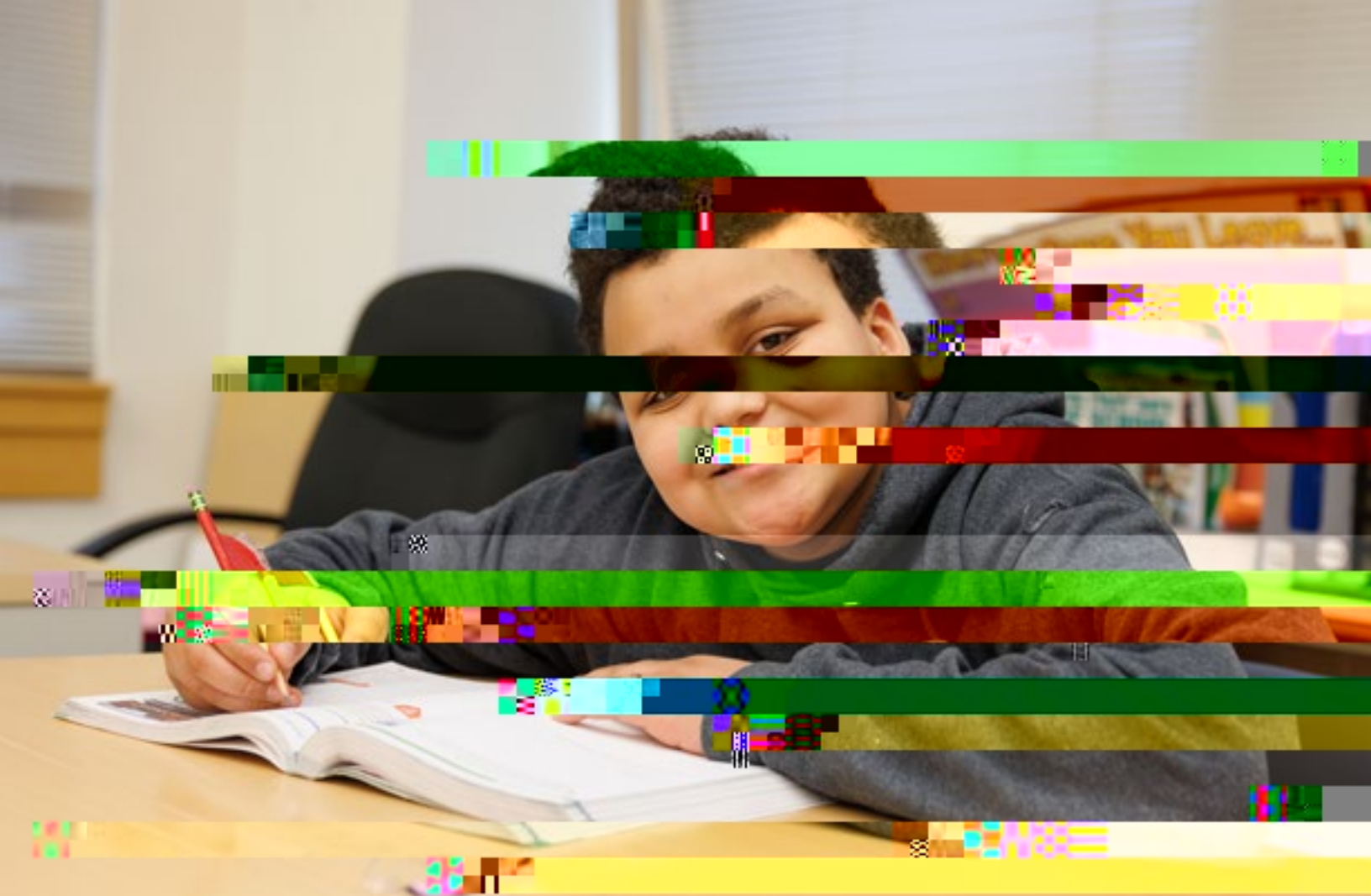


Top 10 Tips for Success in Middle School

My name is _____ My team is _____ My school is _____

My Schedule



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Section I

Section I

Anchorage School District Middle School Guidelines

ACADEMICS

Course Withdrawal Procedures

Once students have selected courses there will be no schedule changes, including withdrawals, after the beginning of the grading period except as determined by the principal.

Any student who is absent for the first three (3) days of a course may be withdrawn from that course. If this occurs, the student must reschedule.

No records shall be kept on a student withdrawing from a course with the principal's permission prior to the end of the tenth (10th) day of the course. If a student withdraws from a course with the principal's permission after ten (10) days of the course, they will receive their grade to date.

Grading System

Reporting periods are nine-weeks in length. In middle level schools (grades 6, 7 and 8), each nine-week grade is a final grade for that grading period.

"A" This mark indicates the student has done work in quality and quantity far in excess of the standards set forth for a satisfactory grade in the course.

"B" This mark indicates that the student is doing work in quality and quantity above the standards set forth for a passing grade in the course.

"C" This mark is a satisfactory passing grade. It indicates that the student is acquiring the necessary information to proceed in the subject. The student is meeting the standards set for a passing grade in the course.

"D" This mark indicates that the student is not effectively mastering the work assigned but has sufficient understanding of

the subject to justify the opinion that more growth will result from advancement than from repetition of the course.

"F" Insufficient progress in the subject to merit granting of credit in the course.

High School Credit for Middle School Students

Middle school students may earn high school credit for taking high school level course work while in middle school. These credits may count toward high school graduation. Students must apply through the Credit by Choice program at their local high school to receive credit.

Honor Roll

Middle level students earning a 3.0 grade average will be eligible. Any "F" or "D" grade will disqualify a student for that grading period. Grades in all subjects will be considered.

Make-Up Procedures

Students provided an opportunity to make up work for absences will be granted one day of make-up privilege for each day of absence. When a family knows in advance that their child will be absent from school for five (5) or more days, a make-up request can be made through the school office. The actual work assigned for grading is at the discretion of the teacher.

Progress Reports

Parents and student's are encouraged to track progress through Q Parent and Student Connect. It is expected that accurate and objective reporting will encourage the student's to make use of their educational opportunities to the best of their abilities.

ALTERNATIVE SCHOOLS/PROGRAMS

The district has a number of special purpose programs for students with special interests and needs. Individualization is emphasized in the following programs. Students will earn credits and meet District requirements in a variety of ways, and these programs will be characterized by curricular innovation along with basic skills development.

A brief description of each is included here. If you have any questions, check with your counselor.

Charter Schools

Alaska Native Cultural Charter School—Grades K-8

Anchorage STreAM Academy 6-8

Eagle Academy K-8

Frontier Charter K-12

Highland Academy Charter School—Grades 6-12

Rilke Schule German School of Arts and Sciences K-8

Winterberry—Grades K-8

AKChoice K-12 Learning

AKChoice K-12 Learning is a homeschool/state-wide correspondence program that offers a wide range of personalized learning options for K-12 students in collaboration with parents, vendors, and neighborhood schools. With support from an academic advisor, students can customize learning and create an individualized educational experience using a combination of flexible curriculum including online/distance education, AP courses, university/college courses, and onsite small group in-person courses. In addition, students can take up to three free classes at local ASD schools and King Tech. Business partnerships, internships, mentorships and specialized field trips are also available to enhance the learning experience. AKChoice caters to students with diverse needs, including those interested in a traditional homeschool education and experiential education, as well as accommodates the needs of student-athletes and students studying abroad who would like to remain part of ASD. Overall, AKChoice K-12 Learning provides a unique and flexible approach to education that suits the needs of a diverse group of students.

Family Partnership Correspondence School (K-12):

Family Partnership Correspondence School is a K-12 year-round homeschool/correspondence program that focuses on individualized and personalized learning options, including flexible curriculum, online/distance education, AP, university/college, and small group enrichment courses, in a partnership with parents, certified teachers, vendors, and tutors. We are a bridge between homeschool and formal education. Our students also have the flexibility of a 12-month school year, accommodating activities like sports, travel, fine arts, and work experience. Each student receives an educational allotment to ease the financial burden of purchasing non-sectarian educational curriculum and instruction. ASD area schools can also be utilized to facilitate the individualized education all students deserve. We want to partner with families to increase your student's achievement, offering guidance and support along the way.

Northern Lights ABC

ABC Schools seek to build a sense of responsibility, patriotism, citizenship, confidence, pride in accomplishment and a positive self-

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provide an email address to the school, email notification will be made in addition to the automated phone notification. **Absences must be excused within three school days of the absence.**

Pre-Approved Absence Request

According to ASD Board Policy 443 (b), the reasons for excused absences include illness, death or serious illness in the immediate family, participation in a school function, extenuating circumstances approved by the principal, and attendance at religious services. When a student and/or family contemplates an absence for personal reasons that must be approved by the principal, the parent guardian must complete a Pre-Approved Absence Request Form. A copy of the form is available at the school or online at asdk12.org/parents/attendance/. The form can be submitted electronically or in written form and must be submitted **at least one week in advance**. The principal or designee may deny the request if he/she believes that the absence would harm the student's academic progress. If a request is denied, reasons will be given.

Late Arrival/Tardiness

Any secondary student who is late for class without an acceptable excuse shall be noted as tardy. A student is considered tardy if they are not in the classroom at the beginning of the class period. All students are expected to be on time to school and to arrive at all classes during the day on time. Each middle school will implement a procedure that includes parent notification of the assignment of work details or detention and suspension for repeated tardy problems. Should students arrive late to school, they are required to provide a note from their parents/guardian.

Leaving School During the Day

Leaving school before the normal dismissal time is permitted provided that prior consent of a parent is obtained by note or telephone, and that prior school approval is given. School approval is obtained through the attendance office. Students who leave the building during the school day without approval will be regarded as truant. Without prior parent/guardian authorization the school will not allow pick-up or release of a student.

Make-up Procedures for Class Work, Assignments and Tests

When a family knows in advance that their child will be absent from school for five (5) or more days, a make-up request can be made through the school office. Each school will determine their procedure for notifying teachers of the make-up request. For absences less than five (5) days, the secondary student is responsible for securing the make-up work from the teacher. At the elementary level, the family will work directly with the teacher to receive the make-up work.

S den s i h E c sed Absences

district will make special efforts to ensure the enrollment and attendance of homeless students who do not currently attend school. For further information about this program, please contact the Child In Transition Program at 742-3833.

Transfer or Withdrawal from School

The parent/guardian should notify the attendance office two days in advance if a student is moving out of the District or transferring to another school within the District. The registrar will issue a withdrawal slip which is to be signed by each of his/her teachers during the day, as well as the librarian, cafeteria manager, nurse, etc. It should be returned to the office last period. A withdrawal is official when obligations to the school and District have been met.

No final tests can be administered early. Students who must withdraw early are required to have their parent/guardian contact the school for a parent conference or furnish military orders showing the necessity for the withdrawal.

Withdrawal before the last 15 days of school: withdrawal grades to date given and the student is expected to report to the receiving school.

Withdrawal during the last 15 days of school: withdrawal grades to date given with grades becoming final if student does not report to a receiving school.

Excessive Absences

Regular, timely attendance is expected of all students. ASD considers regular student attendance to be one of the most important determinants of student academic success. Students need to be at school on time and ready to learn every day. If a student misses ten (10) or more days in a semester, excused or unexcused, he/she is considered to have excessive absences. A student may be identified as habitually truant because of excessive absences.

Truancy

Truancy is defined as an unexcused absence of a student for a class or classes (e.g., skipping one or more classes, leaving school without permission).

Parents are notified of all truanies by School Messenger through the automated attendance phone notification.

Disciplinary action for truanies will be taken as follows:

1. Parents are notified of the first truancy by School Messenger through the automated attendance phone notification. Detention or work detail may be assigned and the attendance policy will be explained.
2. Parents are notified of subsequent truanies through the automated attendance phone notification. Subsequent truanies may result in detention or other appropriate disciplinary action.
3. The student may be designated as habitually truant after five (5) truanies or ten (10) or more absences, excused or unexcused in a semester. Notification of a student as habitually truant is done in writing. Chronic, habitual violation of the attendance policy may result in withdrawal from school. After the designation of a student as habitually truant, the provision of notice of the designation and a determination of a lack of cooperation from either the parent/guardian, and/or student in remediating the situation, the habitually truant student and/or parent/guardian of the student may be cited under AMC 8.75.065.

If a truancy occurs during a quarter resulting in withdrawal from school, the student may re-enter at the beginning of the next semester. Truanies count through the entire semester.

BUS RULES *RIDING THE SCHOOL BUS IS A PRIVILEGE NOT A RIGHT.*

ELIGIBILITY

Students who live more than a mile and a half from school, or must cross a designated hazardous road area, are provided bus transportation. Students who lotter to a school other than their neighborhood school must provide their own transportation to and from school, unless approved in writing by the transportation department.

ALL TIMES

1. Exercise good manners, caution and consideration for other people.
2. Follow the directions of the bus driver; his/her primary concern is for your safety.
3. Identify yourself upon request. State both your first name and last name when asked.
4. The driver may assign students a seat.
5. Students must not have anything in their possession that may cause injury to another.
6. Students eligible for transportation must use the bus stop closest to their home.
7. Students must ride their assigned bus unless presenting a note to the driver from their parent/guardian that has been initialed by the principal or his/her designee.
8. Proper classroom behavior is expected of all students while walking to and waiting for the bus.
9. Buses will shut their doors at departure time at school. No tardy

students will be allowed to board while the buses are leaving. Students could be injured by buses departing the loading zone.

10. Stay out of the danger zone (15 feet from the bus in all directions) at all times.

WALKING TO THE BUS STOP AND WAITING FOR THE SCHOOL BUS

1. Respect private property. Do not litter or trespass.
2. Walk on the left side of the road facing traffic.
3. Be at your stop five minutes ahead of time. Your school bus driver has a schedule to keep.
4. Stay a safe distance from the roadway.
5. Students must cross the roadway only in front of the school bus when given the signal to do so by the school bus driver.
6. Be in line when the school bus approaches.
7. Wait to approach the bus until the bus has come to a complete stop — don't play or push others.
8. Let smaller children board first.
9. Students must use the same bus stop closest to their home, getting on and off the bus.

BOARDING THE SCHOOL BUS

1. Do not push, crowd or disturb others.
2. Always use the handrail and go up the steps one at a time.
3. Go directly to your seat and be seated.

and interscholastic competitions. Look for announcements from your home school, or contact them directly as to offerings and times.

All students will be permitted to participate in intramural sports

Student Travel

Travel by any student or group of students, regardless of source of funding, which is either a School District academic or activity program, must have the approval of the Director or designee. Students are to conduct themselves in a proper manner at all times. Failure to do this will result in the appropriate disciplinary action being taken by school officials. **All district rules apply.**

Travel Cancellation for Safety Reasons

It is possible that trips could be cancelled if concerns arise relating to safety or security of our students and staff. If this should occur, the district will not be able to refund any monies contributed by your student. Whenever the superintendent or designee determines that

dangerous conditions may affect the health, safety, or welfare of those traveling, the Superintendent or designee may withdraw approval for the trip. In making such decisions, the Superintendent or designee will heed any travel advisories or restrictions issued by the FBI, U.S. State Department, or state or local officials. The district will assume no liability to anyone for reimbursement of any costs or expenses incurred by any trip for which the Superintendent or designee withdraws approval.

Limousines/Party Buses

Due to safety reasons limousines and party busses are not allowed to pick up students at any time.

HARASSMENT AND/OR DISCRIMINATION POLICY

The Anchorage School District affirms the right of all students and employees to pursue their education or occupation with dignity in a safe environment. Harassment and/or discrimination of employees and students will not be tolerated in the Anchorage School District. Anchorage School District includes school district facilities, school district premises and non-school property if the student or employee is at any school sponsored, school approved, or school related activity or function, such as field trips or social and athletic events where students are under the control of the school district or where the employee is engaged in school business.

It is prohibited to harass, discriminate against, or grant a discriminatory advantage based on race, creed, gender, national origin, age, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation. Harassment and/or discrimination by board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees and students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including discharge, suspension, or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but not be limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a

The Anchorage School District and staff will not honor any request by one parent to keep the other parent from the child unless the district is provided with a certified copy of a court order. The court order must clearly establish that the other parent is not allowed to have access to their child or is restricted or limited in some way in exercising parental rights over the child.

OCS Mandatory Reports

Child abuse or neglect as defined by the Alaska Statute Title 47.17 means, the “physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment of a child under the age of 18 by a person under circumstances that indicate the child’s health or welfare is harmed or threatened thereby.” The reporting laws specify that school personnel who have “reasonable cause to suspect” that a child is being abused or neglected must report the suspicion to the Office of Children Services. Employees in the Anchorage School District have been trained to respond to the child who needs help. The major responsibilities of school personnel are to identify an abused or neglected child, and to comply with laws requiring reporting of the suspected abuse to the proper authorities. Whether the report is for physical injury, or mental injury, neglect, or sexual molestation, the investigation and determination of acts must be left to the Office of Children Services, which is specifically designated for that purpose. The purpose of the child abuse and neglect reporting law is to protect children whose health and well-being may be affected through the infliction, by other than accidental means, of harm through physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment. School district employees are required to report suspected child abuse or neglect and may not investigate the suspected child abuse or neglect before they make the required reports to the Office of Children Services and/or the Anchorage Police Department.

Directory Information

Student directory information may be released at the discretion of the school unless the principal has been notified in writing by the student or parent/guardian that some or all of the information shall not be designated as directory information. Directory information includes: student name, address, email, year of birth, enrollment, dates of attendance, grade level, degrees and awards received, date of graduation, name of secondary school most recently attended, scholarship eligibility, participation in officially recognized activities and sports, and height and weight of members of interscholastic athletic teams.

In two instances, the district is required by law to release certain contact information regarding middle and high school students, unless the parent/guardian objects. First, the district is required to provide to the University of Alaska the names and addresses of those students eligible for UA scholarship programs. Second, upon receiving a request from military recruiters and/or institutions of higher learning, the district must provide names, addresses and telephone listings.

If you do not wish to have this information released, please contact your school principal.

School Counseling

Middle level counselors facilitate successful transitions for all

medications may not be delegated and alternate accommodations will be arranged. Medication administration is dependent upon the nurse's discretion and observation of possible adverse reactions or interactions and may be referred to the physician as needed to insure the safety of the student during school hours. **Expired medications and/or medical supplies will not be used by ASD; parent/guardian must supply current medications and supplies at all times.** Please be sure to provide the school with a current Epinephrine auto-injector (epipen) or inhaler for any school field trip. Homeopathic and herbal medications will not be given at school due to prohibition by the Alaska Nurse Practice Act. Medication forms are available from your doctor, the school office or online at the ASD website under Health Services.

Nurse

Students becoming ill during the school day must report to the nurse. If it is necessary to go home or to a doctor, the nurse will inform the parent/guardian and the student will be released from school. (If you have any questions regarding your health, feel free to see the school nurse.) Students leaving due to illness without properly checking out will be counted as truant from those classes missed.

School nurses also conduct height, weight, vision, and hearing screening in certain grades as required by state law or board policy, or if there is reason to suspect a problem.

Accidental injuries at school are given first aid by the school nurse, or in his/her absence, by a trained staff member. Parents will be informed and advised if further medical care is needed.

In a life-threatening emergency, or when it is unsafe for a parents to transport a child for further treatment, the paramedics will be called. Any child displaying signs or symptoms of an untreated communicable disease are generally recognized as contagious and will be excluded from school until signs and symptoms abate. The student may return to school by request of the student's physician, Municipal Health Department or the Alaska Division of Public Health, Section of Epidemiology.

Parents are encouraged to contact their school nurse and review their child's special health concerns.

Physical Examination

Physical exams are no longer required for school entry.

Tuberculin Skin Testing

Tuberculosis risk assessments are no longer required or performed at ASD.

Visiting Teacher

Students with illnesses that extend or are projected to extend beyond fifteen (15) days should apply for services under the Visiting Teacher Program. Students receiving services while in the Visiting Teacher Program are not considered absent from school.

Medical Waiver

Students with chronic medical problems should contact the school if the absences due to the chronic illness are likely to exceed fifteen (15 days) in a semester. Medical waivers must be renewed each semester and be verified by a medical professional. Students with a medical waiver are considered absent due to an illness.

Records

The school registrar keeps and maintains a cumulative record of each student. The record includes academic achievement, test scores, serious disciplinary problems (i.e. drug/alcohol/weapons violations) and other information required by the District and/or the State of

Alaska rules and regulations. These records are available for inspection by the student and/or parent/guardian upon re

Visitors

All visitors to the school (parents/guardians, etc.) should sign in at the main office and collect a visitor's ID badge to wear while visiting the building. Parents wishing to attend their student's class(es) should consult the principal to make arrangements prior to the visit.

Classroom visits by parents and guardians are welcomed . To create the least interruption of the teaching process, requests for classroom visits shall be arranged through the school. Teachers shall receive prior notice of any visit and will collaborate to ensure that visits are productive, appropriate, and timely. Spontaneous visits by the public shall be kept to a minimum.

PARENT INVOLVEMENT

Parents play a critical role in the education of their children. Parental involvement in various forms positively impacts student achievement. The Anchorage School District is committed to continuing strong partnerships with parents in the education of their children. The Every Student Succeeds Act acknowledges the importance of parental involvement as well and parents and guardians are welcomed and student Succeeds provide

SAFETY

It is a goal of the Anchorage School District to create and maintain a safe and secure environment in our schools. To that end, each school has a set of procedures and practices in place designed to provide direction for staff and students in the event of an emergency at school. We consider the individual student to be the best source of information relating to dangerous or illegal activities involving students or non-students at school. We strongly encourage our students to assist us in our efforts to keep our schools safe by reporting dangerous/illegal behavior or items to a staff member or parent.

Fire/Evacuation drills will be conducted monthly, Active Intruder drills first three quarters, Earthquake each semester, and one Lock Down, Stay Put, and shelter-in-place during the first quarter.

Earthquake

principal/designee. Be sure to state the exact problem and what you want to happen.

4. Grievances must be initiated within five (5) school days of the alleged act and will be concluded within 20 school days except for gender equity grievances.
5. Gender equity (Title IX) grievances can be filed within 30 days of the alleged act and will be concluded within 5 school days of the complaint date. Follow the timelines in the student handbook for all other grievances
6. Based on the nature of the grievance, the involved staff member and student must confer for the purpose of attempting to solve the problem. All parties must agree to the meeting. The principal/designee shall schedule a conference with the staff member, the student and the student's parent/guardian. This conference will be facilitated by the principal/designee.

7. If resolution is not acceptable to the grievant, the grievant may appeal in writing to the school's Grievance Committee within three (3) days. Check with your school administration to find out about your school's Grievance Committee.
8. The decision of the Grievance Committee will be rendered in writing to both parties and the administrator within five (5) school days of the date of the committee's final decision.
9. Either party may appeal the Grievance Committee's decision to the appropriate Executive Director.
10. For Title IX complaints that are not resolved at the school level, you may contact the EEO Director, who serves as the Title IX Coordinator, at the ASD Education Center, 5530 E. Northern Lights Blvd., Anchorage, AK 99504-3135, (907) 742-4132.

TITLE IX

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

-From the preamble to Title IX of the Education Amendment of 1972

The Board is committed to an environment of nondiscrimination on the basis of race, color, religion, sex, age, national origin, economic status, union affiliation, disability, and other human differences. No person shall be excluded from participation in, or denied the benefits of, any academic or extracurricular program or educational opportunity offered service offered by the District. The District will comply with the applicable statutes, regulations, and executive orders adopted by Federal, State, and Municipal agencies.

Title IX applies to all programs in a school (including academics, extracurricular, and athletics) that receives federal financial

assistance. It protects all participants in the academic program from gender discrimination including parents, students and employees.

If a school becomes aware of equal opportunity violations or sexual harassment, the school will take appropriate actions to investigate the situation. For more information on the student grievance process speak with your principal and/or follow the Student Grievance

is under the direct control of the District with respect to use and maintenance of education records and subject to the same conditions governing use and disclosure of those records, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill

Section II

Statement of Rights and Responsibilities

The Statement of Rights and Responsibilities are designed to protect all members of the school community and the Anchorage School District in the exercise of their rights and duties. They must be implemented consistent with state and federal law.

Note: Students with disabilities refers to both students with identified disabilities and students with suspected disabilities. A student with suspected disabilities may assert the rights and protections of a student with identified disabilities. The circumstances under which a student will be deemed to be a student with suspected disabilities and the additional rights and protections under state and federal law provided to a student with disabilities are summarized in Appendix A-1.

Preamble

The Anchorage School District is committed to creating a consistent, positive, predictable, and safe place for every individual to learn and grow. This enables all students to develop the skills necessary to be ready for

direct personal knowledge of a criminal or violent act may be considered facilitation of the act where the student fails to take a clear opportunity to prevent or minimize the act. Attendance to observe a prohibited act may constitute a violation

2. **Arson/Fire** Damaging or attempting to damage property by the setting of fire, the causing of an explosion, or trying to start a fire or explosion is prohibited.
3. **Assault** Intentionally or recklessly causing or threatening physical injury to another person is assault and is prohibited. A student who assaults a staff member will usually be placed on emergency suspension and be recommended for expulsion.
4. **Attendance** Students enrolled in the Anchorage School District must attend school every day as required by municipal and state law

d. Reporting Procedures

Students who believe they have experienced an act of harassment or discrimination by another student, employee, or community member should report the matter immediately to a staff member. The school principal or designee shall investigate the issue and advise the Equal Employment Opportunity (EEO) Office. In addition, students may also report the incident to the EEO Office directly and may also report the incident to an outside agency, e.g., the Municipality of Anchorage Equal Rights Commission, the Office of the Ombudsman, the Alaska State Commission for Human Rights, the U.S. Equal Employment Opportunity Commission, or the United States Office for Civil Rights.

(Bullying & Harassment Section Revised 7/15/24)

7. Cell Phones/Electronic Communication Devices (Technology Violation)

Conditions of Use:

Students may possess and use portable electronic devices including, but not limited to, cell phones, smartphones, music players, tablets, laptops, etc., subject to limitations of this and other policies of the district.

The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs. No student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of other student's instructional time.

In many instances, there is educational value in utilizing portable electronic devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval by the building administrator. Please see the Bring Your Own Device (BYOD) Guidelines in Section I of this Student Handbook for more information regarding the use of electronic devices for academic purposes.

During school and school sponsored activities, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

Prohibited Conduct:

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or District rule. In addition to those conduct rules set forth elsewhere, the following violations may result in disciplinary action:

1. Accessing and/or viewing an internet site that is otherwise blocked to students at school.
2. Sending an email, text message or other communication that

harasses, intimidates, threatens, bullies, or discriminates against another individual.

3. Using a camera device at school or a school-sponsored event to take, send, download or upload a harassing, threatening, or embarrassing photograph of anyone.

4. Using a camera in a restroom, dressing room, or locker room.

5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or classwork without express prior permission from the instructor.

6. Using an ECD in a manner that could cause damage to an individual or the school community or create the danger of disruption of the academic environment.

The contents of a cellular phone, camera, or other ECD may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or District rule or the law has been violated. A cellular telephone or ECD that has been confiscated and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular telephone or ECD may be returned directly to the student.

(Cell Phone/ECDs Section Revised 6/23/08, 5/20/13, 6/2017)

8. **Criminal Acts** The commission of, or participation in, any criminal activity is prohibited. Criminal acts are defined in detail under the laws of the State of Alaska. The District may take disciplinary action regardless of whether or not criminal charges or prosecution result from the act. The District may find a violation of District policy and is not bound by the criminal elements of a specific crime as identified in state law.

Note: AS 14.30.045(5)

9. **Dangerous Actions (Unsafe Behavior; Inappropriate Location or Out of Bounds Areas)** Actions that are likely to create a substan-

protect him or herself was necessary to avoid injury, and other alternatives, including means of assistance or retreat, were not reasonably available. The student must use the minimum force necessary to escape injury. A claim of self-defense may be rejected if the force used in the alleged self-defense is disproportionate to the force used by the other person. A student who started the fight or altercation or who inappropriately provoked the other student's conduct may not claim self-defense.

Intervention: Physical intervention to stop a fight generally increases the risk of injury and is strongly discouraged. An intervener who participates in a fight is subject to long-term suspension or expulsion.

22. **Fireworks/Explosives** The possession or use of fireworks, explosives and/or incendiary devices on school property is prohibited.
23. **Forgery/Cheating (Academic Dishonesty)** Intentionally using another person's work as their own, or engaging in unauthorized use of material, information, notes, study aids, technology devices or communication during an academic exercise is prohibited. Students may not make, alter, or possess a document that the student knows to be false or forged. Students may not claim the work of others as their own.
24. **Inappropriate Sexual Behavior** Inappropriate sexual behaviors are prohibited.
25. **Internet/Email or Network/Computer Misuse (Technology Violation)** Students are required to use school computers, school or district networks, and the internet system in an appropriate manner. Inappropriate use of computers, school or district networks, internet, email, ASD equipment used in ASD facilities, or at/for ASD events, is prohibited. Inappropriate use may include, but is not limited to, the following:
 - Accessing, sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, demeaning, defaming, insulting, threatening or attacking others
 - Violating copyright laws
 - Using another's password, impersonating another person
 - Trespassing in another's folders, work or files
 - Deliberately damaging hardware or software
 - Employing the ASD or school network for commercial purposes
 - Using district computers for illegal activities
 - Plagiarism (claiming work done by someone else as one's own)Violations may result in a loss of computer, network, and email privileges, withdrawal from or failing computer-related class(es), as well as other disciplinary or legal action including recommendation for suspension and/or expulsion.
26. **Littering** Leaving or discarding trash anywhere except in an appropriate receptacle is prohibited.
27. **Obscenity/Profanity (Abusive or Inappropriate Language)**

–Weapons include, but are not limited to, firearms*, pellet and BB guns, air guns, spring guns, zip guns, stun guns, shockers, bombs or other explosives, poison, dangerous or deadly gas, slingshots, bludgeons, throwing stars, knives, clubs, brass knuckles or artificial knuckles of any kind, numchucks and throwing weapons.

Note: Whether the corrective action for students with disabilities for possession of weapons is discipline or some other consequence, must be determined in accordance with the provisions of Appendix A-1 rather than the procedures set forth below.

**Note: A “firearm” is defined as: (1) any weapon (including a starter gun) which will or is designed to, or may readily be converted, to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. A “destructive device” is an explosive, incendiary, poison gas, bomb, grenade, rocket, missile, or any other similar device. 18 U.S.C. § 921.*

- a. Any student who is determined to have brought a firearm to a school, or a school related activity, will be expelled from school for a period of not less than one year.
- b. Any student who is determined to have brought a deadly weapon other than a firearm to school, or a school-related activity, will be suspended.
- c. The Superintendent, on a case-by-case basis, may determine whether a lesser expulsion or suspension period is appropriate. This modification may include removal from the student’s present school setting and a placement in an alternative educational setting and/or program.
- d. Reinstatement of the student to a school program will only be recommended by the Superintendent to the School Board after the student has met the conditions of reinstatement as follows: The student must submit a letter of application for reinstatement to the Superintendent that includes a statement from a forensic psychologist that the student will not pose a danger or threat to students or staff while attending classes or other school-sponsored activities. After a full review of the reinstatement application, the Superintendent will make a recommendation to the School Board as to whether to reinstate the student and under what specific conditions the student may be reinstated.
- e. Possession of a weapon other than a firearm or deadly weapon is prohibited and will result in disciplinary action.

B. Search and Seizure

The following rules shall apply to search and seizure of students and school property assigned to them (e.g., lockers, desks):

- a. All searches, other than random, administrative, and emergency searches described in this section must be based on reasonable cause and should take place in the presence of the student and a third person, unless the student’s presence cannot be obtained within a reasonable amount of time under the circumstances or if there is a threat to life or property. The search will be conducted in a respectful, organized manner that shows respect for the student and his or her possessions. At the discretion of the principal or designee, the police or other law enforcement authority may be called to conduct the search or seizure. In that case, any searches or seizures will be at the direction of the law enforcement officer, and the procedures in this section do not apply.
- b. Lockers and desks Random Searches: The school administration

will conduct random searches of lockers and desks. The District retains the right to conduct random searches of student lockers or desk space and their contents at any time. All lockers and/or desks may be searched, or a smaller number

student will be allowed to complete, for credit, class work and assignments missed during the short-term suspension.

3. Long-Term Suspension and Alternative Placement:

D. Hearing and Appeal Procedures

Note: Students with disabilities may utilize IDEA or 504 procedures in addition to the hearing and appeal process described below. For more information about the rights of students with disabilities, please see Appendix A-1 which includes a form to utilize for requesting a special education/504 hearing and Notice of Procedural Safeguards or 504 rights. Further, if a student with a disability pursues an IDEA or 504 hearing to dispute a manifestation determination review, discipline cannot be imposed until that hearing and any subsequent appeal takes place.

1. Informal Hearings for Short Term Suspension

- a. After notification of the short-term suspension, the student or his or her parent or guardian may request an informal hearing. The request shall be in writing. The submission of a written request for a hearing shall delay further imposition of any remaining portion of the suspension, until the informal hearing. However, a student will not be allowed to return to school or be allowed to participate in school-related activities until a hearing if the student has been placed on Emergency Suspension. Failure to submit a written request for a hearing within five (5) days of the notification of the short-term suspension shall constitute a waiver of any right to a hearing, and the student will, therefore, not be entitled to a hearing.
 - (1) The request for appeal must be in writing.
 - (2) The letter must describe the reasons for appealing.
 - (3) The reason for appeal must be either a substantial and significant misunderstanding of the facts or that the student was not given due process as specified in this document.
- b. The hearing shall be held as soon as possible after receipt of the written request and the hearing shall be held before an indi-

- e. The following procedural guidelines shall govern an appeal to the School Board:
- (1) The board or its designee will schedule and hold a meeting to review the matter as promptly as possible after the receipt of such an appeal. The Board shall notify the student and his or her parent or guardian at least three (3) school days prior to the scheduled meeting.
 - (2) At the meeting, the student, his or her parent or guardian or spokesperson shall have the right to present oral and/or written argument. Consideration by the Board will be restricted to evidence in the record submitted during the hearing, although the Board may also consider, in its sole discretion, any new evidence submitted by the student not available at the time of the hearing.
 - (3) The Board, in deciding the appeal, shall consider:
 - (a) Whether the decision was arbitrary or capricious;
 - (b) Whether the decision was supported by substantial evidence in the record; and
 - (c) Whether the disciplinary action was fair and reasonable in light of all circumstances.
 - (4) The Board, or its designee, shall issue a written decision within five (5) school days after the meeting. The Board may uphold, reverse, or modify the disciplinary action or recommendation. The student and his/her parent/guardian shall be provided a written copy of the decision, which shall be final and binding.
 - (5) The Board may also Postpone Imposition of Discipline subject to the student fulfilling stated conditions. Where the student meets the required conditions, the suspension

has reasonable cause to believe that such publications contain libelous or obscene material. Seized publications will be turned over to the parent/guardian upon request unless the publication is defamatory, obscene, invades the rights of others, or similar good cause.

Note: Copies of the ASNE Statement of Principles are available in the school office and the school library.

- d. Commercial solicitation not authorized by the Superintendent or designee will not be allowed on school property at any time. This includes the use of the school district's computer network to solicit sales or conduct business or to set up web pages to advertise a sale or service. An exception to this rule will be the sale of non-school-sponsored student newspapers published by students of the school district. Non-school newspapers may be distributed only at times and places as determined by the school principal or his/her designee.
- e. Students have the right to do necessary research for articles, including public opinion polls, and shall have the responsibility not to abuse that right. A poll must not interrupt class time unless authorized by the school principal or his/her designee.

F. Student Surveys

The District may conduct or administer surveys of students for the purposes of study, the improvement of education, or class assignment. No student may be required to participate in a questionnaire or survey if the student objects to participation.

Requirements for Parental Permission: In administering surveys or questionnaires in the schools, the District shall comply with state and federal laws concerning parental permission.

Annual permission: Each year, the District may seek the permission of each parent/guardian for their child to participate in anonymous questionnaires or surveys. The permission will be valid for the remainder of the school year or until the parent/guardian who will submit

under state and federal law provided to a student with disabilities are summarized below.

Students Identified as Having a Disability: A student may be identi-

When a change of educational placement occurs for a student with disabilities, various procedural safeguards are triggered under IDEA and Section 504. A change in educational placement occurs if a student is:

- a. Suspended out of school eleven (11) or more days during any one school year;
- b. Removed from school for not more than 45 school days for a violation of the Code of Student Conduct involving weapons,

Contacting the Anchorage School District

Have questions? Need assistance? Do you need help working through a concern about district procedures?

First, talk to the person involved, to the teacher, assistant principal or school principal about the situation. If the problem cannot be solved at the school, call the appropriate administrative office:

General Information (907) 742-4000

Chief Academic Officer (907) 742-4321

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Top 10 Tips for Success When Moving to High School

- 1.** Attendance and punctuality are critical. Students can't learn if they aren't in school. A student can be withdrawn from class and lose credit after missing a specific number of days in a semester. See your high school handbook for specifics.
- 2.** The vast majority of senior high school classes are on the semester (eighteen weeks) system. Grades don't "start over" after nine weeks, as they do in the Middle School.
- 3.** As "rights" increase for students in high school, so do the corresponding "responsibilities" that go hand in hand with freedoms not necessarily experienced in the middle school.
- 4.** Organization and follow through (completing and turning in homework!) is a critical aspect of success in high school.
- 5.** Harassment - of any kind or type - is not tolerated. Respect yourself and others.

Graduation Requirements

Students must complete 22.5 credits to receive a high school diploma.

1. English Language Arts (ELA)4 credits
Four years of ELA are required: English I and II, and English III and IV or their equivalents

2. Social Studies4 credits
World History, U.S. History, one semester of Alaska Studies, one semester of Economics, one semester of United States Government, one semester of a Social Studies elective. Students may waive the .5 credit social studies requirement by completion of Level III of a world language (ASL, Chinese, French, German, Japanese, Latin, Russian, or Spanish); immersion students may waive the .5 social studies requirement by completion of Japanese for Fluent Speakers I, Vistas Juveniles del Mundo Hispano, or Russian Immersion Youth and Culture.

3. Mathematics.3 credits
