



## **ANVIL CITY SCIENCE ACADEMY**

**2025-2026**

**Academic Theme: Alaska Studies: Who We Are and Where We  
Come From**

# **STUDENT HANDBOOK**

**Guiding Students on the Path to Lifelong Achievement**



# Table of Contents

## Introduction

Program Description.....	3
Four Year Rotating Theme.....	3
Curriculum Map for 2025-2026.....	3

## Attendance

Excused absence .....	4
Medical.....	4
Planned Absence Form.....	4
Consecutive Planned Absence.....	5
Cumulative Absence Policy.....	5
Make-Up Work Policy.....	5
Absence Assignment Form.....	6
School Activities Absence.....	6
Unexcused Absence.....	6
Perfect Attendance.....	6
Tardiness.....	6
Sleeping in Class.....	6

## School Procedures

Advancement in Classes.....	6
After and Before School.....	7
Communication with Parents.....	7
Parent/Teacher Conferences.....	7
Grade Reporting.....	8
Homework Responsibility.....	8
Honor Roll.....	8
Late Work.....	8
Redos.....	8
Math Redos.....	8 / 9

## Safety and Security

Sign In/Sign Out Procedures.....	9
Backpacks.....	9
Building Security.....	10
Search and Seizure.....	10
Weapons and Knives and Look-a-Likes.....	10

## General Information

Calls/Texts.....	11
Cell Phones/Electronics.....	11
Cyberbullying.....	11

Field Trips.....	12
Student Dress.....	13
Immunizations.....	13
Lockers.....	13
Lunches.....	13
Medicines.....	14
Textbooks.....	14
Snacks and Water Bottles.....	14
Technology Acceptable Use.....	14
Laptops and External Hard Drives.....	15
Visitors.....	15
 <b>School Bus Rules</b>	
Activity Bus Runs.....	15
Student Vehicles.....	16
 <b>Student Activities</b>	
Organization Clubs.....	16
District Sponsored Activities.....	16
Athletic Fees and Owed Money to School.....	16
Student Conduct Eligibility.....	16
 <b>Behavior Plan</b>	
Classroom Expectations.....	17
Hallway Expectations.....	17
Positive Behavioral Interventions and Supports Matrix.....	18
ACSA Discipline Procedures.....	19
Discipline Referrals.....	20
 <b>Glossary</b>	
Definition of Terms.....	20
Consequence Definitions.....	21

# **INTRODUCTION**

## **Program Description**

Our program incorporates critical thinking, collaboration, and creativity through project based lessons with an emphasis on science and technology. To prepare our students for their futures, technology is integrated and utilized to the fullest potential. Students will embark on purposeful, rigorous learning that requires research, investigation, challenge, teamwork and learning through relevant experiences. Lessons are interdisciplinary studies of a theme or topic and place-based when appropriate, generally lasting four to nine weeks and are the core of the curriculum.

The program will foster a strong sense of student community. ACSA is a multi-age school. We believe our multi-age structure allows students to learn at their own developmental pace, learn from students of different academic levels, and to grow as leaders.

## **Four Year Rotating Theme**

- 2025-2026 Alaska Studies: Who We Are and Where We Come From  
(Ecosystems and Biology, Alaska Geography, History and Cultures)
- 2026-2027 Foundational Changes (Geology, Chemistry & Earth Science, Early American History)
- 2027-2028 The World Around Us (Ecology, World Geography, Ancient Cultures)
- 2028-2029 In Motion (Physics, Government, Movements)

## **Curriculum Map for 2025-2026 Alaska Studies; Who We Are and Where We Come From**

Science	Ecosystems Overview	Energy and Resources in Ecosystems Organism Populations	Cells and Body Systems Science Fair	Growth, Development, Reproduction of Organisms
Social Studies (AK studies)	AK Geography/Regions Nome Region Geography/History	Alaska History Alaska from Sale to Statehood/	Alaska Native Cultures	Alaska Economy Current Issues and Civic Responsibility
Language Arts	The Writing Process Conventions Technical writing (flora and fauna field guide) Informative/Explanatory texts Student biographies	Writing about texts: fiction Formal essays Conventions Book reviews Compare/Contrast Essay Wax Museum/Skits	Literature devices and figurative language Conventions Poetry forms Literature Analysis: Text-dependent analysis essay Short constructed response	Speeches: (informative, demonstrations, compare/contrast, promotion or persuasive) Conventions Narrative Writing: fiction retelling Alaska Native
Reading	Fiction and Nonfiction Plot Structure Informational Text Structure	Themes in Oral Tradition and Storytelling	Poetry (Inflections and Voice) Drama (Projection and Structure)	Native Alaskan Myth and Alaska Legends

## **ATTENDANCE**

Regular school attendance is necessary for students to progress in academic standards and achieve consistent educational gains. Students who are frequently absent or tardy disrupt classroom instruction and our school climate. Regular and on-time attendance is required of all students enrolled at Anvil City Science Academy. The responsibility for regular and on-time attendance lies with the parent/guardian.

### **Excused Absences**

Nome Public School Policy (AR 5113) defines the following as excused absences:

- a. Injury or illness
- b. Quarantine
- c. Death in the immediate/extended family
- d. Medical or dental appointment
- e. Court or administrative proceedings
- f. Religious observance

Please notify the Registrar by email or phone as soon as possible when an absence occurs. The parent will receive a phone call if no message has been received by the morning a student is recorded absent.

### **Medical Absences**

In accordance with Nome Public School policy, medical absences in excess of three (3) consecutive days must be accompanied by a doctor's note. Medical absences will not count towards the consecutive absence rules.

### **Planned Absences**

Anvil City Science Academy is built on the belief that kids learn best by experiencing unique, hands-on activities. The staff believes there is no substitute for the educational interactions between teachers and students, as well as peer-to-peer collaboration. Instruction, discussions, media presentations, hands-on activities, and special activities make up the foundation of effective learning and cannot be completed by students outside the classroom. A student's absence disrupts not only their own learning, but that of their peers, as cooperative group work is an integral part of our program. Students in the classroom have to do extra work, or have to wait on students to return before they can even begin a project.

**Therefore, we strongly discourage students missing school for days of vacation or other personal reasons.** Families should plan vacations around the school calendar. Absences for vacation or personal reasons should occur only in exceptional circumstances – NOT regularly every year or repeated several times during the same year.

### **Planned Absence Form**

Parents shall notify the Registrar at least one week in advance of any planned absence. For a planned absence of three (3) or more days, parents must also submit a Planned Absence Form at least one week prior to the absence.

### **Consecutive Planned Absence**

A planned absence for fifteen (15) or more **consecutive** school days may result in the student being unenrolled from ACSA.

### **Cumulative Absences Policy**

We understand that some absences are unavoidable. However, frequent absences, regardless of the reason, may add up to significant lost learning time in the classroom. Sporadic absences, not just those on consecutive days of school, matter. The following policy is in effect for cumulative full-day equivalent school absences, excused and unexcused (excluding school sponsored absences) during the school year.

- A. Eight (8) absences: Parents will be notified of the dates of absence. Parents and the student will re-sign the attendance policy.
- B. Twelve (12) absences: The student and their parents will meet with the principal to review the reasons for the absences and reflect on the effect the absences have had on the student's academic progress and that of their peers.
- C. Seventeen (17) absences: In addition to the steps outlined in b) above, the parties will revisit the student's ACSA application to examine the reasons the student applied to ACSA. Together, the parties will determine whether continued enrollment at ACSA is appropriate.
- D. Twenty-five (25) absences: Parents will meet with the principal to discuss possible unenrollment from ACSA or retention of the student in their grade for the following year.

### **Make-Up Work Policy**

Students are obligated to make-up assignments or tests after an absence from school and shall receive full credit if the work is turned in on time, as defined by the policies below. Missing assignments are entered into the gradebook (PowerSchool) as zeros until the assignments are completed and graded.

### **Absence Assignment Form**

Students will fill out an Absence Assignment Form on the first day back at school from any absence other than a school activities absence. A digital copy of the completed form will be emailed to parents. To make up work, students will be given two (2) days for the first school day missed and one (1) day for each succeeding school day missed, not to exceed seven (7) school days total.

## **School Activities Absence**

Students who are traveling for school activities will need to request their reading and math homework from teachers **in advance** and will be expected to **turn in assignments on their first day back at school**. Pre-assigned homework and tests need to be turned in ahead of time or as directed by the teacher.

## **Unexcused absence**

Students who miss school work because of unexcused absences or suspensions shall be given the opportunity to make up missed work for full or reduced credit. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

## **Perfect Attendance**

To encourage excellent attendance, students with no absences and no tardiness shall be recognized monthly with an incentive/reward.

## **Tardiness**

A student is expected to be in class on time. A student will be marked tardy if he or she arrives after the school day has started. Teachers have structures in place which require engagement in the first minutes of class, and a student should be prepared to participate.

## **Sleeping in Class**

In order to fully benefit from ACSA's rigorous academic program, it is necessary that students arrive at school on time, well-rested and ready to learn each day. Sleeping in class is a form of absence that interferes with student learning. It interrupts the learning environment for all students and will be handled in a serious manner. Sleeping in class is not acceptable behavior at ACSA. An incident of sleeping in class warrants parent notification so that families can make necessary adjustments to ensure their student receives adequate rest.

# **SCHOOL PROCEDURES**

## **Advancement in Classes**

The core classes at ACSA are Language Arts, Reading, Science, and Social Studies. Students are placed in one of three levels (Class A, Class B, or Class C) for the core classes.

- Class A students receive quite a bit of direct instruction and learn basic content for each subject area.
- Class B students receive some direct instruction but should also be able to operate somewhat independently using written instructions, and they learn a range of content for each subject area.
- Class C students are expected to function quite independently and know how to use

available resources to assist their learning of deeper content in each subject area.

A student may remain at the same class level for more than one year depending on his or her academic needs and ability for self-direction. Any student who attends ACSA for four years will indeed take a certain level twice since there are only three levels for four years of curriculum. However, because the theme is different each year, a student will learn new content while having the opportunity to reinforce skills at a particular level.

To advance to the next math class, a student must demonstrate proficiency in the skills and concepts for the current course level. The student should demonstrate proficiency by completing assigned work, scoring average or better on classwork or placement tests, and/or showing competency through MAP test scores. Students are retained, when needed, to repeat the content and practice the same or similar skills.

### **After and Before School**

Students should not arrive at school before 8:50 am. At 8:50, buses arrive and students can go to breakfast at the cafeteria. Students who are dropped off at school by parents can also go to breakfast.

Students and parents may work with their teachers to arrange to get help outside of class time.

### **Communication With Parents**

Important information pertaining to school is shared with families by email. Parents should check their email daily for ACSA messages. ACSA also maintains a website and Facebook page to help families keep informed. Students will keep track of assignments and homework in assignment notebooks, which go home nightly for parent review. For parent communication to teachers, email is the most efficient and preferred method, but school visits or phone calls are also useful.

ACSA students access Google Classroom, have school-administered Gmail accounts, and use many software programs for school work. In order to understand how these tools are used, parents will be invited to a technology help session in the fall.

### **Parent/Teacher Conferences**

Scheduled conferences between parents and teachers will occur no less than twice a year. Fall conferences are between parents and teachers, and students are welcome to attend. Spring conferences are student-led so that students may demonstrate personal responsibility and accountability for their academic performance, a key core value at ACSA.

### **Grade Reporting**

Report cards are given at the end of each of the four quarters. Parents and students should use PowerSchool to keep current with student progress. Progress reports will be made available by request of a parent guardian. ACSA teachers update grades weekly.



Students and parents should monitor grades weekly using PowerSchool (an online gradebook) or other resources. When an assignment has not been completed by the due date, a ZERO will be recorded in PowerSchool, which will remain until the work is turned in.

### **Homework Responsibility**

Homework will reinforce classroom learning objectives and be related to student needs and abilities. Typically, a student will have math and reading homework each night, but at times homework will be assigned in other classes as well. Because it is expected that students complete the assigned homework, grades will be taken and are part of a student's overall class grade.

### **Honor Roll**

Students who receive all A's on their report card will achieve the "A" Honor Roll and all A's and B's will achieve the "B" Honor Roll.

### **Late work**

Late work is worth 60% of the value of the assignment for daily work.

Late work earns a 10% deduction of the value of the assignment per day for major projects or long-term assignments.

Teachers in each class will set time limits for the acceptance of late work and will communicate those policies in the class syllabus.

Students who habitually turn in late work may lose the opportunity to have it accepted.

### **Redos**

In order to increase understanding of a skill or concept and to earn a higher grade than the original mark, teachers may give students permission to redo certain types of assigned work that was originally completed with a good faith effort. Any work that has been redone correctly will earn 50% of the credit that was missed added to the original score.

### **Math Redos**

Due to regularly assigned homework in Math, special redo policy exists for these classes.

#### **Math 5 Redos:**

Students must redo each missed math problem on assignments with a score of less than 70%, but redos are optional for assignments with a score of 70% or above. Students will earn full credit for each correct redo. The Math 5 teacher may establish deadlines for redo submission. There are no redos on math tests.

### **Math 6, 7, 8 Redos:**

If a student wishes to improve their grade for a math assignment that was turned in on time, the "redo" will consist of a different, but comparable, assignment that will replace the grade. Redoing only the problems missed on an assignment is not an option.

- For work that was turned in on time, redos will be accepted up to one week past the original due date of the assignment, except that earlier due dates may be established near the end of the quarter, or in advance of a chapter test.
- Redos are not available for assignments that were turned in late.
- Students may redo up to six (6) math assignments per quarter.
- There are no redos on math tests.

## **SAFETY AND SECURITY**

Student safety and security is a high priority. Any time a student arrives late or leaves early it is important that he or she sees the administrative assistant or the principal and signs in or out. A parent or guardian must notify the principal or staff if the child will be absent.

**Visitors must check in with the administrative assistant or principal upon arrival.**

### **Sign In/Sign Out Procedures**

All doors to the school building will be locked during the school day between the hours of 9:00 AM -4:05 PM. To drop off or pick up your child **during the school day**, use the entrance on the west side of the school building (door D4). Our school's sign is near the door to the conference classroom where your child will enter or leave. **A parent or guardian must come inside the building** to sign in or sign out their child. **Please do not ask your child to meet you outside.**

To drop off or pick up a child before or after school (before 9:00 AM or after 4:05 PM), please use the east entrance -- there is a cement ramp at this entrance -- to avoid bus traffic.

### **Backpacks**

Students are not permitted to bring a backpack into the classroom due to safety concerns. These concerns range from students and teachers tripping over them to contraband being brought into the classroom. Each student has been assigned a locker and should use it to store his or her backpack and other items.

### **Building Security**

ACSA will utilize a **Stay in Place** protocol to address a medical or behavioral issue. The **Stay in Place** protocol allows authorized individuals to work safely and without obstruction in addressing the medical or behavioral issue. A **Stay in Place** protocol is used when there is not a threat to the safety of the people in the school.

Nome Public Schools will follow an ALICE plan in response to an active intruder. Information about this type of response can be found at [What is ALICE?](#) . Anytime the ACSA staff intends to hold a drill, students will be informed and will have an opportunity to ask questions before and after. We want students to feel as comfortable as possible with the concept and procedures.

In the event of a drill for Lockdown or Evacuation or in the event of an actual emergency situation, students shall obey all teachers' directions in a prompt manner. Student safety depends on listening carefully to the teacher's directions with immediate compliance. Additional emergency classroom instructions are located in each room in the RED EMERGENCY FLIP CHART.

Lastly, it is important to note that prevention and communication are key components of school safety. The ACSA staff will work to establish a school climate of respect, connectedness, and trust amongst all stakeholders. Any time a student is aware of dangerous situations or has a concern about safety or the wellbeing of another student or staff member, that student is expected to share his or her concerns with a teacher, administrator, a school counselor, or staff in the school and/or office.

### **Search and Seizure**

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

- Student Lockers – Students' lockers are part of the school building, and as such are under the supervision and jurisdiction of school officials. School officials may search a student's locker at any time.
- Personal Searches – A student's person and/or personal effects may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Any student who evades or flees from staff in order to avoid a personal search or search of their personal effects will be assumed to be in possession of the substances that caused the "reasonable suspicion." If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same gender and with an adult witness present and parent/guardian. If extreme emergency conditions exist that endanger the health and safety of others, a more intrusive search of a student's person will be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only upon prior approval of the superintendent or his/her designee.
- Seizure of Illegal Materials – If a properly conducted search yields illegal or contraband materials, such findings will be turned over to proper legal authorities.

### **Weapons and Knives and Look-a-Likes**

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

## **GENERAL INFORMATION**

**For issues not specifically addressed in this student handbook, Nome Public Schools Board Policy for Students will inform decision making and resolution.**

### **Calls/Texts**

Students who need to make an important phone call/text shall ask the permission of the classroom teacher. Phone calls or texts to students during classes are not permitted. Students are permitted to check their phones at lunch time. If there is an emergency situation, a parent should call the district office at 443-2231 and the message will be relayed to the ACSA staff. When students need to call home because of illness, **an ACSA teacher must speak to your parent/guardian to approve your dismissal.**

### **Cell Phones/Electronics**

Students may use their electronics before school, after school, and during lunch. Students are not allowed to use or have their electronics, including earbuds, on during class or during passing periods. Students who are using or have their electronics on/out must turn their electronics over to staff upon request. Failure to do so will subject the student to a detention due to willful disobedience. For safety reasons, when special permission for electronics is granted, students are not permitted to wear more than one earbud. **One Earbud Only!**

Discipline Procedures for using electronics during inappropriate times:

1. 1st offense: The electronic device is confiscated, given to the principal, and the student can pick it up at the end of the school day.
2. All subsequent offenses: Electronic device is confiscated, given to the principal, and parent/guardian must pick it up from the principal.

The teacher will determine the usage of these items for school related work and will have control over the regulation of these items up to confiscation.

### **Cyberbullying**

Per school board policy, all forms of harassment, intimidation or bullying via electronic means, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to threaten, harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. An individual who redistributes a cyberbullying communication can be found in violation of this policy, even if the individual did not author or create the original communication or image.

The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the

material they transmit over the system.

School board policy describes all disciplinary measures concerning cyberbullying.

**Anvil City Science Academy is not responsible for lost or stolen electronics.**

**Field Trips**

Throughout the year, ACSA students will be involved in various curricular activities that will take them away from school. Please complete a blanket permission slip for all field trips/activities. Teachers will provide information on each field trip/activity throughout the year.

**Student Dress**

School is preparing students for future employment. Students need to dress appropriately every day. To create a favorable climate for learning, students' appearance shall be neat and clean. Any clothing that is distractive, interferes with the educational process, or presents health and safety hazards is not permitted. Wearing "hoodies" (sweatshirt hoods) with the hood up is not allowed inside the ACSA school building. Garments that display profane or obscene words, advocate gangs, illegal drugs, tobacco, or alcohol are not allowed at school. Undergarments should not be visible. No low-cut attire or exposed midriff will be allowed. Students wearing prohibited clothing will be sent home to change unless parents agree to bring acceptable attire to school for the student to change into. Students may be asked to cover up the offensive clothing in lieu of going home. Subsequent instances of inappropriate dress will be treated as willful disobedience resulting in further disciplinary action.

**Immunizations**

All students attending ACSA are required by law to have proper immunizations before being permitted to attend. Students that are not properly immunized will not be allowed to attend school until such immunizations are received and the school has documentation of the required immunizations. The responsibility for ensuring that immunizations are current shall lie with the parent or guardian.

**Lockers**

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept in order at all times. The person to whom a locker is issued is legally responsible for that locker's contents. The school is not legally liable for items missing from student lockers. Lockers should not be defaced, damaged or misused in any way. Students will be charged for locker damage or for removal costs if stickers, markers, paint, etc. must be removed. The outside of the student lockers is reserved for school-related posters and materials only. If items posted on the inside of a student's locker are offensive to another individual, the student who is assigned that locker must remove those items. (Also see Student Search Procedures)

**Anvil City Science Academy is not responsible for lost or stolen items.**

**Lunches**

The school cafeteria is maintained as a vital part of the health program of the school. Please be cooperative regarding the following rules:

- A. Students are not allowed to cut into the lunch line.
- B. Bring all trays to the dishwashing area.
- C. Deposit all lunch litter in wastebaskets.
- D. Leave the table and floor around your place in clean condition for others.
- E. Gum is not allowed in school and should not be on the trays.
- F. No food or trays should be taken from the cafeteria. Exceptions for school-related meetings that occur over lunch can be made.

**Medicines**

Students needing to take prescription or non-prescription medicine during the school day must leave the medicine with the principal or administrative assistant. All prescribed over-the-counter medicine must be in the original bottle. Parents will need to complete and sign a Medication Form prior to any medication being dispensed to a student.

**Textbooks**

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

**Snacks and Water Bottles**

The daily schedule provides time for students to eat a small snack between breakfast and lunch. Students should bring their own snacks (cookies, chips, and candy are not allowed).

Students are allowed to bring water bottles to classes, and water is the only drink permitted in the halls and classrooms. Nome Public School District is soda-free during school hours. Soda, energy drinks, and caffeinated beverages are prohibited at ACSA, the Beltz cafeteria, and the Beltz gym.

Candy and chewing gum are not permitted inside the ACSA building, Nome-Beltz building, gym or on the school buses. Students found with these items will be asked to discard the item and may be subject to administrative consequences.

**Technology Acceptable Use**

We are pleased to be able to offer students of Nome Public Schools access to the District computer network for Internet access and electronic mail. To obtain access to the Internet, all students must have parental permission and must sign and return a copy of this form to the school office. ACSA students are assigned a laptop and must care for it. The laptops are to be kept in the charging cart or

taken directly to class (not taken to lockers or left in hallways). Also, the computers are to be used for school purposes and assigned work as defined by the teachers. Violations of proper care or usage of a computer will result in the following consequences:

- 1st offense - computer taken for the class period

- 2nd offense - computer taken for the day

- 3rd offense - computer taken for a week

- 4th offense - suspension of computer privileges

Inappropriate care or usage deemed extremely severe can result in moving directly to the 4th offense. Students who have their computer privileges suspended are still responsible for completing their work and having it turned in on time. Students will be responsible for making arrangements with the teachers to complete assignments.

## **Laptops and External Hard Drives**

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

## **Visitors**

**All parents are welcome at Anvil City Science Academy.** Parents and volunteers must check-in with the administrative assistant or principal upon arrival at the school. Please enter the building through the northwest entrance (door D4) and complete the sign-in log.

## **SCHOOL BUS RULES**

1. The driver is in full charge of the bus and students. Students must obey the driver or monitor promptly and willingly. No student shall sit in the driver's seat.
2. Students must remain seated while the bus is in motion. Bus drivers, duty personnel and administration are authorized to assign seats as necessary.
3. Outside of ordinary conversation, classroom conduct will be observed. Students should remember that any action, which distracts the driver or creates a safety hazard, is subject to disciplinary consequences.
4. Windows may be opened only with permission of the school bus driver. Students must not extend any part of their bodies out of the windows.
5. Proper conduct in the bus loading zone or bus stop area is as important as proper conduct on the bus. The bus loading / unloading zones are considered part of the school. Students must leave the school bus in an orderly manner. If it is necessary to cross the street, cross in front of the bus, following the instructions of the driver. Students must wait at the bus stop shelter, not across the street.
6. Students must remember that riding the bus is a privilege, not a right. The Principal, Assistant Principal, Bus Contractor, and/or the Superintendent can deny a student's privilege of riding the bus for any misconduct.
7. High school students should ride the high school bus and middle school students should ride the middle school bus. Written/verbal permission should be obtained from the principal or the administrative assistant to ride a bus at a different time. Failure to follow this rule could result in discipline action and or up to denial of bus riding privileges.
8. Students must inform staff prior to their last class if they will not be riding the bus due to a change of plans.

## **Activity Bus Runs**

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



## **Student Vehicles**

Anvil City Science Academy is successful because of our community. We would like to teach our students to follow the ordinances set forth by our elected officials. As such, no student at ACSA may ride an ATV, motorcycle, or snow-machine to school without parental supervision per Nome City Ordinance 8.15.030, "No person under the age of sixteen shall operate an ATV or snowmachine unless under the direct supervision of an adult. (Ord. O-08-01-01 § 3 (part), 2008)". If you have any questions about this please feel free to contact the officers at the public safety building for more clarification.

## **STUDENT ACTIVITIES**

Student activities include: clubs, organizations, sports, as well as all special activities sponsored by these groups. All student activities are important for student growth, however, to participate, students must follow all required eligibility and participation guidelines set forth in the Nome-Beltz Student Handbook. **(Eligibility Rules and Participation Guidelines are available upon request.)**

**NOTE: ACSA does not allow students to travel for school sports or activities if they have an F in any class on an eligibility check.**

The following is a list of organizational clubs and sports that are typically available to students. The Scholastic Grade Rule applies to all ASAA events.

### **Organizational Clubs**

Student Council  
5<sup>th</sup>/6<sup>th</sup> Grade Basketball  
Elementary after school programs  
NNYLO (Nome Native Youth Leadership)  
Elementary Band  
NYO (Native Youth Olympics)  
Spelling Bee  
Ski Club

### **District Sponsored Activities**

Boys Basketball (Middle School)  
Girls Basketball (Middle School)  
Cross Country Running (Middle School)  
Cheerleading (Middle School)  
Band (Middle School)  
Volleyball (Middle School)  
Wrestling (Middle School)

## **Athletic Fees and Owed Money to School**

A student participating in sports will be charged an athletic fee per sport. Athletic Fees and Owed Money to the School must be paid before a student participates in the activity. Athletic Fee Waivers need to be submitted and approved by the Principal/Designee prior to the first event of the sport in order to participate.

## **Student Conduct Eligibility**

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

## **BEHAVIOR PLAN**

We expect responsible, respectful and safe behavior at Anvil City Science Academy. Every teacher has a classroom discipline plan. If student behavior is inappropriate, serious or repeated, parents will be notified by telephone and may be asked to come to school for a conference.

*All discipline procedures are subject to the discretion of the administration and may be changed as needed.*

Various student misbehaviors and the consequences that apply have been listed in this handbook. However, the Nome Public Schools System recognizes that other behaviors may endanger the welfare and/or safety of other students, faculty, staff, or cause disruption to the good order and discipline in the schools. The school system reserves the right to administer consequences for such behavior not specified in the Anvil City Science Academy Behavior Plan. Students should recognize their responsibility to know the contents of this handbook and to ask staff members for any clarification.

### **Classroom Expectations**

Classroom expectations are at the discretion of the teacher. Teachers post classroom expectations and consequences and review these with students. Consequences for repeated and/or serious disruptive conduct will include referral to the principal.

### **Hallway Expectations**

ACSA students use the hallways, tunnel, and parking lot to access different areas throughout the Nome-Beltz campus. To respect others who share this space, students adhere to the following expectations. Consequences for infractions of these rules may include loss of gym time, written reflections, detention, or meeting with parents.

- Be quiet (no talking)
- Walk
- Keep your hands to yourself

## Positive Behavioral Interventions and Supports

	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Follow instructions</li> <li>Use classroom materials appropriately</li> <li>Raise your hand to speak</li> </ul>	<ul style="list-style-type: none"> <li>Respect comments, opinions, and ideas</li> <li>Engage with others and the lesson</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Come to class on time</li> <li>Be prepared and organized (supplies, planner, folder)</li> <li>Complete and turn in assignments</li> <li>Clean up after yourself</li> </ul>
<b>Hallway/ Lockers</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep hands and feet to yourself</li> <li>Keep belongings in locker organized and clean</li> </ul>	<ul style="list-style-type: none"> <li>Keep hallways clean</li> <li>Kindly acknowledge others and their space</li> <li>Use appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>Use electronics only when allowed</li> <li>Close lockers gently</li> <li>Carry computer and supplies properly</li> <li>Eat only in classrooms or cafeteria</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Keep feet on the floor</li> <li>Report issues immediately</li> <li>Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>Give people privacy</li> <li>Flush after use</li> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Throw away trash</li> <li>Return to class promptly</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>Stay in your assigned space</li> <li>Enter and exit quietly</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Listen by giving the speaker/presenter your full attention</li> <li>Keep hands and feet to yourself</li> <li>Respond politely when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Be your best self and represent your school well</li> <li>Keep track of your own belongings and bring them back with you</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use equipment properly</li> <li>Stay off bleachers</li> <li>Report unsafe behavior to adults</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Invite others to play</li> <li>Take turns with equipment</li> </ul>	<ul style="list-style-type: none"> <li>Line up when you are called</li> <li>Ask a teacher for bathroom permission</li> <li>Set a good example</li> </ul>
<b>Outdoors</b>	<ul style="list-style-type: none"> <li>Stay in the designated area</li> <li>Use equipment properly</li> <li>Play calmly and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Take turns and include others</li> <li>Apologize for mistakes</li> <li>Use appropriate language</li> <li>Follow the rules of the games</li> </ul>	<ul style="list-style-type: none"> <li>Help bring in recess equipment</li> <li>Line up when whistle blows</li> <li>Dress for the weather</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Use an indoor voice</li> <li>Walk at all times</li> <li>One person in restroom at a time</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions from adults</li> <li>Use manners: please and thank you</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Leave a clean table, chair and floor</li> <li>Cell phone use with permission</li> </ul>
<b>Tunnel</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of surroundings and others' space</li> <li>Speak quietly</li> </ul>	<ul style="list-style-type: none"> <li>Keep cell phone in your pocket</li> <li>Keep the tunnel clean</li> <li>Speak up about safety concerns</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Listen to bus driver</li> <li>Quiet voices and stay seated</li> <li>Check for safety when getting on and off the bus</li> <li>Report any issues to bus driver</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Use kind words and actions</li> <li>Be respectful of others' space</li> </ul>	<ul style="list-style-type: none"> <li>Know which bus you are taking in the morning</li> <li>Save food/drink/gum until you get home</li> <li>Keep aisles clear</li> </ul>

### **ACSA Discipline Procedures**

Incidents requiring disciplinary actions are divided into four categories according to the level of severity and disruption of a safe school environment. This matrix lists the most common behavior issues and is not inclusive of all possible behavior issues that can arise during a school day or activity. Unacceptable behavior not listed will be handled on an individual basis using the progressive discipline model as a guide to consequences.

Grounds for suspension; (1) continued willful disobedience or open and persistent defiance of reasonable school authority; (2) behavior that is inimical to the welfare, safety, or morals of other pupils or a person employed or volunteering at the school. AS 14.30.045 (Inimical = hostile, not friendly, having a harmful effect).

	BEHAVIOR EXAMPLES	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
Level 1	Chewing Gum Dress Code Violation Disruptive to Others Horseplay Inappropriate Language Public Display of Affection (PDA) Disobedience/Disrespect Repeated Tardiness (3 or more) Repeated Unauthorized Cell Phone Use (3 or more)	Detention  1 Day	Detention  1 Day	Detention  1 Day	Move to Level 2, Step 1  (In-School Suspension)
Level 2	Bullying Cyberbullying Continued Disruptive Behavior Continued Disobedience/Disrespect Disruptive Classroom Behaviors Leaving Class w/out Permission Lying Skipping Class Vandalism	In School Suspension  1-2 Days	In School Suspension  2-3 Days	In School Suspension  3-5 Days	Move to Level 3, Step 1  (Out of School Suspension)
Level 3	Fighting Gross Disrespect Intimidation/Harassment/Threats Leave School w/No Permission Sexual Jokes/Pornography Student Endangerment Theft Tobacco Possession/Use Insubordination	Out of School Suspension  1-3 Days  Referral	Out of School Suspension  4-7 Days	Out of School Suspension  7-10 Days	Long Term Suspension  Semester Loss of Credit
Level 4	Alcohol & Drug Possession, Use, Distribution, Under the Influence, Selling Any violation defined by state statute Assault & Battery Dangerous Instrument Possession Performance Enhancing Drugs, Possession/Use Weapon Possession	The offenses listed within level 4 will be dealt with in accordance with its section located within the Nome Public Schools board policy website. School consequences are separate from any legal consequences that may arise from the situation (contacting the police and other law enforcement agencies.)			

## **Discipline Referrals**

Level 3 & 4 infractions can result in referrals to outside agencies. Legal violations such as alcohol/tobacco/drug use, possession or sales, theft, or assault, may be referred to Nome Youth Court for trial. Parents and youth will have the option to participate in Youth Court or be ticketed and fined by the Nome Police Department. Behavioral or substance use violations may be referred to agencies providing education or counseling services such as Nome Community Center, NSHC CAMP Department or NSHC.

## **GLOSSARY**

### **Definition of Terms**

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

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

**Disruptive behavior:** student conduct, which materially and substantially interferes with the educational process or with school sponsored activities. Examples include: refusing to acknowledge a school employee's direction, insolence, noncompliance with school/class rules and behavior that jeopardizes the welfare and/or safety of other students and staff.

**Disobedience/disrespect:** the refusal to comply with a reasonable request by any staff member, substitute teacher, volunteer or guest presenter.

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

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

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

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

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

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

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

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

**Public Display of Affection (PDA):** Inappropriate physical contact including, but not limited to, intimate touching, kissing, etc. at school or a school sponsored activity. (Holding hands is the only PDA that is accepted on school grounds and/or at school sponsored activities.)

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

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

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

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

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

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

### **Consequence Definitions**

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

**Detention:** An administratively imposed consequence requiring a student to remain in a designated place either during lunch or after school. Students serving lunch detention can request lunch from the cafeteria and will eat in an assigned ACSA classroom. During a detention, a student will be expected to reflect on their actions by speaking with the principal and writing any discussed understandings.

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

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

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