Individual student absences will be dealt with according to the following statements:
- Although problems related to attendance are individual in nature and will be dealt with on an individual basis, absences over **ten (10)** per course, per semester will require the student and an adult representative to petition the high school attendance committee for credit for the semester, unless a portion of the ten fall under an item below.
- **Excused vs. Unexcused Absences** – Excused have a note or phone call from parent excusing them. They are permitted to make up their work. Unexcused absences are those that have not been cleared by a parent as a legitimate absence. **Both count toward the 10-day attendance policy.** Suspensions count toward the absences for a given semester.
- Attendance at school-sponsored activities will not be counted as absent from school. The student, however, will be responsible for the work missed.
- Students who miss school for any reason will have the responsibility to accomplish the learning they have missed. Such learning will often be represented by class assignments during the time they have missed.
- If the student has prior knowledge of a **planned** forthcoming **family trip** (or medical, etc), he or she must obtain an **advanced leave form** from the office and have it filled out by all teachers where class time is missed. The leave form must be signed by the parents and turned in to the office, where it will act as a contract between the school and the student. Work required on the form must be turned in to the teacher on the day the student returns to school unless prior **written** arrangements have been made between the student and the teacher. If the contract is fulfilled, the days will not be counted towards the allowable ten. This extended absence planned by the parents must be prearranged through a conference involving the parents, the student, the teacher, and the principal. Advanced leave slips are not intended for routine absences; they are intended for excusing family travel. Advanced leave forms must be accompanied by a receipt from a commercial carrier in order to be honored.
- Parents are requested to call the school by 9:00 a.m. to advise the school of the student's absence. This will be in place of the written note from the parent. School personnel will call the parents of any student who is not in school when conditions warrant such action.

*The Attendance committee will be established at the beginning of each school year, consisting of the school administrator, one high school faculty member, and one parents selected by the first two committee members from the secondary advisory committee. School attendance is directly related to academic achievement and the development of good habits, which are important to the world of work. Optimum student attendance is a cooperative effort whereby parents and students take an active role in accepting responsibility for good attendance.

Students are expected to be in school, and on time, unless they have an excused absence. When a student is absent, the parent or guardian should call the school to report the absence or send a handwritten note on the day the student returns to school. Students who bring parental notes but display a pattern of excessive absences, tardiness, or early dismissal will be referred to the principal, who shall investigate the absences and recommend appropriate corrective action.

Every effort should be made so students do not arrive at school prior to 8:00 a.m. (unless they are assigned to the 7:30 a.m. jazz class). Staff supervision does not begin until that time.

In order to encourage attendance at school, the following procedures will be followed:

- The teacher will take roll each day in every class.
- Students who are tardy to school/class should sign in the office. Teachers will keep track of unexcused tardies and address habitual problems.
- If poor attendance is affecting the student's progress, his/her parents will be contacted by the teacher and/or a letter noting the number of absences.
- Student participation, which may be affected by attendance, will be included in student evaluation procedures.

Excused/Unexcused Absences: Both count toward the 10 days permitted by policy before receiving no credit for the class. Excused absence means that there was a valid reason for the absence and all work may be made up. An unexcused absence means that there was not a valid reason for the absence and the teacher will determine if the assignments may be made up. The **ONLY** absence that does not impact the 10-day policy is if there is a completed travel authorization filed in the office before the absence.

MAKE-UP WORK DUE TO ABSENCE FROM SCHOOL

- Work (tests, assignments, projects, etc) known prior to the absence is due on the day the student returns to school. Extensions may be granted at the discretion of the teacher.
- ***It is the student's responsibility to see each of his/her teachers for make-up work on the day the student returns to school following any absence.*** Absent students will be expected to make up all work missed immediately. Teachers may grant extensions for make-up work; however, the extension is not to exceed ten actual days (five class days based on the A/B day class schedule) from the day the student's returns to school. All work not made up within the time limit will be counted as a zero.
- Students who cannot make up work missed during class sessions should plan to remain after school if necessary.
- Students wishing to get homework assignment before returning to school should call their teacher or ask a friend in their class to get work for them.

STUDENTS LEAVING SCHOOL PREMISES:

Accurate records shall be kept regarding every student's absence from school property during the times classes are in session. Students will be permitted to leave school prior to dismissal only with prior parental permission. A parent/guardian will be notified in advance of any student who requests to leave school premises before the end of the school day. Efforts will be made to contact parents when students are 'AWOL' from school/class. Students skipping school should expect after school detention; failure to serve this detention will result in an in-school suspension for

insubordination. **Students may not leave school grounds during the day unless they have checked out with the office staff.** In the event of an arrest where a student is taken into police custody, or a court order is present requiring the student's removal, every effort will be made to contact parent/guardian.

Any time a student comes to school tardy or leaves school grounds and then returns (unless a field trip, etc. with class) they are to report directly to the office to sign in.

High School students are permitted to leave the school campus during lunchtime; however, a permission form must be on file in the office waiving the school's liability while the student is off campus. Any student who does not return the signed permission form must remain in the commons area. The district does not assume responsibility for the welfare and safety of students who leave campus without proper parental/school permission or during lunchtime.

TARDINESS TO SCHOOL:

Students arriving to school after 8:15 a.m. are considered tardy and must report to the office to receive a pass. Students will not be allowed into class after 8:15 without a tardy pass. Tardiness to school will be either excused or unexcused. A note from a parent/guardian should accompany the student explaining the reason for the tardiness; otherwise it will be considered an unexcused tardy. **An excused tardy is one that is due to a genuine necessity.** For example, illness, Dr. appointment, death in the family, court appearance, an emergency at home, etc. **Students will receive an unexcused tardy for oversleeping, returning home for forgotten materials, hair appointments, vehicle malfunctions, etc.** Unexcused tardies will be dealt with at the classroom level. Students should expect detention for being tardy. Failure to serve these detentions will result in disciplinary action from the principal.

TARDINESS TO CLASS:

It is the responsibility of each student to be in his/her seat when the bell rings. Students should have a pass from their previous teacher or from the office when tardy during the school day. Any tardy pass from the office will be unexcused unless accompanied by a note from a parent/guardian. Tardies will be handled by the classroom teacher on a case-by-case basis. Teachers may assign detentions for tardies. Students who do not serve detention for tardies will be referred to the principal. At that time, parents will be notified and the student can expect extra time to be assigned for not serving the original detention. For habitual offenders, stronger consequences may be assigned, such as removal of off campus privileges, or removal from school activities. It is the student's responsibility to return to school on time after lunch. The only excused tardy will be a prearranged event or a genuine medical emergency. Students who are more than to minutes late for their first and second period classes, or more than 20 minutes late for any other classes will be assigned an unexcused absence. This absence will count against the semester total that a student can miss.

BEHAVIORAL GUIDELINES:

Students are not to be out of the classroom when school is in session unless they have permission from the teacher along with a signed pass indicating the student's name, date, time, and destination. Those who receive such permission are expected to be quiet while in the halls.

CLASSROOM/SCHOOL BEHAVIORAL EXPECTATIONS

(See District Disciplinary Guide)

- Students are expected to respect teachers, and other students.
- Students are expected to perform honestly and succeed through the production of their own work. The following are prohibited: **cheating** (actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work, **falsification** (verbal or written statement of any untruth, including the production of forgery or use of forged writing), and **stealing** (acquiring another's possessions without right or permission-theft).
- Any student who is **suspended** from school and is **on school property during the suspension period** is considered **trespassing**. If a student is suspended out of school for the day, they are not permitted on school property before, during, after school, or that evening to attend any school function. Violation of this section will be considered an additional infraction and will require a separate disciplinary action.
- Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following are prohibited: **threats** (conveying by gestures, notes, or verbal comments the intent to cause bodily injury), **fighting** (two or more parties in conflict when they are striking each other- this may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger or harm or injury to either party, bystanders, or school property), and **assault** (willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object in an effort to cause bodily injury). They will result in suspension from school and in the event of physical injury, could result with police charges. Physical aggression toward an employee will result in an immediate recommendation for expulsion.
- **Public Affection** in the school is not permitted. The hallways, commons, and classroom are not place to show intimate affection (hugging, kissing, sexual gestures, etc). Students who are observed violating this directive will be sent to the office for a conference with the principal and the students' parents.
- **Electronic audio devices, computer games**, etc, - and behaviors connected with them - create disruption and are temptations for theft. Therefore, they must remain in a student's book bag to be used off school grounds, at lunch, or after school. If the item is out of the book bag or causes any disruption during class, it **will be confiscated**. The school is not responsible for confiscated items. Teachers may return the item at the end of the day on the first offense, however, future offenses will require that the item be confiscated and either be picked up by a parent/guardian or may be claimed by the student at the end of the school year. Behaviors deemed to be creating a disturbance or nuisance will be subject to disciplinary measures.
- **Cell phones and beepers** are not permitted in the classrooms and should remain in a book bag or purse in the "off" position and in a locker while they are on school grounds and school is in session. They **will be immediately confiscated** if they ring or are visible while on school grounds. Cell phones will not be returned to the student; a parent must come to school to get the phone.

- Students may **not eat** in the classroom unless the teacher has planned a special event for the students. All consumption of food and drink should take place in the commons area. Students are not to eat in the hallways or out of their locker. Drinking in the classroom is left to the discretion of the individual teacher
- **No hats or headgear** of any kind are permitted in the school building during regular school hours. Repetitive abuse of this rule by the student will result in headgear being confiscated and only returned to the student at the end of the day; a parent/principal conference may also be necessitated for habitual offenders.
- **Clothing** and/or jewelry that displays messages or illustrations pertaining to or representative of sex, drugs, alcohol, illegal substances or activities, violence/death, or curse words are not permitted. Clothing that exposes the entire shoulder; tube tops, spaghetti straps, or similar low cut clothing may not be worn unless adequately covered by a blouse or a shirt. Clothing exposing the torso/midriff, either front, back or sides, shall not be worn; pants that are cut too low (low riders) and expose undergarments when sitting or standing are prohibited. Mini skirts, mini dresses, and short shorts are not permitted; hemlines shorter than the mid thigh are not permitted. Administration reserves the right to determine if clothing, not specifically stated in this section, is inappropriate or disruptive to the learning environment.
- No **unauthorized sales** are permitted on school grounds. All sales must have prior written permission from the principal.
- **Cursing** or using abusive language including remarks intended to demean a person's race, religion, sex, national origin, disability, or intellectual ability is considered obscenity. Violation may result in detention, in-school suspension, or out-of-school suspension depending on the infraction and past student offenses.
- Failure to respond to written or verbal directions given by school personnel is considered **insubordination**. Also included is disobedience or defiance of reasonable requests made by school personnel. Violation may result in detention, in-school or out-of-school suspension depending on the severity of the offense.
- Sunglasses are not allowed to be worn in the building.

POSSESSION OF LARGE QUANTITIES OF MONEY

Students should have in their possession only enough to money to purchase lunch and snacks. Students are not to bring large amounts of money to school as this is not safe and it could be attributed to inappropriate (unlawful) activities. Large amounts of money may be confiscated in the presence of two staff members. Parent/guardian will be contacted to retrieve the money.

WEAPONS FREE SCHOOL

Because of the danger of accidental or purposeful use, students may not bring weapons to school or possess or use weapons on school grounds or as part of any school activity without the prior written permission of the Superintendent or designee. Permission may only be granted in advance by the principal if the weapon is needed for educational purposes. Any student who is found to have violated this policy may be recommended for expulsion for a period of not less than one year and may face criminal prosecution.

The term "weapons" includes all firearms, deadly and defensive weapons as those terms are defined by state law or the United States Code. Weapons prohibited pursuant to this policy include knives, clubs, axes, metal knuckles, bombs, guns, and firearms of any description, including the parts from which a firearm may be assembled, and any other implement or device

designed for and capable of causing serious injury or death, as well as implements or devices that are not specifically designed to cause serious physical injury or death but are used in a way that could cause injury or are designed to cause serious physical discomfort such as electrical stun guns and mace or pepper spray dispenser.

The board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis.

The Superintendent shall formulate regulations identifying circumstances in which prior permission for possession or use of a weapon may be granted, as well as circumstances in which modification of the expulsion requirement or early reinstatement of a student following expulsion may be appropriate.

All incidents involving the presence of weapons at a district school or school-sponsored function shall be reported to the appropriate law enforcement authorities.

The provisions of this policy supersede any general or inconsistent provisions of any other district policy.

CALENDAR

All approved student activities must be placed on the school calendar in the office well in advance of the scheduled date. The annual school calendar noting student holidays, exams, and end of quarter dates are included in this packet.

CLASS/CLUB MEETINGS

Class/club meetings will be held as scheduled by the class advisor/sponsor. An advisor/sponsor must be present at each meeting. Parliamentary Procedure should be followed. An Agenda should be posted prior to the meeting. The secretary, or other designated student, should take notes during the meeting. A copy of the Agenda and the meeting notes will be forwarded to the principal within two school days after the meeting. Continuous failing grades or habitual inappropriate school conduct could result in removal as class/club representative.

DANCES

All school dances must obtain Authorization Forms and dance policy information from the Activities Director. The advisor plus five additional chaperones, (three of which must be faculty), must attend dances. It is the advisor/sponsor responsibility to ensure that at least six chaperones are in attendance before the dance can begin. Chaperones must sign the form, which is approved by the advisor and administrator five days prior to the event. Any forms turned in less than 5 days prior may be denied. The dance form and DJ form must be filled out and brought to the office along with the other forms.

- Students will not be allowed in the dance 45 minutes after the scheduled beginning time (except for sports participants at homecoming=1 hour);
- Students may not leave and return while dances are in progress;
- Slam dancing is not permitted, nor any type of dancing where there is aggressive contact. Students may be asked to leave the dance;

- 'Dirty Dancing' and grinding which involves inappropriate sexual movements is not permitted and students may be asked to leave the dance;
- Chaperones have the right to refuse admission to any student or they may require a student to leave the dance if they feel it is necessary for the smooth running of the dance;
- All school policies must be observed;
- The organization putting on the dance is responsible for cleaning the facility;
- If the school stereo system is used, the organization putting on the dance is responsible for any damage done to the equipment. The advisor/sponsor is responsible to ensure that all equipment is securely returned at the end of the dance. No equipment should remain unattended or left overnight. Administration must be notified in the event of any theft or damage;
- All regular dances are restricted to currently enrolled high school students attending an accredited high school. Guests to homecoming or prom must be under 21 years old and must be either a currently enrolled (for full semester) high school student in an accredited high school or a high school graduate. Guests must be registered with the office at least five days prior to the event. For prom and homecoming, this would be by the end of school on Monday the week of the dance. Individuals other than currently enrolled students who have been convicted of misdemeanors related to drug and/or alcohol possession or consumption will not be permitted to attend. An individual who has received a high school diploma through a state-sponsored General Education Development (GED) testing program is considered a high school graduate for purposes of policy. Picture ID with date of birth may be requested.
- If the dance includes another school, the WHS advisor is responsible for informing the other school that their chaperones are required to attend if their students are attending.

DISCIPLINE

Disciplinary Office Referrals are the basic means of communication between teachers and administration for those students who violate school rules/policies.

Depending on the nature and severity of the offense, the administration may:

- Schedule a student conference to alleviate the problem.
- Schedule a student and parent conference to alleviate the problem.
- Assign after-school detention.
- Recommend an In-School Suspension (ISS).
- Recommend an out-of-school suspension (OSS).
- Recommend an out-of-school suspension and a mandatory conference with the principal having the parent and the student present.
- Recommend an out-of-school suspension and a mandatory conference with the superintendent having the principal, student and parent present.
- Make a recommendation to the superintendent for expulsion.

DUE PROCESS

Due Process is the right for students to have the opportunity to hear all the facts against them and tell their side of the story. Any student shall have the opportunity to contest alleged facts leading to disciplinary action taken against that student. Depending on the degree of rights that the student will lose and if satisfactory relief is not received at a lower level, the student has the right to present their facts at the next level. They also may have parents, guardians, or other representatives present. Students are to be informed of all the evidence and arguments against

them. The student has the right to have claims heard at the different levels depending on the number of rights that the student will lose. The levels begin with the student's advisor/teacher, principal, the superintendent (suspension from school for 10 days or less), and finally the School Board (suspension for 10 or more days from school) if they feel they have not received satisfaction at a lower level.

SUSPENSION and EXPULSION OF STUDENTS

For purposes of this policy "suspension" means the temporary exclusion of a student from the educational program of the District; "expulsion" means the permanent exclusion of a student from the educational program of the District. A student may be suspended or expelled from school only on the following grounds, as provided by Alaska law:

- Continued willful disobedience or open and persistent defiance of reasonable school authority.
- Behavior that is inimical to the welfare, safety or morals of other students or a person employed or volunteering at the school.
- A physical or mental condition that, in the opinion of a competent medical authority, will render the child unable to reasonably benefit from the programs available.
- A physical or mental condition that, in the opinion of a competent medical authority, will cause the attendance of the child to be inimical to the welfare of other students.
- Conviction of a felony that the Board determines will cause the attendance of the child to be inimical to the welfare or education of other students.

Suspension

Short-term suspensions, which are suspensions from school of ten days or less, may be imposed by the principal of the school the student attends or by the Superintendent. No short-term suspension shall be imposed unless the grounds for the suspension are supported by a preponderance of the evidence. Every student shall receive an opportunity for an informal hearing regarding his/her suspension. This hearing shall consist of a meeting with the principal or Superintendent. At this meeting, students shall receive notice of the charges against them, an explanation of the evidence supporting the charges, and an opportunity to state their version of the facts. Students may present oral or written statements from other people. The principal or Superintendent shall attempt to notify a minor student's parents of the proposed suspension prior to the informal hearing. The informal hearing shall precede the suspension unless the Principal or Superintendent determines that immediate removal of the student is necessary because the student presents a danger to him/herself or to others, or the student's continued presence would cause a substantial disruption to the educational program. Students who are removed from school prior to the informal hearing shall receive the opportunity for an informal hearing as soon as practicable following their removal.

Students may appeal a suspension imposed by a principal by submitting a written notice of appeal to the Superintendent within five calendar days following notification of the suspension. The Superintendent shall meet with the student and, if the student is a minor, the student's parents and shall issue a written decision regarding the appeal within ten school days following receipt of the appeal. Students may appeal the Superintendent's decision regarding an appeal, or the student's imposition of a suspension, to the Board by submitting a written notice of appeal to the Superintendent's office, addressed to the Board, within five calendar days following notification of the Superintendent's action. The Board shall provide a time for the student to be heard at the

Board's next regular meeting that is scheduled at least five calendar days after the date the student's appeal is delivered to the Superintendent's office.

Suspensions shall not be delayed pending appeal to the Board, unless the Superintendent determines otherwise. At the board meeting, students may be represented by any person of their choosing. **At the appeal level, students shall have the burden of showing that their suspension was unreasonable or unjustified.**

The Superintendent or Board may impose long-term suspensions, of eleven to thirty school days after a hearing on the record. Only the Board may impose long-term suspensions of greater than thirty days and expulsions after a hearing on the record. No long-term suspension or expulsion shall be imposed unless the grounds for the suspension or expulsion are supported by a preponderance of the evidence.

Students receiving in-school suspension will not be allowed to leave campus for lunch and are expected to eat their lunch in the suspension room. Students are not allowed to sleep or listen to music during suspensions.

Expulsion

- Students may be expelled or denied admission only upon action of the School Board. Expulsion denies the student attendance at school and school activities.
- Students expelled or denied admission shall be admitted or readmitted when it can be reasonably demonstrated that the condition causing the expulsion or denial of admission has been remedied.
 - All correspondence sent to the student's parent(s) or guardian in cases of expulsion or denial of admission shall be by certified mail, return receipt requested.

FORMAL HEARINGS ON DISCIPLINARY ACTIONS

Written notice of the charges against a student and a description of the evidence supporting those charges, as well as notice of the date and time of the hearing, shall be provided to the student and the student's parents at least five days prior to the hearing.

The administration and the student shall exchange lists of the witnesses the parties expect to call, a summary of the witnesses' anticipated testimony, and copies of the documentary evidence or other exhibits the parties intend to submit at least three calendar days prior to the hearing.

- The hearing shall be recorded.
- Legal counsel may represent the student and the administration.
- All witnesses presenting testimony shall be sworn to testify truthfully.
- The student may testify and may offer the testimony of other witnesses, and may present written testimony and other evidence.
- The student may cross-examine the witnesses against him/her, except where the need to protect student witnesses from ostracism or reprisal requires that their identity be protected. The student may inspect any evidence offered against him/her.
- The decision-maker (Board or Superintendent) shall base its decision solely upon the evidence presented at the hearing.
- The decision-maker (Board or Superintendent) shall provide the student with a written decision within five school days after the hearing.

- All hearings shall be held in private, except that the student may request and the Board, in its discretion, may grant a public hearing.

Students who are eligible for special education services, or whose eligibility for special education services is currently undergoing administrative or judicial review shall be treated in accordance with the special requirements of federal and state law applicable to them.

SEARCH AND SEIZURE

The Board directs that student privacy not be violated by unreasonable search and seizure and directs that no student be searched without his or her consent unless there are reasonable grounds to suspect that a search will reveal evidence of a violation of law or school rules. The Board further directs that the means of the search employed be reasonable under the circumstances.

The Board acknowledges the need for the in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. Students may use locking storage in accordance with applicable school rules or locker agreements, but shall not have an expectation of privacy in such areas that will prevent examination by a school official pursuant to policy. Lockers and other storage areas may be searched anytime there are reasonable grounds to suspect that a search will reveal evidence of a violation of law or school rules or anytime a search is necessary, in the judgment of school officials, to protect the health, safety or welfare of the student body. (See Locks and Lockers for more specific information)

A request for the search of a student or a student's possessions will be directed to the building principal or designee, who shall notify the student and seek, but need not receive, the freely offered consent of the student to the inspection. Prior to authorizing a search, school authorities will make a reasonable attempt to notify the student's parent of the search and provide the parent with the opportunity to be present.

Searches will be conducted in private by the school principal or designee and witnessed by another staff member. Searches will normally be limited to examining the contents of a student's possessions and outer garments. A student may, however, be requested to turn out his or her pockets, and to remove his or her shoes.

Searches of a student's person that are more intrusive than the searches described above may be performed only when there are reasonable grounds to suspect that drugs, weapons, stolen goods or other dangerous or illegal items are concealed on the student's person. School personnel shall not perform searches that involve removal of or inspection underneath students' undergarments. If a school official determines that such a search may be necessary, the matter shall be turned over to the police.

Law enforcement officers may conduct searches of students upon presentation of duly authorized search warrants. School personnel shall not participate in such searches or conduct searches under the direction or at the request of law enforcement authorities unless specifically authorized to do so by the superintendent or superintendent's designee.

Emergency exception for Search and Seizure: Where an administrator has reasonable grounds to

believe that a student has in his or her possession an item that poses an imminent threat of injury to persons or property, the administrator may conduct or authorize an immediate search of a student's person or possessions, regardless of whether another staff member is present and without making an attempt to contact the student's parent. The student's parent will be notified of the search as soon as possible thereafter.

The principal or designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search, the persons present, objects found, and the disposition made of them. The principal or designee shall be responsible for the custody, control, and disposition of any illegal, dangerous or disruptive substance or object taken from a student during a search. Illegal and stolen items may be turned over to the police or other appropriate law enforcement authorities. Legal items shall be returned to the student or the student's parent upon request at the end of the school day, unless the item is needed as evidence in a disciplinary proceeding.

STUDENT INTERVIEWS (NON-POLICE MATTERS)

Any person, who wishes to talk with a student in school or on the school grounds, or who telephones or otherwise wishes to leave directions as to where a student should meet another person, must be a parent/guardian and will be required to provide positive identification to the Principal or designee in charge. All other requests should be denied.

Individual students may not be interviewed by any person other than an employee of the District without approval of the principal or his/her designee. Interviews will not be granted unless the principal deems it important to the student's welfare.

STUDENT ARREST

In the event that a student arrest becomes necessary during the school day on school property, the following guidelines will be used:

- The police will make every reasonable effort to notify the principal of the impending arrest.
- The arresting officer shall make every reasonable effort to meet with the principal, or the acting principal in the principal's absence, upon the police officer's arrival in the school building.
- The principal shall make every reasonable effort to notify the student's parent(s) or other legal guardian(s) should a student arrest occur.
- No public information will be released by school personnel regarding any student arrest.

COOPERATION WITH THE POLICE DEPARTMENT

It shall be the policy of the school district to cooperate at all times within the confines of the district policy, with the Wrangell Police Department, the Alaska State Troopers, and other law enforcement agencies having jurisdiction within the school district boundaries.

POLICE ACTIVITY INVOLVING STUDENTS WHILE IN SCHOOL

Police department contact with students in school for law enforcement purposes shall be made through the principal's office.

SEXUAL ASSAULT/HARASSMENT

A student who is a party to the sexual assault and/or sexual harassment of another student shall be disciplined according to policy guidelines. Depending on the nature of the offense it could be a minimum of 3 days OSS, report to law enforcement up to a recommendation for expulsion.

A student who sexually assaults and/or harasses another or is party to the sexual assault and/or sexual harassment of another student shall be ineligible to participate in school activities.

CRIMINAL ACTIVITIES

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 may lead to disciplinary action by school personnel independent of criminal charges.

DISMISSAL OF STUDENTS

No school, grade, or class may be dismissed before the regularly scheduled time for dismissal without the approval of the principal or superintendent, except in cases of emergency.

No teacher may permit any individual student to leave class prior to the established time of dismissal, except with permission of the principal or his/her designee. Students leaving must sign out at the time they left and sign back in at the time they came back to the school.

DRILLS

Fire, weather, and hazard drills are required by law and are held periodically so orderly evacuation of the campus may be accomplished. Each teacher will have evacuation instructions posted in every classroom. After the alarm, students are to walk quickly (no running) and quietly (no talking) to the designated area. Students are to remain together in class groups and teachers will call roll. At the sound of the bell, the teacher will escort students back to class in the same orderly fashion. Students not adhering to this will be subject to disciplinary consequences.

DRUGS, ALCOHOL AND TOBACCO PRODUCTS

- Students are prohibited from possessing, using, selling, distributing, bartering or transporting alcohol or controlled substances as defined by Alaska law while under school authority.
- Students are prohibited from smoking and using tobacco products while under school authority. Smoking is prohibited on school property.
- Violation of this policy will be grounds for suspension or expulsion, depending on the infraction, with re-admittance requiring a parent conference.
- Students involved in substance abuse infractions may be required to attend alcohol and/or substance abuse counseling/training as a condition of re admittance and continued attendance.
- State and Local extra-curricular activities eligibility rules may apply further conditions related to the use of alcohol, tobacco products, and other controlled substances.

DRUG AND ALCOHOL VIOLATIONS

A student who for the first time possesses, uses, or is under the influence of either alcohol or any controlled substance as defined by Alaska law on any school property or at any school-sponsored activity shall be immediately suspended from school. Re-admittance will require the completion by the student of a drug and alcohol use evaluation screening by an appropriate individual or organization and a re admittance conference including the student, the student's

parent(s) or guardian(s), and the principal. This conference may also include, at the school's discretion, an alcohol or drug abuse counselor.

If a student as a result of the screening and evaluation referred to in (A) above is determined to be a regular abuser of controlled substances or alcohol, or if a second drug or alcohol violation occurs on school property or at a school-sponsored activity during any school year, a student will have as a condition of continued school attendance his/her participation in a specified drug education program, or longer term treatment program in whatever combination is prescribed by school officials after consulting with appropriate drug and alcohol treatment personnel. The plan of treatment, student responsibilities, and anticipated consequences for failure to participate will be specified in a written statement presented to the student and his/her parent(s) or guardian(s).

Any student selling, distributing, or bartering alcohol or a controlled substance as defined by Alaska law either on school property or at any school-sponsored activity shall be immediately suspended from school. All information concerning the matter will further be turned over to the Wrangell Police Department or other law enforcement agency.

Any student suspected of being under the influence of drugs or alcohol will be referred to the principal. After receiving confirmation from the counselor or another educator, the parent will be contacted and requested to remove the student from the school premises. It will be suggested that a drug test be administered.

The superintendent shall bring before the School Board at either the Board's next regular meeting or at a special meeting called for this purpose his/her recommendation for possible expulsion of such student from the Wrangell Schools.

*****If the School Board adopts any other drug policy, it will supercede any or all of the above.*****

EVALUATION OF STUDENT ACHIEVEMENT

Students should maintain (log) their own grades. They should be familiar with the individual teacher's weighting of test, quizzes, projects, homework, etc. for determining quarterly grades.

A complete record of grades earned, activities, conduct, test results, and attendance is maintained in the High School office. Each student has a permanent record card and a personal folder. The permanent record card shows the courses taken, grades, number of credits earned, and attendance. The cumulative personal folder contains test results, biographical data, medical records, citizenship information, and pertinent documents relating to the student's education.

EXAMS

At the end of each semester (**January and May**), exams are to be given to each student in each subject. Every student must take an exam in each of his/her subjects or obtain a grade of zero. Absence from an exam is only excused by a doctor's note, funeral or extreme special circumstances (approved by principal). A student who is absent must be reported to the principal by his/her parent/guardian. The teacher and school administration can only arrange make-up exams. Seniors do not have to take 2nd semester final exams unless they are seeking college credit.

EXTRA CURRICULAR ACTIVITIES

<i>Activities currently offered:</i>	<i>Starting dates</i>	<i>First Event</i>	<i>Ending Date</i>
a. Cross Country	Jul 30	Aug 25	Sep 29
b. Volleyball	Sep 24	Oct 5	Dec 8
c. Wrestling	Sep 24	Oct 5	Dec 8
d. Basketball	Nov 26	Dec 14	Mar 13
e. Drama/Debate	Aug 27	TBA	TBA
f. Music	Aug 27	Oct 21	Apr 20
g. Pep Band	Nov 26	Dec 14	Mar 7
h. BPA/FCCLA	Aug 27	TBA	TBA
i. Student Govt.	Aug 27	TBA	TBA
j. Cheerleading	Nov 26	Dec 14	Mar 13
k. Close-Up	Aug 27	TBA	TBA
l. Baseball/Softball	March 4	TBA	TBA
m. Art Festival (Skagway)	Apr 9	Apr 9	Apr 12

ELIGIBILITY:

Grade and legal requirements according to State Guidelines (all activities), including the following:

1. **Must not fall below a “C” average and can have no “F’s” on preceding Report Card or Progress Reports** (see school calendar for dates).
2. **Must be in 5 classes to be eligible to be in activities. If student has passed all sections of HSGQE, they only need to have 4 classes.**
3. **Adherence to all state and city laws and non-involvement with any illegal substances.**
4. Comply with guidelines of the coach/advisor: curfew, travel times, & practices etc.
5. General Requirements (Booster Club participants only):
 - Required per sport: **Students must complete 16 hours of approved community service for the first sport, 12 hours for the second sport, and 8 for the third sport with a maximum of 36 hours/year and a \$250 State Participation Fee per sport/activity. Booster Club hours are only deducted if an individual qualifies for state. Booster Club money must be turned in on Monday the week following regional competition of state qualifying event; no exceptions.**
 - **Students must have hours turned into athletic director on Friday the week before leaving for Regional Tournament in order to travel to tournament.**
6. Region V competitors only:

a. Physical Examination	d. Sport fee: \$10
b. Student activity card: \$25	e. Travel fee: \$15 per travel
7. 10 days of practice before competition.
8. If a student is currently eligible and participating in another sport at the time of your season start, the 10-practice rule is reduced to 5 practices to establish eligibility.

**Extra curricular music events such as Pep Band, S.E. Honors, All State, Music Festival and Solo/Ensemble meet the activity criteria. Concerts are considered extensions of the classroom, but Pep Band students must meet all eligibility criteria. Participants in these events must meet all activity guidelines (i.e. academic eligibility, code of conduct, etc.) All State is the only music activity

that needs to meet Booster Club guidelines of state travel money and community service hours. All state travel money must be turned in on Friday the week before state travel. Pep band students need to declare themselves eligible during the first two weeks to the band director. Students who are in basketball, but do not travel can still play in the pep band with the director's approval, providing they declare themselves as members of the pep band within the first two weeks of the season.

The failure to meet any of these requirements, on time, will result in the inability to participate in practice or competition until resolved.

Team Roster Size Limits for Travel

<u>ACTIVITY</u>	<u>COMPETITIONS</u>	<u>REGIONALS</u>	<u>STATE</u>
Baseball	12	12	12
Boys Basketball	12	12	12
Girls Basketball	12	12	12
BPA	N/A	N/A	12
Cheering	12	12	12
Cross Country	12	14	14
DDF	12	N/A	12
FCCLA	N/A	N/A	12
Volleyball	12	12	12
Wrestling	12	14	14
Music/Pep Band	N/A	24	N/A

Due to budgetary constraints, the district will pay for only 12 students to travel to a total of 5 scheduled competitions, including regionals. State is an independent event sponsored by the Booster Club. Teams may choose to attend a maximum of two non-scheduled tournaments/competitions. Due to the economic conditions in the town, it is recommended that students fund-raise for only one non-scheduled tournament. The team would be responsible for the entire cost of the event, including transportation, housing, coach/chaperone meal per diem, substitute cost, vehicle rental, etc.).

High School Student Academic Eligibility Guidelines

- Students must maintain academic eligibility by maintaining a 2.0 GPA with no grade of "F" or "I" on the preceding Report Card or Progress Report (see school calendar for the dates).
Any student who receives an 'F' on a Report Card will not be eligible to participate in a sport or activity until the next Report Card.
- ***Any student who receives an F on their progress report will not be eligible to participate in any sport or activity until the next grading period. Any student who receives an 'I' on their Report Card or Progress Report will be ineligible to participate in the sport or activity for two weeks (beginning on the Monday of eligibility). If the work has not been completed as of that time, the student will be ineligible to compete in the sport or activity until the next grading period (either Report Card or Progress Report).***
- All eligibility begins on the Monday following the end of the grading period and the student will become eligible on the Friday that marks the end of the new grading period (see calendar).

- Travel slips will determine travel eligibility on a trip-by-trip basis. Students who have any grades lower than a C- will not be allowed to travel to that event. Travel slips will not affect local competitions or performances.

ACTIVITY ELIGIBILITY RULES

The following rules shall govern eligibility for participation in student extra-curricular activities sponsored by Wrangell High School:

1. All participating students must:
 - Not become nineteen 19 years of age before August 1st of that school year to be eligible for interscholastic competition.
 - Meet the eligibility requirements of the Alaska School Activities Association in effect at the time of the activity in question.
2. Be a full time student (5-credits minimum) in either the regular or alternative instructional program.
3. ***Be in compliance with a Coach/Advisor's written organization or training rules.***
 - Adhere to the uniform code of conduct during school hours, while on school property, traveling, and during all school-sponsored activities and obey all state and federal laws.
4. ***Be in school attendance one-half day in order to practice or otherwise participate in an activity that same day, and be in attendance the full school day on any day in which inter-district competition or performance occurs. Students caught skipping or leaving campus without permission (students must sign out in office), will not be allowed to attend practices or performances. Students must obtain permission before leaving school; after the fact excuses will not be honored. A student who is suspended, either in school or out of school, may not participate in games or practices during the suspension period.***
 - ***Traveling students must be in all classes on the day of travel, up until departure, to be eligible for participation. If students are leaving during the day before school starts, or are leaving early enough that they are not required to come to school (midnight – 9:00 am) then they must be in all classes the entire day before travel. The only exceptions would be with a physician's/nurse's note or to attend a funeral.***
 - ***Traveling students must be in all classes on the day after travel*** according to the schedule indicated in the next section, unless they have a note from the doctor or health center nurse. Advisors also have the authority to tell a student they may stay home the following day if they are sick during a trip.
 - Students should return to school within approximately one hour after their return to Wrangell. They should plan on arriving at the next closest time for a class change within that hour. If the students arrive to town after 1:00 p.m., they will not be required to return to school. If students return to town later than midnight, they must be at school by the beginning of 2nd period (9am). If they arrive after 2am they must be at school by the beginning of 3rd period (9:45am). ***Dates and times for departure and return will be determined by the AD and will be published on all activity travel slips. If a student is unclear, they must ask the coach/advisor before leaving the terminal.) Those who do not return within the time frame or do not report to school following the travel will not be eligible for participation in the next traveling event.*** The loss of travel privileges will be for the same activity,

however, if it happens at the last activity of the season, it will apply to the very next activity in which the student may participate.

Extra-curricular events at the beginning of each year will use the last quarter grades of the previous year to determine eligibility.

A student who fails to meet these requirements will be ineligible to travel and to participate in any event, away or at home, during the period of ineligibility.

Students who are ineligible for academic reasons may not dress down for competitions or participate in team activities. Academically ineligible students may not wear any part of the uniform at competitions, but may sit on the bench in street clothes if the coach permits it.

Initial Joining of Teams

A student must join a team or organization within the first two weeks from the first day of the season. Exceptions are overlapping sports, known medical leave, transfer students or sports starting before the first day of school. Students in these exceptional circumstances must contact their coach/advisor and make special arrangements within a week after their 'exception'. Students in overlapping sports must declare their intention to join another sport with one week of the initial sport ending and have 10 practice days from the termination of one sport to join the other sport.

UNIFORM CODE OF STUDENT CONDUCT

The following must be adhered to in order to travel and participate in extra-curricular activities:

1. All school rules apply while students are participating in all extra-curricular activities.
2. The rules set out below apply throughout the school year to all students who participate, or who seek to participate, in extra-curricular activities. Students may be excluded from participation in activities for violation of these rules regardless of when or where the prohibited behavior occurs, if the violation occurs during the school year. These rules also apply during any period of participation in an activity that occurs outside the regular school year.
3. **Students shall not engage in actions that are threatening or harassing toward any person, including hazing or initiation activities that threaten, abuse, intimidate, humiliate, endanger, or otherwise harass other students. To do so will result in immediate disciplinary action ranging from suspension from the next competition to exclusion from the activity for the remainder of the season or longer, given the nature of the offense. If a student is observed engaging in such actions, the person feeling threatened or harassed should immediately report the incident to either the Coach or the Activities Director. If the victim feels the issue is not resolved, they may continue due process by following the chain of command listed in the beginning of this handbook.**
4. Students who engage in the illegal use and/or possession of drugs or alcohol, regardless of whether that use and/or possession results in the student's prosecution for a crime, or students who test positive to a random drug test, will be excluded from participation in 50% of the competitions (tournaments are considered a single competition) in an extra-curricular activities in which the student is currently participating at the time of the offense or positive drug test. The student must also successfully complete a district approved drug assessment/intervention plan. In addition, students will be excluded from participating in any additional extracurricular activities for a minimum of 20 school days.

- following the incident. In addition, a student who has engaged in the illegal use and/or possession of drugs, or a student who has had a positive result in a random drug test, must agree to submit to periodic drug testing in order to participate in any extra-curricular activity for the remainder of the school year following the conclusion of the period of exclusion. For a second offense in a high school career, the period of exclusion shall be increased to 90 school days. If less than 90 school days are left in a school year at the time of a student's infraction, the period of exclusion and the requirement that the student successfully complete a district-approved drug assessment/intervention plan before participating in any district-sanctioned extra-curricular activities shall carry over into the following school year. For a third or subsequent offense in a high school career, the period of exclusion shall be 12 calendar months.
5. Students are expected to disassociate themselves from situations where alcohol or drugs are being used illegally. Students who attend parties or other gatherings where alcohol or drugs are being used illegally shall be excluded from participation in all extra-curricular activities for a period of 20 school days following the incident.
 6. Smoking or use of tobacco products is prohibited. Students will be excluded from participation in activities for a period of 15 school days if they are found smoking.
 7. Students who violate non-drug related laws may also be excluded from activities. Students who are convicted of misdemeanor or felony crimes shall be excluded from participation in all extra-curricular activities and may be removed from any team of which the student is a member either permanently or for a period of time appropriate to the offense, but not less than 30 school days.
 8. If an activity begins and the initial two weeks for joining that activity passes within the period of a student's exclusion from activities pursuant to these provisions, the student will be permitted to join the new activity, but they must attend all practices even if they are not allowed to compete. Students must complete ten practices before they will be allowed to compete. When an activity includes days of practice or competition during the summer or during a school break, then a day of practice or competition is considered the equivalent of a school day for purposes of calculating periods of exclusion.
 9. Students who are excluded from activities in accordance with the provisions above may appeal the exclusion to the superintendent and ultimately to the school board through the appeals process for student complaints set out in BP-IV-045.
 10. Students who engage in the sexual or violent assault of another person, or who are a party to such an assault, or who engage in other violent behavior toward any person, regardless of whether the assault or other behavior results in a criminal charge or conviction, shall be excluded from participation in all activities up to and including removal from the activity depending on the evidence and school investigation outcome.
 11. The following rules of conduct apply to traveling students:
 - Students will abide by the town's curfew rules unless the coach/advisor establishes a different curfew; in that case, the coach's rule takes precedence.
 - ***Students will maintain a high standard of personal appearance;***
 - Any act of violence, vandalism, theft or other serious misconduct will result in a student's return home (at parent's expense), the student's exclusion from that activity and his or her exclusion from future activity travel for a period of time appropriate to the offense.
 - ***Students will effectively use all mandatory study times established by the coach/advisor for each trip;***

- Students will at all times conduct themselves in a manner that will make their school, and themselves proud.
- ***Any inappropriate show of affection will not be allowed (example: excessive kissing, hugging, inappropriate sexual gestures, inappropriate touching). While on the ferry, males and females will sleep in different sections.***

Any violations will result in the suspension of travel privileges or exclusion from the team/activity (to be determined by the coach and/or principal depending on the circumstances).

EXTRA-CURRICULAR DISCIPLINARY GUIDE

Discipline as Process. Participation in extra-curricular activities is a privilege, not a right. Students who participate in extra-curricular activities are representatives of this school district and are expected to conduct themselves accordingly. It is impractical to attempt to list all possible violations of the district's Uniform Code of Student Conduct. Further, the seriousness of a given offense may vary, as can the circumstances involved. This guide then establishes a process for dealing with infractions rather than delineates a set of linked violations and consequences. The guidelines below apply only to discipline that relates to participation in extra-curricular activities. Students who violate school rules may also be subject to discipline pursuant to BP-IV-025.

Discipline Levels

Decisions about discipline should be made, when possible, at the coach/advisor and student/parent level. These are the parties with the greatest knowledge of the violation of the code of conduct and individual circumstances involved. A coach may elect to consult with the school principal or other administrative designee regarding disciplinary decisions. Failure of a coach/advisor to maintain the uniform code of conduct will be grounds for his or her removal from the coaching position for the remainder of the season and/or for subsequent to seasons.

If a student who violates the Code of Student Conduct is involved in more than one extra-curricular activity, the coach/advisor initiating disciplinary action will consult with the student's other coach(s)/advisor(s) and a mutual decision shall be reached regarding student participation in each activity.

Appeals Process.

Any disciplinary decision that results in the suspension of a participant for more than three competition weeks, community service of greater than ten hours, or the loss of an athletic award, is appealable through the normal district appeals process for student complaints set out in BP-IV-045. However, any sanctions applied will be in effect during such an appeal. The school superintendent should be the highest appeal for any disciplinary decisions with less consequences than indicated above.

Effective Dates.

The district's Code of Student Conduct will be in effect for all students beginning with the first day of school in a given school year and ending on the last day of the school year. This Code of Student Conduct will also apply to any individual participating in any extra-curricular activity whether or not such activity falls within the first and last day of the school year.

Suspensions.

- For purposes of suspensions from competition, a competition week is defined as a seven-day week that begins on Monday, ends on Sunday, and includes a scheduled competitive event in the activity in question.
- If a suspension is for a period of time that exceeds the number of days or weeks left in the school year, the suspension will be carried forward to the next school year.
- During a period of temporary suspension that extends only to competition, a student must participate in practice and must continue to meet all other eligibility requirements to remain a member of the team.

Housing/Travel

As a participant on an activities team, **YOU WILL BE REQUIRED TO HOUSE VISITING TEAM MEMBERS** a minimum of once during a season. If you are not able to provide housing, **YOU WILL BE REQUIRED TO FIND WILLING TO HOUSE IN YOUR PLACE.**

A student may not just 'choose' to change housing arrangements. There are no changes in housing at the destination. ***There will be no changing of housing arrangements unless there is an emergency or unsafe conditions as determined by the coach/advisor.*** This decision should only be rendered for rare and unsafe housing situations.

If a student knows of a housing arrangement they would prefer, the student **and** the housing contact should call the hosting school's Activities Director **in advance** to be put on the housing list.

No student may be housed alone. All housing situations, even with pre-arranged housing, must be in a minimum of pairs. Students cannot be housed with girlfriends or boyfriends from Wrangell or visiting communities.

It is ultimately the coach/advisor's responsibility to ensure that students are in their designated house by the predetermined time. Coaches/Advisors are to call the student's housing each night to ensure they have arrived within that time frame.

Students are neither allowed to drive vehicles (personal or borrowed) while on school sponsored trips nor ride in vehicles being driven by unauthorized drivers. Students should ride only with their adult housing parents or school designated drivers to and from their contests or activities.

While traveling on the ferry, students are not allowed to purchase staterooms or be in any stateroom unless accompanied by their parent or authorized in writing by the school.

Students who travel to events but are not on the official school roster are the sole responsibility of the parent, not the school, staff or the chaperones. Those students will not be permitted to travel in a vehicle with the activity participants, nor allowed to sleep on the ferry in the WHS designated section. Since these students will not be the responsibility of the school, **it is strongly recommended that parents not permit their children to travel to these events unless the parent/guardian accompanies them on the trip.**

Athletic Uniforms

Student uniforms are to be returned to the coach at the end of the season. If any items are lost or not returned in good condition, there will be a fee charged based on the original value. This should be paid before any other uniform can be issued to the student.

Booster Club Guidelines

The following guidelines will be used when disbursing Booster Club funds. Teams or individuals qualify for participation at the State level when the following have been met:

- Basketball – by finishing first or second in the Southeast Regional Tournament.
- Baseball – by finishing first or second in the Southeast Regional Tournament.
- Business Professionals of America – the advisor based on participation, performance and testing throughout the year chooses participants. No grant monies may be used as any part of Booster Club funding for student travel, but can be used for hotel accommodations.
- Cheer Team – The squad is eligible to attend the State Basketball Tournament if they have placed 1st of 2nd in Southeast Basketball Tournament cheer competition.
- Cross Country – By the team finishing first, second, or third in the Southeast Regional Meet or an individual by finishing as one of the top fifteen runners in that meet.
- DDF-By meeting ASAA, Coach, and Booster Club criteria and guidelines, specifically, they must compete in three regional meets and must make the finals a minimum of two times in a single event.
- FCCLA – the advisor based on participation, performance and testing throughout the year chooses participants. No grant monies may be used as any part of Booster Club funding for student travel, but can be used for hotel accommodations.
- Honor Band/Choir/Orchestra/Solo & Ensemble Festival – by being selected from a tape submitted to the State-organizing group.
- Volleyball – by the team finishing first or second in the Southeast Regional Tournament.
- Wrestling – by finishing first through fourth place in weight class at the Southeast Regional Tournament.

Community Service General Requirements (Booster Club participants only):

All students must perform 16 hours of community service for the first sport, 12 hours for the second, and 8 hours for the third for a **maximum of 36 hours per year**. These hours will not be transferred to a subsequent year. These hours must be completed by the Friday the week before travel to the regional competition or state-qualifying event. However, students may begin working obtaining their hours the end of March of the previous year. Community service hours are only deducted from the student's account if they travel to state. Students must also have a balance of \$250 in their Booster Club account for each activity in which they participate before they can travel to regional competitions.

ALL COMMUNITY SERVICE HOURS MUST BE TURNED IN ON THE FRIDAY THE WEEK PRIOR TO REGIONAL TOURNAMENT TRAVEL. BOOSTER CLUB MONEY (\$250) MUST BE TURNED ON MONDAY OF THE WEEK STUDENTS TRAVEL TO STATE. IF AN ACTIVITY DOES NOT HAVE A REGIONAL EVENT, THEN ALL HOURS AND MONIES ARE DUE FIVE DAYS PRIOR TO THE DEPARTURE DATE FOR AN OUT OF TOWN REGION CULMINATING EVENT (I.E. FCCLA, ALL STATE MUSIC, ETC.). Any student who has not turned in community service hours five days prior the required time will not be eligible to attend the

Regional or State tournaments. Managers and/or injured players will not be allowed to use Booster Club monies to travel to state.

All community service will be performed on projects approved by the Booster Club. (The list is for the Booster Club ONLY and has no connection with any court appointed community service.)

- An adult must verify that community service work was accomplished.
- ***All work must be signed and turned in only on a Community Service Hours form available in the High School Office. Any hours not signed by both student and parent or turned in on other forms or paper will not be accepted.***
- Community service work may be done in groups or as an individual.
Community service hours may be earned in advance of an activity.
- Community service hours may accumulate beginning March 15.
- Community service time is not transferable to another individual.
- Community service is required for participation in the activity regardless of whether they travel to state competition.
- Students who participate in extracurricular activities are required to contribute to the costs of state travel for those activities through participation in district-sanctioned fund raising activities. Students will receive credit for the amounts they raise through participation in Booster Club and individual activity sponsored fund raising events. In lieu of participating in fund raising activities, students and/or their parents may make a personal contribution to the Booster club fund. Students must maintain a minimum credit balance of \$250 in funds raised for extracurricular travel in order to be eligible to travel to regional or State competition. When a student travels to State competition, \$250 will be deducted from that student's credit balance. Students' fund raising balances will be carried forward from year to year until the student graduates or leaves school, at which time the student's credit balance will be cancelled. A student may not transfer his or her credit balance to another student. Students and their parents do not receive or retain a property interest in any funds raised or contributed to support extracurricular travel.
- If the student has completed the 16 hours of community service and raised the \$250, it is still up to the individual coach to determine which students will attend Regional and State competitions.

The following organizations, business and activities have been approved for community service hours. You cannot serve in any other capacity with the organization, business, etc. other than as a volunteer. You cannot receive any form of payment, compensation or credit applied to graduation requirements. ***If you wish to serve your community service hours in any other manner, it must be approved by the Booster Club prior to performing the service.*** Community service hours assigned by the court as part of criminal proceedings cannot be turned in for community service to satisfy Booster Club guidelines.

(This list is for the Booster Club ONLY and does not have any connection with any court appointed community service.)

Boy Scouts

Girl Scouts

Community Clean Up

Education Fair	KSTK	Elementary Crossing Guards
Library Assistant	4-H	JOM
Long Term Care	Museum	Preschool
Swim Team	Headstart	Little League
Health Fair	Special Olympics	Salvation Army
Muskeg Meadows	March of Dimes	Senior Center
Vacation Bible School	Parks & Rec Youth Activities	

Church Activities-Carnival, chaperoning Youth activities

Chamber of Commerce-4th of July, Garnet Festival, Tent City, Eternal Reign

Community Orchestra, Chorale and Plays-approved for performance time only

******It is solely the students' responsibility to keep track of their hours and money. Students should periodically check with the Activities Director (or at least the week before the hours or money is due) to be sure the amounts coincide******

**** STUDENTS MAY NOT SOLICIT MONEY FROM BUSINESSES TO COVER INDIVIDUAL BOOSTER CUB FEES!!!**

Regional Tournament Competitions:

Wrestling:

Regional Competitions: District will pay for 14 students at the coach's discretion (according to the roster limits stated on page 19). Any other students who qualify according to district regulations may pay their own way and any additional expenses incurred. Money must be turned in before Regionals in order to have time to schedule transportation and housing.

Basketball/Cheering/Band:

Regional Competitions: District will pay for all participants (according to the roster limits stated on page 19). Any additional students, who were part of the team during the year and finished the entire season, may attend as a member of the Pep squad. All students that desire to join the Pep Squad must notify the Activities Director no later than 1 week prior to the regional event.

State Competitions:

WHS Booster Club (according to District Policy) will pay for only the 1st and 2nd place regional winners in volleyball/basketball; 1st, 2nd, or 3rd place regional team places, and top fifteen cross country regional finishers; and top four finishers in each wrestling weight class at Regionals.

**For students who are members of the team but are not included in the initial number; additional costs incurred due to added students who travel with the team will need to be covered by that student(s) (i.e. additional charter plane, hotel room, late changes for reservations on Alaska Air, etc.).

ACTIVITIES & VOLUNTEER SERVICE:

The high school program includes extra-curricular activities as well as academic coursework. Research shows the most common indicator of success for adults after they leave school, is having participated in school and community activities. Students going to college or who want to apply for scholarships for their post-secondary education will find that participation in school and community

activities counts heavily toward their selection. In recent years there has been a proliferation of scholarships aimed toward students who do extensive volunteer and community service.

The most active students appear to be happiest. While you are planning your four years of course work, therefore, you should also plan to be involved in the many opportunities provided by the school such as sports, student government, and special clubs and organizations. From your activities, as well as your classes, you will learn important skills for the "real" world such as leadership, time management, cooperation, and social skills. Remember that your enjoyment comes only from yourself and your own willingness to get involved and be active!

GUIDANCE CURRICULUM

A high school program should begin to prepare you to be a fully functioning citizen, able to support yourself, to live happily and productively within our system, and to grow with the changes that come through the years; in other words, to become a lifelong learner. In our age of changing technology this most likely means to teach you how to learn, how to think, and how to adapt. High school courses, therefore, include required general education courses as well as the electives, which allow a student to train for a vocation, explore career options or pursue areas of interest. Students are encouraged to plan a full four-year program upon entering high school so that they can fit in the required courses along with the classes they want to take, considering prerequisites and course availability.

Early in the high school years you should try to make tentative choices about which of the three major areas of career interest (data, people, or things) are most appealing to you, and how your course work can help you reach your career goals. As you complete courses each year, it is a good idea to re-evaluate those goals in terms of your success and enjoyment of those classes and your continued growth as a person. For registration therefore, we start with a tentative four-year plan at the end of the 8th grade school year, and continue to work with that plan each year. The plan helps you to make sure that your goals for high school are met. It will continue to be useful over the full four years as a guide, subject to revision as necessary.

GRADUATION REQUIREMENTS

General Graduation Requirements include successful completion of the 26-credit Standard Diploma (see below) and 8 semesters of coursework. The 8 semesters of coursework may be waived for students wishing to graduate early. In order to be a candidate for early graduation, a student must have 18 credits earned by the first day of their third year of high school, must have a cumulative grade point average of 3.3, have an early admittance letter from a college, and must have passed all three sections of the HSGQE. Students must still obtain the 26 credits necessary for graduation. Student early graduation requests must be submitted to the school board by the first day of school in the school year from which they intend to graduate early. HSGQE scores will be indicated on the Diploma and the Transcript. High School Credit is awarded only to students who are enrolled in grades 9-12. Credits in Junior High/Middle School below grade 9 do not apply to high school graduation requirements. Teachers will recommend courses in Math and Language Arts that will best prepare them for the HSGQE. Students may be required to take additional Math or Language Arts classes for the HSGQE.

For graduation, all students must pass each section of the HSGQE and meet the General Graduation Requirements.. A **Standard Diploma** (below) meets the General Graduation

Requirements. An **Advanced Diploma** (below) requires a minimum of 28 credits to be completed over 8 semesters.

Credits	Standard Diploma	Advanced Diploma (Minimum 3.3 GPA)
	26 credits	28 credits
Language Arts	4 credits	4 credits
Math	3 credits	4 credits
Social Studies	3.5 credits	3.5 credits
Science	3 credits	4 credits
PE *	1 credit	1 credit
Health	.5 credit	.5 credit
Fine Arts**	1 credit	3 credits
Vocational Education***	2 credits	3 credits
Senior Project	.5 credit	.5 credit
Electives.....	to meet total number of remaining required credits	

Courses to be completed to satisfy graduation requirements include:

***PE credit requirement** can be met at a rate of 1/2 credit for successful completion of a Wrangell High School AASA sanctioned sport. Coaches submit end of season rosters to activities director who in turn submits completion notices to the registrar. These credits will not be reflected on the student transcript until the end of the student's junior year and then only if they did not take a traditional PE class. The credit will be listed as a Pass credit on a student's transcript. Only one (1) credit of PE from high school sports will be allowed to count toward the credit requirement for graduation.

Language arts requires 4 credits. To receive an Advanced Diploma, at least 2 courses must be from World Literature, American Literature, or College English or equivalent coursework determined by the principal and language arts teacher.

Mathematics requires a minimum of three courses (Standard Diploma) or four courses (Advanced Diploma) at, or above, the level of Algebra I from the following: Algebra I, Geometry, Algebra II, or above.

Science requirements for the Standard Diploma requires a minimum of three lab credits from Physical Science, Biology, Genetic & Marine Biology, or above. Advanced Diploma requires four lab credits from Physical Science, Biology, Earth Science, Physics, or Chemistry.

Social Studies requires a minimum of 3.5 credits, one semester must be Alaska Studies. Additional coursework may include World Studies, US History and Government/Political Science

Vocational credit can be earned in the following areas: Business/Computers, Computer Applications, Multimedia, Industrial Arts, Family and Consumer Science, OJT, Job/Life Skills, and Senior Project. All students are required to take Computer Applications, Multimedia, Job/Life Skills and Senior Project.

Fine Arts credit includes all Art classes, Music, and Foreign Language classes. An Advanced Diploma requires one credit of a Foreign Language.

PROMOTION POLICY

The high school program is based on credits earned. Students are considered as seniors if at the beginning of their 4th year in high school they have received at least 18 credits. Students who start their 4th year of high school with less than 18 credits are considered to be "credit deficient." The students will not be allowed to participate in senior activities, but will be allowed to have senior pictures. If they take additional credits during the year they may graduate with their class providing all criteria for graduation have been met. Parents of "credit deficient" 4th year students will be notified in writing of their child's academic/credit attainment status. Freshmen, sophomores, and juniors are indicated by the number of years they have been in high school: freshman (1 year), sophomores (2 years), and juniors (3 years). AR-V-015

GRADING POLICIES AND PROCEDURES

Grades do make a difference! Beginning with the freshman year, all semester grades are averaged together for a cumulative grade point average (GPA) - a number that colleges and most scholarship selection committees will look closely at when making admissions and award decisions. Courses taken on a Pass/Fail basis are not figured in your grade average but do appear on your permanent course record (transcript). Eligibility to participate in sports and activities also depends on grades. Even your auto insurance premiums are likely to be affected by your high school grades.

Students should keep track of their own grades in each class as they progress through the quarter. Teachers can give you a report on where you stand in classes and will also send a mid-quarter progress report home to let you know how you stand at the mid way point of the quarter. At the first sign that you are having trouble in a class, go to see the teacher and ask for extra help. The counselor is also available to assist with study habits. Don't let a grade problem get out of hand. Deal with it as soon as you realize it might be a problem. Courses taken on a Pass/Fail basis are not figured in your grade average but do appear on your permanent course record (transcript).

Students generally may not re-take tests to improve their grades. They may wish to retake a test to improve/assess their understanding of the material to be better prepared for the end-of-semester exam, but it will not reflect a change in the grade. Anyone receiving a quarter grade of Incomplete will have two weeks to complete all assignments or will receive a grade of zero for all incomplete work. An "Incomplete" will be given to those students who demonstrate effort, but not completed all requirements for the course. Students will have two weeks to complete the work. If a student does not complete the assignments within the two weeks, a zero will be assigned for each assignment that has not been completed. The quarter grade will be determined by averaging the zeros with the other grades. Students may not drop any classes after the first two weeks of a semester; seniors may drop classes during the last semester, but only if they have passed all three sections of the HSGQE and have enough credits to graduate that spring.

ACTIVITIES & VOLUNTEER SERVICE

The high school program includes extra-curricular activities as well as academic coursework. Research shows the most common indicator of success for adults after they leave school, is having participated in school and community activities. Students going to college or who want to apply for scholarships for their post-secondary education will find that participation in school and community

activities counts heavily toward their selection. In recent years there has been a proliferation of scholarships aimed toward students who do extensive volunteer and community service.

The most active students appear to be happiest. While you are planning your four years of course work, therefore, you should also plan to be involved in the many opportunities provided by the school such as sports, student government, and special clubs and organizations. From your activities, as well as your classes, you will learn important skills for the "real" world such as leadership, time management, cooperation, and social skills. Remember that your enjoyment comes only from yourself and your own willingness to get involved and be active!

COLLEGE/CAREER TESTING RECOMMENDATIONS

Many questions are asked every year from students and parents about what tests they should take and when to best prepare for college. It is indeed a confusing issue and there are some differing opinions as to what is best. The following information will act as a guide in this area. Keep in mind that for testing to have value, the score results should be utilized to target and improve on weak academic areas.

At Wrangell High School we offer the SAT, ACT, PSAT/NMSQT, PLAN and ASVAB. College entrance tests (ACT & SAT) are important tests that colleges use for admissions decisions as well do scholarship committees. The PSAT/NMSQT helps prepare 9th, 10th, and 11th graders for the SAT - and for the **11th graders, this test is the qualifying tool for the National Merit Scholarship Program**. The PLAN assessment is a Pre-ACT Assessment, which helps students prepare for the ACT and provides helpful career and educational planning activities. The Armed Services Vocational Aptitude Battery (ASVAB) is administered once a year by the United States Armed Services and provides students with some great vocational information. The SAT II tests are required by some colleges and are available upon request.

The best way to prepare for all of the above tests are to take challenging courses in school and to **READ, READ and READ**. In addition, students have been able to improve their scores by using study programs for the SAT and ACT. We have some of these programs available at the high school. At Wrangell High School the Academic Skills Class is available to help students prepare for these tests. It is important for younger students taking the ACT and SAT not to be discouraged by their tests results because their scores are being compared to high school seniors across the nation. The following testing schedule only represents recommendations for the minimum for college bound students:

9th:	PSAT/PLAN
10th:	PSAT/PLAN
11th:	PSAT/NMSQT, SAT/ACT
12th:	ACT & SAT during fall term

Parents and students who have additional questions concerning college testing should contact the school counselor.

SCHEDULING POLICIES

Each student attending Wrangell High School is expected to complete a four-year plan of study. These are reviewed each year and are used to tentatively schedule students for the following year. Every effort is made to place students appropriately in classes and make sure they have the full advantage of the instruction and experience that takes place in those classes throughout the semester. If a student needs to make a change sometime during the school year, individual

consideration is made on a case-by-case basis, focusing on creating the most appropriate and beneficial program for the student. Students need to talk to teachers about any difficulties they may be having in classes and also see the counselor or administrator for help.

COURSE SELECTION

While many courses are not required to be taken at certain grade levels, some courses include sequences or pre-requisites so care must be taken that students have the necessary courses at the right time. Students need at least 2 years of foreign language for many college admissions requirements so they should take Spanish I or German I before the senior year. Students have two weeks to withdraw from a course from the start of the semester.

Courses should be carefully chosen, with assistance from parents, the counselor, and teachers to provide the student with a challenging experience preparing him/her for the greatest possible opportunities after high school graduation. This most likely means taking advanced level courses in areas of interest and career needs. In some cases courses are only offered on an alternating year basis - consult with the counselor for planning these classes. Generally speaking, students whose career choices will require a college education should take all the math and science courses they can, and should have course work in computers, fine arts, and foreign language (most colleges look for 2 years of the same foreign language). Students planning vocational training after high school should also take math and science as well as the advanced courses in their fields, including independent study or on-the-job training programs as available. Math is an important part of everyone's education in our age of advanced technology and all students are urged to take as much math as they can. Experience with computers is highly recommended as are keyboarding skills. Students who do not yet know what direction they want to take after high school should explore a wide range of electives and plan a course of study which will leave as many options open to them after high school as possible.

TERN Courses

The TERN program is designed to assist students who need to take classes in an individualized setting in order to succeed in high school. TERN would be an appropriate setting for a student who wished to obtain credit for a course that they had failed while taking the same course in a mainstream curriculum or for students who have legitimate schedule conflicts. The high school administrator, based on input from the student, parent, teacher, and guidance counselor, would make the determination of TERN placement. The TERN program is also used to help students who are unable to take a particular class because of scheduling conflicts. Students have 18 weeks (one semester) to finish a semester course. Students who do not finish the course in that 18 weeks, they will receive a failing grade for the course. Students taking TERN courses are subject to the same attendance for credit criteria as are mainstream course students; if they miss long block class more than ten times in an 18 week period (one semester), or 20 times during a short block class, they will not receive credit for the course. Only two TERN courses will be given out at a time regardless of the number of hours a student is assigned to the TERN room. Students who are behind in their TERN classes, as determined by their assignment flow chart, will not be allowed to travel on extracurricular events. TERN classes will not be offered during the summer, unless the school is offering a staffed summer school, during which all the course work for a particular course can be completed during the summer program. TERN classes offered in the school year cannot be taken at home, even if they are paying for the course; students must take complete course work in the TERN room during school and will be held accountable to the same attendance guidelines that govern other classes. ***Students who chose to take TERN classes for any other reason than***

the ones listed above will be subject to a \$150.00 course fee. This fee will need to be paid prior to the student's grade being entered onto his/her transcripts.

HELP FROM TEACHERS

Teachers will be glad to assist students who are having difficulty with their courses; however **it is the student's responsibility** to ask for help and obtain make-up assignments. Teachers are available before and after school and by appointment.

HONOR ROLL

An honor roll will be made at the close of each quarter. A student must have an average of 3.5 or higher to be eligible. Students must be enrolled in a minimum of six classes, four of which must be graded, to be eligible for honor roll. Students will be placed on the Honor Roll (A-Average) if their GPAs are in the 3.50-4.00 range. Students will an Honorable Mention (B-Average) if their GPAs are in the 3.00 - 3.49 range. Students will not be placed on the honor roll if they have Incompletes, D or F grades regardless of their overall GPAs.

HONOR SOCIETY

Seniors and juniors with a minimum 3.75 grade point average are eligible for selection. Selection is also based upon leadership, service and character. Members must maintain the high standards, which warrant their election, or they will be dropped from the society. Honor Society members work on special projects to improve their school and the community. National Honor Society members receive special commendation upon college entrance.

INSURANCE

Wrangell Public Schools does provide medical insurance coverage for school accidents. We provide insurance during the time student are at school or at a school sponsored activity. In addition, parents can sign up for "Student Health Care and High Option 24-hour Accident Insurance" offered in the school registration packet.

INTERNET SYSTEM RULES AND POLICIES

Internet Behavior

All individuals accessing the Internet are expected to demonstrate respect for other users, the equipment, and the service. They must have a signed permission form on file or a student will not be permitted Internet access.

Email Behavior

Internet users are not to use their personal email unless they are under direct supervision and being observed by their teacher. The only email permitted will be when transferring actual schoolwork to or from your home and **a teacher must be informed and oversee all email use**. All other use is inappropriate. Obscenities, sexually explicit material, etc. are inappropriate at any time and privilege of using email may be revoked. It is the user's obligation to notify school administration when abuses are observed. User's abusing the system will have their privilege revoked. Final decisions will be made by school administration.

Internet Crashes

Should the internet happen to crash, operators will attempt to reboot. If there is corruption of files or system, it may be necessary to reboot from previous tape backups. New items created,

changed, etc., could be lost at this time. The Administration takes no responsibility for loss of data occurring in this event.

LOCKS and LOCKERS

The school principal and/or designee shall have custody of all combinations and copies of keys to all locks on lockers. Students are prohibited from placing locks on any locker without the advance approval of the school principal. Only locks owned by the school can be used on lockers.

Every student will be issued a locker and combination lock during registration. Your locker is not your property and may be inspected periodically. Everything in your locker is your responsibility; therefore, keep your locker locked.

Students are to use only the lock provided by the school. Lockers are assigned to students only upon the student's agreement to the following:

- All lockers assigned to students are the property of the school district. ***Students have no expectation of privacy with regard to items kept in school lockers.***
- The student is responsible for all property placed in the locker. The locker shall be used only for storage of such property as is reasonably necessary for the student's activities such as school books, school projects, gym clothes, etc.
- No weapons, alcoholic beverage, illegal or prescription drug, tobacco or any other item students are prohibited from using or possessing at school may be stored in the locker. Medications that are prescribed for a student's personal use should be left with the school secretary to be dispensed as prescribed on the original container.
- Students are not allowed to put their own locks on the school lockers. The lockers have locks that are assigned by the school office. If a student puts their own lock on the locker, they will be asked to take it off. If they do not, it will be cut off. Students who violate this rule will have their locker privileges terminated.
- School authorities may open and remove from the locker any item which may endanger the health, safety or welfare of students or school personnel, or which is present in violation of law or school rules. Prohibited items located as a result of a locker search may be used as evidence in disciplinary or legal proceedings.
- Lockers may be searched any time there are reasonable grounds to suspect that the search will reveal evidence of a violation of law or school rules or anytime a search is necessary, in the judgment of school officials, to protect the health, safety or welfare of the student body.

MOTOR VEHICLES

Students should take great care when parking and driving near the school. Remember that very small children are in the area and they are especially difficult to see. Please drive slowly and cautiously. No one should park behind another car in the Community Gym parking lot. If a student is needed to be removed from class in order to correctly park or move their vehicle, after school detention may be enforced.

PARENT-TEACHER CONFERENCE

Conferences will be held after the first quarter. Additional conferences may be held throughout the school year. Parents/guardians will be notified in advance through TV, radio, and/or newspaper. A parent/ guardian may request a teacher conference at any time by calling the teacher or the high school secretary to arrange the meeting.

PART-TIME ENROLLMENT

- A. Students may be eligible to enroll for less than a full-time schedule. In order to do so:
- Parental permission must be obtained.
 - Request must be accompanied by a recommendation from the counselor.
 - Request must receive the approval of the principal.
- B. Students are not to be on school grounds during the regular school day when they are not involved in activities related to class work. Violations of this rule or otherwise abusing the privilege of such special arrangements may be cause for disciplinary action.

PESTICIDES

The revision of Alaska Administrative Code 18 AAC 90.625 became effective April 2002 and requires that all schools provide parents or guardians with written notification of expected pesticide use on school sites. The Superintendent or designee shall, when practical, ensure the use of non-chemical methods to control pests, including proper sanitation practices, structural repair and window screens. When application of pesticides is necessary, the Superintendent or designee shall ensure timely notice to parents and the public. During the school term, parents will be notified at least 24 hours before pesticides are applied.

PLEDGE

United States and Alaska flags shall be displayed upon or near each principal school building during school hours and at other times the governing body considers proper. The governing body shall require that the pledge of allegiance be recited regularly, as determined by the governing body. A person may recite the salute to the flag of the United States or maintain a respectful silence.

PROGRESS REPORTS:

Approximately midway through each quarter teachers will prepare Progress Reports. They will be mailed home. They are intended to let parents know how students are doing in school. Every student receives a Progress Report. The purpose of this notice is to notify the student and parent of their progress. If the grade is below par and additional assistance is necessary in order to prevent the student from failing, tutorial help is available to students from 7 p.m. - 8:30 p.m. Monday – Thursday. Additionally, students may arrange for assistance from their teacher from 3 p.m. - 3:30 p.m. Monday – Friday.

REPORT CARDS

Report cards will be sent through the mail following each quarter.

STUDENT COUNCIL

The student council is a learning opportunity for W.H.S. students to develop and promote a commitment to citizenship, scholarship, leadership, human relations and cultural values. The student council teaches and provides the means through representative government to develop

decision-making skills. Classes report their activities and concerns through their elected representative to the council. Council activities and decisions are in turn reported back to classes, organizations and the School Board. Desires and decisions of the student council are communicated to the administrator, faculty, and school board through the student council school board representative.

The student council consists of elected Associated Student Body Officers (president, vice president, secretary/treasurer, and parliamentarian), class representatives from each class, and representatives from various organizations. Elections for Student Council are held in the Spring and Class Officers are elected in the Fall.

Council meetings will be called as needed. **Representatives are required to attend all meetings or to have an alternate serve for them.**

All meetings will be posted in the bulletin to remind students, faculty, and administrators when the meeting will occur. An agenda will be available prior to meetings and Parliamentary Procedure along with Robert's Rules of Order are followed during meetings.

Student Council will be subject to all responsibilities of other activities. Continuous failing grades, drug or alcohol charges, or inappropriate conduct could result in removal as an officer or representative.

STUDENT FEES

Certain subjects within the curriculum have a required student fee. These are collected and distributed at the school office.

STUDENT RIGHTS AND RESPONSIBILITIES

The importance of individual rights and responsibilities in school should be related to the broader rights and responsibilities encompassed in our society. For that reason, the following student rights and responsibilities are established as policy by the board.

It is the student's right to:

- Attend school in the district in which his/her parent or guardian reside.
- Express one's own unique personality with his/her personal differences, emotions, likes and dislikes.
- Accept that the school will be safe place for all students to gain an education.
- Be afforded a fair hearing with the opportunity to appeal to a higher authority.
- Be represented by an active student government selected by free school elections.
- Request a review of grades, assignments, or tests.

It is the responsibility of the student to

- Attend school daily, except when ill, and be on time at all classes.
- Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
- To dress so as his/her appearance does not substantially and directly endanger physical health or safety, damage property or interfere with the activities of others or detract from the learning atmosphere.

- Act responsibly, at all times taking into consideration the feelings of others and refraining from giving offense wherever possible.
- Be aware of rules and expectations regulating student behavior and conduct him or herself in accordance with those guidelines. Refrain from keeping anything in his/her locker illegal, dangerous, or disruptive to others. Be willing to volunteer information in disciplinary cases should he/she have knowledge of importance in such a case.
- Take an active part in student government by running for office or conscientiously voting for the best candidates, and making his/her problems known to the administration through his/her representatives.
- Review questions with the teacher concerning assignments and grades before bringing grievances before a local administrator or the student government.

STUDY HABITS

Good study habits will assist each student to have a successful year. The following are especially helpful:

- Set aside a time and place to study and review each evening, even when no specific homework is given.
- Ask for assistance from teachers when you need clarifications or if you have questions.
- Keep your notebook organized and always have textbooks, paper, and pens/pencils for each class.
- Attend school every day and display a positive attitude to your classmates and school staff.

TEXTBOOKS

Students will be issued textbooks, and all books will be identified by the book number and student's name. It is the responsibility of the student to return the book in good condition with allowance made for general book wears and depreciation. The student will be responsible for paying established fees for book damage or loss. Grade cards and/or transcripts may not be mailed until all fines or fees are paid.

TRANSCRIPTS/FINAL GPA RANKING

Wrangell High School transcripts will only reflect courses taken at Wrangell High School and other accredited institutions. All credits received from accredited high schools will be factored into a student's individual GPA. Credit toward graduation will be calculated using only credits from accredited institutions. Parents may petition administration for non-accredited coursework to be accepted as Wrangell High School elective credit. The determination will be based on supporting evidence of the academic rigor of the questioned course work and will be determined on a case-by-case basis. Pre approval of non-accredited courses is required for credit consideration. The building administrator will make the final decision. Any graded non-accredited institutional credits accepted by the administration will be factored into the individual student's GPA and will show up on transcripts. Non-accredited institutional courses not accepted by the administration will not be placed on Wrangell High School transcripts.

Final GPA ranking on transcripts will be rounded to the hundredth position. If there is a tie, both students will have the same rank, but subsequent ranking numbers will be reduced accordingly. IE: If there are two Valedictorians they would both be ranked number one, and the salutatorian would be ranked number three (1,1, 3, 4,...)

USE OF SCHOOL FACILITIES

All activities must be registered with the District Office to keep track of the district events and help ensure that events do not overlap. If activities involve the use of school facilities, the activity must be registered with the Community Education in order to avoid conflict in the use of facilities. If the activity is to be held during school hours, contact the office secretary; if after school hours, contact Patty Gilbert.

VISITORS

Visitors to the school must check in at the office. Student visitors are not permitted to attend any classes or be in hallways without prior approval by the administrator. Recent graduates are to meet with students/faculty after school hours in order to eliminate disruptions. All parents/guardians are encouraged to visit the school and/or classrooms at any time. We ask that you come to the office to obtain a visitor's pass upon arriving at school.

WITHDRAWAL

A student wishing to withdraw from school must have written authorization from a parent/guardian, inform the administration, and take a withdrawal slip and all assigned textbooks to each teacher from whom the student is currently taking a course. The librarian will verify that books have been turned in to the library. Any fines must be paid prior to withdrawal.

Transcripts may not be sent to other schools until the administrator is satisfied that the student has met all obligations to W.H.S. Date of withdrawal from W.H.S. will be shown on the transcript. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay. An interview with the counselor and administrator is required for all students who wish to drop out of high school and not enroll in another high school.

I will read and be responsible for understanding the contents of the Wrangell Public Schools Student Handbook. If I have any questions or concerns, I will communicate those to the high school principal.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____