

# NOME ELEMENTARY SCHOOL



## Home of the Nanauyaat! FAMILY HANDBOOK 2024-2025

**“Excellence for and from all students”**

PO Box 131, Nome, AK 99762  
Telephone 907.443.5299      Fax 907.443.2850

**Nome Public School District’s Mission Statement:**

*Nome Public Schools, in active partnership with families and the community, educates and inspires students to become successful and responsible global citizens in an environment that represents our rich cultural diversities and local traditions.*

**Nome Elementary School’s Shared Vision Statement:**

*Nome Elementary School provides a positive and welcoming environment where our culturally-diverse students, staff, and community members are valued through mutual respect, collaboration, safe interactions, and enriching experiences. Clear and high expectations serve as guidelines to reach success and wellness for all students in this rapidly-changing world.*

# Welcome!

Dear Families of NES Nanauyaat:

We are excited to begin a new school year here at NES. We have an amazing team that is looking forward to filling the year with exciting opportunities. With the continued use of cooperative learning strategies, as well as Bookworms, our Language Arts instructional program, and Eureka, our math instructional program, we have strong tools to provide an excellent education to our children. Students will be given many opportunities to improve their reading and comprehension skills throughout the school year and to demonstrate what they have learned. We ask that you support our effort to improve your child's reading ability by reading with them at home. It is recommended each student be involved in a reading activity for at least twenty minutes each night. Together we can achieve our district's goal of having ***ninety percent of our students reading on grade level by the end of third grade.***

The instructional day begins promptly at **8:00 AM**; please have your child(ren) to school on time. We are happy to provide free breakfast in the classroom to all of our students here at NES.

Please take an opportunity to review this handbook with your child(ren). It is important students understand the expectations established for them and that you, parents/guardians, support the expectations and procedures established in order to maintain a safe and productive learning environment for all.

We look forward to another fantastic school year. If you ever have any questions or would like to know more about what we do or how we do it please do not hesitate to contact us.

Sincerely,

Elizabeth Korenek-Johnson  
Principal

Nicholas Settle  
Assistant Principal

## Table of Contents

<i>Welcome!</i> .....	1
Staff.....	4
Nome Elementary School Education Compact.....	5
School Calendar.....	7
<i>Attendance</i> .....	8
Absences.....	8
Check Out.....	8
Chronic Absenteeism.....	9
NES Attendance Review.....	9
Tardy and Early Dismissal.....	9
Truancy.....	9
Illness Suggestions: How Sick is too Sick?.....	10
<i>School Procedures</i> .....	11
Accidents.....	11
Activities.....	11
Advertising.....	11
Assembly.....	11
Breakfast/Lunches.....	11
Bus Rules.....	12
Closed Campus.....	12
Current Student Information.....	12
Field Trips.....	13
Immunizations.....	13
Lice.....	13
Medication.....	13
Release of Directory Information.....	13
Student Dress.....	15
<i>Behavior Plan</i> .....	15
Behavior Expectations.....	15
Classroom Expectations.....	15
Focus Room/In School Suspension.....	16
<i>Student Suspension Policy</i> .....	16
Authority to Suspend.....	16

Short Term Suspension Procedures (10 days or less):.....	16
Expulsion.....	17
<b><i>General Information.....</i></b>	<b><i>17</i></b>
Daily Bulletin.....	17
Facilities Request/Calendar.....	17
Homework Responsibility.....	17
Lost and Found.....	17
Migrant Education Program.....	17
Playground.....	18
Substitute Teachers.....	18
Technology Acceptable Use Agreement.....	18
Telephone Calls and Cell Phones.....	18
<b><i>Safety and Security.....</i></b>	<b><i>19</i></b>
Notice of Electronic Surveillance.....	19
Safety Drills.....	19
Search and Seizure.....	19
Visitors/Passes.....	19
Volunteers.....	19
Weapons and Knives and Look-a-Likes.....	20
<b><i>Nome Elementary Behavior Definitions.....</i></b>	<b><i>21</i></b>
Level 1 – CLASSROOM-LEVEL BEHAVIOR: MILD/MODERATE.....	21
Level 2 – OFFICE LEVEL BEHAVIOR: MODERATE.....	22
Level 3 - OFFICE-LEVEL BEHAVIOR: SERIOUS.....	23
Level 4 - OFFICE-LEVEL BEHAVIOR: SEVERE.....	24
<b><i>Nome Elementary Behavior Guidelines.....</i></b>	<b><i>26</i></b>
Level 1.....	26
Level 2.....	27
Level 3.....	28
Level 4.....	30

## Staff

### NOME ELEMENTARY SCHOOL

<b><u>PRINCIPAL</u></b> Elizabeth Korenek-Johnson	
<b><u>ASSISTANT PRINCIPAL</u></b> Nicholas Settle	
<b>INSTRUCTIONAL STAFF</b>	
<b><u>Kindergarten</u></b> Janet Balice Kiminaq Maddy Alvanna-Stimpfle Meghan Ten Eyck	<b><u>Fifth Grade</u></b> Cassie Laurence Jennifer Shreve
<b><u>First Grade</u></b> Annie Conger Heidi Secor Matt Slingsby	<b><u>Special Education</u></b> Peggy Simpson Tricia Shambach Anne Madonia
<b><u>Second Grade</u></b> Marta Pardee Deborah Hirst Vacant	<b><u>Cultural Studies</u></b> Marie Sakar
<b><u>Third Grade</u></b> Kim Erikson Ian McRae Jason Brown	<b><u>Reading Intervention</u></b> Vacant Julie Fabignon-Cross
<b><u>Fourth Grade</u></b> Krista Marvin Vacant Vacant	<b><u>Physical Education</u></b> Victor Sanders
<b>SUPPORT STAFF</b>	
Stacy Kosto – School Registrar Jennifer Reader– Attendance Secretary Doris Amaktoolik – Classroom Instructional Aide Anita Scadden – Classroom Instructional Aide Margaret Castel – Classroom Instructional Aide Joelene Kacena – Library Instructional Aide Justin Heinrich – Technology Integration Joy Foret - Paraprofessional	Daniel Holmes– Paraprofessional Stan Burgess - Paraprofessional VACANT – Custodian Jimmie Murdock – Custodian Thuong Nguyen – Custodian Vacant – Afterschool Coordinator Heidi Hanebuth – Title 1 Instructional Aide



## **Nome Elementary School Education Compact**

*It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and in life. Please review this compact with your student. A copy for signatures and return will be sent home with each student.*

**As a teacher, I will:**

- Provide high-quality curriculum and instruction.
- Plan instruction to reflect the cultures of my students.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning (up to 30 minutes for grades 1-3 and up to 60 minutes for grades 4-6).
- Provide a reading log to help families track the expectation of at least 20 minutes of reading outside school.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.

**As a student, I will:**

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my screen time, and instead study or read every day after school.
- Respect the school, classmates, staff and families.

**As a parent/guardian or family member I will:**

- Provide a quiet time and place for homework and monitor screen time.
- Read to my child or encourage my child to read every day, for at least 20 minutes.

- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day on-time, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Look for ways I can support my child's classroom and school.
- Respect the school, staff, students, and families.

## School Calendar

FINAL School Calendar 2023-2024																											
Due Date: July 1, 2023																											
District Name: Nome Public Schools														School:													
Approved By: Board of Education 2/8/23														Title:													
Jul-23							Aug-23							Sep-23							Oct-23						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
																			UV				M				
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
															H	O	M					I		M			
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
										N	N	N											M				
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
								I	I	I	I	I												M		E	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
								W	W	UV	UV																
30	31																										
# of Inservice Days:							# of Inservice Days: 5							# of Inservice Days:							# of Inservice Days: 1						
# of Student Days:							# of Student Days: 0							# of Student Days: 19							# of Student Days: 21						
# of Teacher Days:							# of Teacher Days: 7							# of Teacher Days: 20							# of Teacher Days: 22						
Nov-23							Dec-23							Jan-24							Feb-24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

To be updated with 2024-2025 calendar upon finalization

						31																					
# of Inservice Days: 1							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 1						
# of Student Days: 19							# of Student Days: 11							# of Student Days: 21							# of Student Days: 20						
# of Teacher Days: 22							# of Teacher Days: 12							# of Teacher Days: 23							# of Teacher Days: 21						
Mar-24							Apr-24							May-24							Jun-24						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1																					1
										M																	W
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
	UV	UV	UV	UV	UV					M																	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
												I															
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
															UV				C/E								
31																					30						
# of Inservice Days:							# of Inservice Days: 1							# of Inservice Days:							# of Inservice Days:						
# of Student Days: 16							# of Student Days: 21							# of Student Days: 22							# of Student Days:						
# of Teacher Days: 16							# of Teacher Days: 22							# of Teacher Days: 22							# of Teacher Days: 1						





## Attendance

BP 5113

Regular attendance at school is necessary if students are to gain full benefit from their educational opportunity while in school. Students who have good attendance generally enjoy school more, achieve higher grades, and are more employable after graduating from high school. Nome Public Schools' staff will do everything possible to provide a positive learning environment that will encourage students to attend school. The staff and school will inform the parents of their child's attendance record and, through mutual cooperation, work to achieve exceptional attendance.

Please be sure to call the school office (907-443-5299) by 8:30 a.m. If your student is absent and we have not received a call in the office an attempt will be made to contact you by phone.

### Absences

An absence is defined as when a student is not physically present in school. All absences, whether excused or unexcused, are counted as absences.

Excused absences meet one of the following requirements:

- Subsistence
- Injury or Illness (See suggestions for "How sick is too sick" on page 10)
- Quarantine
- Death in the Family
- Medical or Dental Appointment
- Court or Administrative Proceedings
- Religious Observance

All excused absences must be accompanied by a parent notification within two (2) school days of the absence. Medical absences beyond three consecutive days with a doctor's note will be marked as a medical leave of absence.

### Unexcused Absences

- An unexcused absence is one that does not meet the requirements of an excused absence.
- Students who oversleep are considered unexcused.
- Students leaving the building without first checking out of the school office will be considered unexcused.

**Planned Absences** – In the case of planned absences, the school office and classroom teacher should be notified at least one full week in advance. Parents should consult with the classroom teacher to determine the appropriateness of homework assignments for their child during the planned absence. Staff will not be required to provide specific instructional assignments for this period of time.

### Check Out

Students need to be checked out at the school office by a parent or guardian if they are leaving school prior to dismissal time. If a student leaves the school without permission the Nome

Police Department and the student's parent/guardian will be notified immediately for the student's safety.

### **Chronic Absenteeism**

Chronic absenteeism is defined as missing ten percent or more of school days. Students who are chronically absent, excused or unexcused, are at risk of falling behind. Nome Elementary School's counselor will review students tending towards chronic absenteeism and work with the families to improve the students' attendance. Any student missing ten (10) consecutive days unexcused will be dropped from enrollment.

### **NES Attendance Review**

The Nome Elementary School counselor will work with the teacher, attendance secretary, principal, and assistant principal to keep parents advised of attendance issues as needed. This committee will assist parents to help improve attendance. A conference will be requested, if necessary, to develop an attendance improvement plan.

### **Tardy and Early Dismissal**

A tardy is defined as any appearance of a student after 8:00 a.m. but before 11:00 a.m. Early dismissal is defined as leaving school one hour or less before the scheduled departure time. Between the 11:00 a.m. and one hour early is considered a half day's absence.

### **Truancy**

Truancy is defined as a full day, unexcused absence.

## **Attendance Facts!**

Absenteeism in the first month of school can predict poor attendance throughout the school year. Half the students who miss 2-4 days in September go on to miss nearly a month of school.

Absenteeism and its ill effects start early. One in 10 kindergarten and first grade students are chronically absent.

Poor attendance can influence whether children read proficiently by the end of third grade or be held back.

By 6th grade, chronic absence becomes a leading indicator that a student will drop out of high school.

Research shows that missing 10 percent of school days, or about 17 days in most school districts, negatively affects a student's academic performance. That's just two days a month and that's known as "chronically absent."

When students improve their attendance rates, they improve their academic prospects and chances for graduating.

## Illness Suggestions: How Sick is too Sick?

### When to Keep Students Home



In most situations, the school prefers students come to school and if they become ill at school, the parent/guardian will be notified. However, here are a few guidelines to help parents/guardians in deciding when to keep your child home from school.

Symptom	Student must be at home?
<b>Diarrhea</b> frequent, loose or watery stools compared to child's normal pattern: not caused by diet or medication	<b>Yes</b> - If your child looks or acts ill: if the child has diarrhea with a fever and/or vomiting. Make sure your sick child stays well hydrated. Student can return when he/she has not had diarrhea during the last 24 hours.
<b>Fever</b> Fever is the body's way of destroying the germs making it sick, and it's a common symptom of infections.	<b>Yes</b> - When fever > 101 is accompanied by other symptoms of illness, such as rash, sore throat, vomiting, headache, muscle aches, loss of appetite, etc.  Student can return when fever has been gone for 24 hours without medication and the child's appetite and energy level returned to normal.
<b>Flu</b> The flu can be serious. Symptoms of the flu typically come on suddenly and can include: fever, chills, headache, body aches, sore throat, nausea, vomiting, dry cough	<b>Yes</b> - If your child has a fever > 101 or will be unable to participate in class.  Student can return when fever has been gone for 24 hours without medication and energy level has returned to normal.
<b>Coughing</b> Severe, uncontrolled coughing or wheezing, rapid or difficulty breathing Note: Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment	<b>Yes</b> - Medical attention is necessary
<b>Mild Respiratory or Cold Symptoms</b> Stuffy nose with clear drainage, sneezing, mild cough	<b>No</b> - Child may attend school if able to participate in class.
<b>Rash</b>	<b>No</b> - Body rash without fever or other symptoms usually does not require student to remain at home <b>Yes</b> - Seek medical advice for rash with fever, open and weeping wounds, or quickly spreading rash
<b>Vomiting</b> Vomiting is another way for the body to rid itself of the germs making it sick and is usually caused by a stomach virus or infection.	<b>Yes</b> - Keep the student home if they have vomited 2 or more times in the last 24 hours. Student can return when he/she has not had vomiting during the last 24 hours.
<b>Pinkeye (conjunctivitis)</b> Symptoms of pinkeye include eye redness, itchiness, discharge that forms a crust during the night that may prevent your eye or eyes from opening in the morning	<b>Yes</b> - If given antibiotics, please keep at home until he/she has taken the antibiotics for at least 24 hours.  If your health provider decides not to treat your child, a note is needed.

\*Source: Parenting.com and WebMD.com

# School Procedures

## **Accidents**

Injured students are to report to the nearest staff member or go to the office for help.

## **Activities**

*BP 5144*

Student activities include clubs, organizations, and field trips, as well as all special activities sponsored by these groups. All school rules and regulations are in force at all school-sponsored functions.

## **Advertising**

*BP 1325*

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

## **Assembly**

During school assemblies, all students will remain in the assembly until the program is over. Remember that courtesy is one of the keys to success and the expectation is that students will be a respectful audience. Students will remain seated until the teacher prompts them to exit the assembly. When the assembly is over, students are to go with their teacher.

## **Breakfast/Lunches**

School breakfast and lunch is served every day. A well-balanced breakfast and lunch is offered at no cost to the student. We are continuing to participate in the National School Lunch Program and if you wish to join us for lunch adult lunches are \$10.25.

Students learn better when they have fuel to learn! Breakfast will be served in class at the beginning of each day. If you wish to join us for breakfast adult breakfasts are \$6.75.

The following are student lunchroom expectations:

- Sit at assigned tables
- Stay seated until excused by an adult
- Clean or help to clean up spills or accidents
- Return unwanted milk to proper space and return trays to kitchen when directed
- Voice level 1 in line; Voice level 2 while seated
- There is no microwave available to students to heat lunches
- Remain in the lunchroom unless dismissed by/to staff
- Must have a restroom pass and permission to leave the lunchroom to use the facilities

## **Bus Rules**

### ***BP 5131.1***

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Serious safety hazards can result from noise or behavior that distract the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the principal.

## **Closed Campus**

### ***BP 5112.5***

Nome Elementary School is a closed campus. Students shall not leave the school grounds at any time during the school day, including lunchtime, without prior authorization of their parent or guardian. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action. Nome Police Department and parent/guardian will be notified immediately for the student's safety.

## **Current Student Information**

We ask that parents please help us keep student information current. If you change your physical address, mailing address, e-mail address, home, cell, work or emergency telephone number, please inform the Nome Elementary School office or log on to PowerSchool and update your information. We may need to contact you because your child is ill, a weather closure of school, or in case of an emergency.

## **Field Trips**

Throughout the year your child's class may be taking several field trips and participating in several activities that will take them away from NES. Teachers will provide a permission slip for all field trips/activities throughout the year. Permission slips must be returned in order for a student to participate.

## **Immunizations**

*BP 5141.31*

All students attending Nome Elementary School are required by law to have proper immunizations or proper exemption paperwork on file. 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 or exceptions. The responsibility for ensuring that immunizations or exceptions are current lies with the parent or guardian. If you have questions, please contact the school secretaries, State Public Health, or Norton Sound Health Corporation.

## **Lice**

*BP 5141.22*

In accordance with board policy, examinations may be conducted at any time with a fine-tooth louse comb. If live lice or a louse is found, the parent or guardian will be contacted and the student will be sent home. The student will need to be treated at home, re-evaluated by school personnel, and found to be free of live lice before re-admittance to the classroom. If crawling lice are not seen but nits are found attached firmly within ¼ inch of the base of hair shafts it suggests further treatment is needed. Parents and guardians will be contacted for this as well. There will be periodic re-evaluations until there are no live lice or nits within ¼ inch of the scalp.

## **Medication**

*BP 5141.21*

Students needing to take prescription or non-prescription medicine during the school day must leave the medicine with the front office staff. All prescribed and over-the-counter medicine must be in the original bottle. Guardians will need to complete and sign a Medication Form prior to any medication being accepted or dispensed to a student. Over-the-counter medicines may not be left in the office long term for in-case situations and must have a doctors directive for long term usage.

## **Release of Directory Information**

*BP 5125*

Directory information is information that is contained in an education record of a student, which would not generally be considered harmful, or an invasion of privacy if disclosed. FERPA (34 C.F.R. § 99.3 "Education Records"): school officials may release directory information about a student without first obtaining parental consent, unless the parent objects. Districts may disclose this type of information only after giving notice to parents of the items of personal information the school has designated as directory. This notice must also inform parents of their right to refuse disclosure of directory information about their child. A school district is authorized to

define the categories of directory information that it desires, if any, and the list found in the Family Educational Rights and Privacy Act is for illustration only. Accordingly, the District is not required to include all, or any, of these items as directory information, but may do so if desired. Effective January 2009, federal law amendments clarify that directory information may not include student social security numbers and may not normally include student identification numbers. Effective January 2012, school districts may implement a limited directory information policy in which they specify the parties or purposes for which the information is disclosed.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

The Superintendent or designee may use student directory information in school publications and may authorize the release of directory information to representatives of the news media, prospective employers, post-secondary institutions, military recruiters or nonprofit or other organizations. Directory information consists of the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

The District, before making directory information available, shall give public notice at the beginning of each school year of the information which it has designated as directory information. This notice shall also identify all disclosures required by state and federal law, unless parents opt out of such disclosure. The District shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the District that any or all of the information designated should not be released. The District may provide parents with the ability to limit disclosure to specific parties or for specific purposes, as determined by the District.

Directory information shall not be released regarding any student whose parent/guardian notifies the District in writing that such information may not be disclosed. Parents may not, by opting out of director information, prevent a school from requiring a student to identify him or herself, or to wear or carry a student ID or badge.

The District may disclose directory information about former students without meeting the requirements of this section.



## Student Dress

Dress and appearance that are so distracting as to clearly interfere with the educational process or that present health and safety hazards will not be permitted.

- Garments that in any way exhibit profane or obscene words, advocate gangs or violence, drugs, tobacco or alcohol or the resemblance of such items are prohibited at school.
- This prohibition extends to shirts or slogans that are inappropriately suggestive or unbecoming for a school environment, which may include shirts that expose a bare midriff or that are cut low, including short skirts/dresses.
- Students may not wear hoods of sweatshirts during the school day. Knit hats/"beanies" are permissible in public areas for all school students. Teachers/Staff may prohibit the wearing of hats in their classroom/office, and may choose to allow caps. Any school-appropriate headwear would be permitted on a "Hat Day" spirit day.

Students wearing prohibited clothing will be asked to change the garment or turn it inside out and a parent or guardian will be contacted to have an appropriate replacement garment brought to school. Students refusing to change or correct the garment as requested will be assigned an appropriate consequence immediately for Willful Disobedience. Subsequent instances of inappropriate dress will be treated as a Dress Code disciplinary action.

## Behavior Expectations

We expect **Responsible, Respectful and Safe** behavior at Nome Elementary School. Every teacher has a classroom management plan. If student behavior is inappropriate, serious, or repeated, families will be notified 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 for the benefit of students.***

Various student behaviors 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 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 Nome Elementary School Behavior Plan. Families and students need to recognize their responsibility to know the contents of this handbook and to ask staff members for any clarification.

### Behavior Expectations

- Be Safe
- Be Responsible
- Be Respectful

### Classroom Expectations

Classroom expectations are at the discretion of the teacher and in accordance with the classroom management plan. Teachers post classroom expectations and consequences and review these with students. A copy of these expectations will be made available upon request. Consequences for repeated and/or serious disruptive conduct will include referral to the principal's or assistant principal's office.

**Focus Time**

The purpose of Focus Time is for students to “cool down” and/or refocus so they may return to their regularly scheduled classroom instruction. If students are unable to refocus and return to their classrooms after a reasonable “cool down” period of time the Nome Elementary Behavior Matrix will be used.

**Student Suspension Policy**

*BP 5141.1*

**Authority to Suspend**

The Superintendent of Schools, Principal, or Assistant Principal may suspend a student for any of the acts listed under “Grounds for Suspension and Expulsions” for not more than ten consecutive days. Suspension may be imposed upon a first offense if the Principal or their designee determines the student’s behavior to be in some way harmful to the welfare or safety of others, the student’s presence represents a danger to persons or property, or threatens to disrupt the instructional process. If the Board is considering expulsion of a suspended student, the Superintendent or designee may, in writing, extend the suspension until the Board has made a decision.

**Short Term Suspension Procedures (10 days or less):**

Suspension shall be preceded by an informal conference conducted by the Assistant Principal or Principal. This conference will include the student, parent, and when possible, the teacher, or school employee that has information about the incident. This may occur in person or by phone if the parent or guardian is unable to attend.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense. At the end of this discussion if the Principal or Assistant Principal believes the student is guilty of misconduct, the student may be suspended for up to ten days. A student suspended from school may not participate in any school or district-sponsored activity; furthermore, he/she is not allowed on any Nome Public Schools property during any school or district-sponsored event.

This conference may be omitted if the Principal, designee, or Superintendent determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety, or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school. This may occur in person or by phone if the student is unable to attend.

Upon completion of a suspension, a reentrance conference will be held with parent/guardian, student, and administrator before returning to the classroom.

**Notice to Parents/Guardians:** Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension by US Mail or by hand. This notice shall state the reasons

for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

### **Expulsion**

The principal or superintendent may recommend expulsion of a student to the School Board. In this situation a parent/guardian will receive a copy of the school board policy concerning expulsion.

## **General Information**

### **Daily Bulletin**

All notices of club meetings, general information, athletic, and social events are announced each day at 8:10 during morning announcements. Students and families may check the bulletin on PowerSchool daily for pertinent information and announcements. Additions to these notices should be emailed to the office to ensure their enclosure in the next Daily Bulletin.

### **Facilities Request/Calendar**

The community may request the use of the NES facility by going to the NES web site and finding the facilities request on the Facilities Calendar page ([https://www.nomeschools.org/apps/pages/index.jsp?uREC\\_ID=3652159&type=d&pREC\\_ID=2414756](https://www.nomeschools.org/apps/pages/index.jsp?uREC_ID=3652159&type=d&pREC_ID=2414756)). The Calendar may be used to learn of events in the building. Click on the event to learn more.

### **Homework Responsibility**

*BP 6154*

Homework will reinforce classroom-learning objectives and be related to student needs and abilities. We ask that all students spend a minimum of twenty minutes on homework per night, Monday through Thursday. This could be twenty minutes of reading. Homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. Students shall be given the opportunity to make up schoolwork missed due to absences and shall receive full credit if the work is turned in according to the schedule determined by School Board policy.

### **Lost and Found**

Articles found in classrooms and halls are turned into the office or placed in the "Lost and Found" in the Nome Elementary School front entrance. It is your responsibility to check for lost articles. At the end of each semester, any unclaimed items will be donated to charity. It is always a good idea to label clothing and lunch containers so items found can be returned to the owner.

### **Migrant Education Program**

Each year many Nome school-aged children qualify for services under the provisions of the Federal Migrant Education Program. This includes tutoring, books, and other services. The most common qualifying migrant activity in Nome is a family taking children to fish camp for a minimum of seven cumulative nights and an indication from the family that obtaining and storing of salmon is one of the family's principal means of livelihood. The program is available to any Nome area family, regardless of ethnicity, with children who meet the criteria for eligibility.

Please call Migrant Education at 443-6197 for more information.

## **Playground**

The playground is for student use and is supervised by school employees during recess. The playground will be open to the public at the close of business hours. Dogs are never allowed on the playground.

### **Playground Expectations**

- Be Safe, Be Respectful, Be Responsible.
- Games will include all who want to play.
- Keep body to yourself. Two-Finger Touch Tag is acceptable.
- If it looks like fighting, it will be treated as fighting.
- Rocks, ice, and snow stay on the ground. Building with snow is permissible.
- Large puddles and ice slicks are off-limits.
- Stay ten feet away from the building, and off the ramp during recess.
- Use all equipment as intended: No climbing over railings.
- Stay off the fence.
- Balls may be used in open areas. If a ball goes over the fence it may be retrieved by one student, after receiving permission from duty staff. The second time a ball goes over the fence it will have to be retrieved by the student after the school day.
- Line up safely when the whistle is blown at the end of recess.

## **Substitute Teachers**

Our school is fortunate to have qualified substitute teachers to help us whenever our regular teachers are away from the classroom. Substitute teachers have the same authority and responsibilities as the regular teacher.

## **Technology Acceptable Use Agreement**

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 in certain grade levels. To obtain access to the Internet, all students must have family permission online through annual PowerSchool enrollment

## **Telephone Calls and Cell Phones**

Should a student have the need to make a personal call during the day, students must receive permission from the classroom teacher before being sent to the office to make the call. The office will facilitate all calls home. Phone calls to students during classes will not be permitted. If there is an emergency situation, the office will contact the student. When students need to call home because of illness, someone in the office must speak to the parent/guardian.

If cell phones are brought to school they are required to be powered off and placed in the class/pod safe until the end of the day. There are no exceptions to this rule. If there is an emergency in which a student must be reached, please call (907) 443-5299 and we will notify the student immediately. All student phone calls and messages come through the front office.

## **Safety and Security**

### **Notice of Electronic Surveillance**

Nome Public Schools employs the use of electronic surveillance equipment for safety and security purposes throughout the public areas of the building and grounds. This equipment may or may not be monitored at any time.

### **Safety Drills**

Safety drills are required by AS 14.03.140. All students and staff will react to each safety drill as if it were an actual emergency. Students will follow the direction of the supervising adult. Members of the public shall not enter the school during a drill. Each student will become familiar with the evacuation plan posted in the classroom and with lock down procedures.

### **Search and Seizure**

*BP 5145.12*

**Student Desks** – Students' desks and cubbies 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 desk or cubby 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. 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. Families will be notified in the case of a personal search.

### **Visitors/Passes**

The community is welcome at Nome Elementary School. We ask all visitors to sign in at the office before they go to classes and wear a visitor badge. Guests need approval from the principal. No student visitors are permitted during instructional times unless they are taking part in a specific curricular or extracurricular program. Visiting friends and relatives may purchase and/or eat lunch at school and go to recess if accompanied by their parent/guardian.

### **Volunteers**

Nome Elementary School appreciates everything volunteers do to assist students, faculty, and staff. All volunteers are asked to complete a Volunteer Agreement and submit to a background check if required. We invite and welcome all volunteers.

Regular volunteers are required to complete background checks that include, but are not limited to, those who help in the following activities:

- Volunteers with a regular schedule in the school (morning gym, classroom, playground, cafeteria, library, greeters)
- Activity/Club mentors, volunteers, or chaperones
- Overnight school trip chaperones
- Volunteer coaches (interscholastic or intramural)

Occasional volunteers will not be required to complete background checks. The school staff will conduct a minimal background screening for those individuals as appropriate. This category includes, but is not limited to, those who help in the following activities:

- Occasional volunteer (ex. classroom party, field trip, school/community event)
- School-sponsored events (ex. career fairs, book fairs, science fairs, school dances, guest speakers, field day, registrations)
- Projects with little or only incidental contact with students (ex. fundraisers, boosters, concession stands, scorekeepers)
- School Improvement Teams, School Leadership Team, and PTA participants

We appreciate your cooperation and support of this new expanded background check program. We share with you the responsibility to ensure the welfare and safety of our students. Copies of the Nome Elementary School Volunteer Application are available in the main office. Please contact the school office or NPS Human Resources with any questions you may have regarding this program.

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

*BP 5131.7*

Weapons, knives and look-a-likes (including but not limited to multipurpose tools, pocket knives, toy knives, blades, 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.

# Nome Elementary Behavior Definitions

## Level 1 – CLASSROOM-LEVEL BEHAVIOR: MILD/MODERATE

Behavior Infraction	Behavior Definition	Expected Behavior Students are expected to:
<b>Academic misconduct/Cheating</b>	Plagiarism or failure to correctly attribute sources; use of internet resources to gather information to submit as one's own work; submitting other(s) work as one's own; cheating in the form of using unauthorized assistance such as notes, verbal or physical exchange, electronic messages or any behavior which results in a higher grade than what the student would have earned without such assistance.	Create products, earn grades, and cite resources that truthfully represent personal achievement
<b>Disrespect</b>	Behaviors such as inappropriate language (profanity, blaming, complaining, "put-downs"), "tone-of-voice", or body language that indicate disregard for the school, district staff or students	Treat people respectfully (ex. listen, care, trust, support, negotiate, acknowledge, accept, contribute)
<b>Dress code violation</b>	Violation of school dress policy includes individual choices of clothing and grooming styles that present a health or safety hazard or a distraction that would interfere with the educational process. Students are prohibited from wearing clothing that allows undergarments or private body parts to be visible. Students are also prohibited from wearing clothing that is imprinted with profane language or promotes drugs/alcohol/tobacco. Clothing which is gang related, carries slogans, logos, or pictures or a sexual, racist, or abusive nature is also prohibited.	Be clean and to wear clothes that are suitable for the school activities in which they participate
<b>False reports/False statements</b>	Falsely reporting harassment or aggressive acts. Making false reports of crime and/or violations of school policy. Impersonating a parent or teacher.	Be truthful
<b>Inappropriate behavior</b>	Any behavior that is unsafe or disrupts the learning atmosphere of the building such as throwing objects, running, wrestling, chasing, playing "keep-away", and hiding	Engage in behavior that supports the educational environment
<b>Inappropriate language</b>	Offensive language including but not limited to swearing	Use respectful, appropriate language
<b>Inappropriate use of materials</b>	Using materials in ways other than intended by the teacher that are disruptive to the learning process	Use materials appropriately
<b>Inappropriate use or possession of electronics</b>	Possession of banned electronics. Inappropriate use of electronics, including; using at inappropriate times, used in an off-task, rude, or distracting manner.	Use music/video players/recorders, lap tops, cell phones, or the like outside of instructional time unless instructed otherwise by a staff member
<b>Sleeping in class</b>	Sleeping in class	Be attentive and actively engaged
<b>Teasing</b>	To annoy persistently by goading, coaxing, or taunting	Be respectful to others
<b>Theft</b>	When a student takes anything that does not belong to him/her	Respect the property of others
<b>Vandalism/Graffiti</b>	The negligent, willful, or unlawful damaging of any district- owned real or personal property, including graffiti when damage is temporary or there is minimal cost to repair	Respect the property of others and support a safe and secure environment for all
<b>Willful disobedience</b>	Violation of policies or procedures such as those written in the Student Handbook, Course Syllabus, or verbally explained by a district staff member	Comply with school policies and procedures

Revised March 2024

# Nome Elementary Behavior Definitions

## Level 2 – OFFICE LEVEL BEHAVIOR: MODERATE

Behavior Infraction	Behavior Definition	Expected Behavior
<b>Harassment/Intimidation</b>	<p>Intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and</p> <ul style="list-style-type: none"> <li>physically harms the student or damages the student's property</li> <li>has the effect of substantially interfering with the student's education</li> <li>is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment</li> <li>has the effect of substantially disrupting the orderly operation of the school; or</li> <li>there is a power differential between the students involved</li> <li>Includes hazing and cyber-bullying</li> </ul>	Demonstrate positive character traits and values and conduct themselves in a civil and respectful manner in order to promote harmonious and courteous relations in the school environment
<b>Defiance/ Insubordination</b>	Refusal to follow "reasonable" directions of a district staff member that are intended to support a positive, safe, and orderly learning environment	Follow directions given by school district staff
<b>Dress code violation (repeated offenses)</b>	Violation of school dress policy as described in the Student Handbook	Wear clothing that is neat, clean, and in good repair
<b>False reports/False statements (repeated offenses)</b>	Falsely reporting harassment or aggressive acts. Making false reports of crime and/or violations of school policy. Impersonating a parent or teacher.	Be truthful
<b>Inappropriate use or possession of electronics (repeated offenses)</b>	Possession of banned electronics. Inappropriate use of electronics, including; using at inappropriate times, used in an off-task, rude, distracting manner.	Use music/video players/recorders, laptops, cell phones, etc. outside of instructional time unless instructed otherwise by a staff member
<b>Leaving school without permission</b>	Exiting school grounds without school staff knowledge and permission	Be present for all classes
<b>Physical altercation</b>	Participation in physical violence against a person	Support a safe and secure environment for all
<b>Trespassing</b>	Entering onto school district property after being notified that one is not allowed on the property. Student presence on school property at any time during a truancy, suspension or expulsion is trespassing.	Support a safe and secure environment for all

Revised March 2024



## Nome Elementary Behavior Definitions

### Level 3 - OFFICE-LEVEL BEHAVIOR: SERIOUS

Behavior Infraction	Behavior Definition	Expected Behavior
<b>Aggression</b>	For the purposes of this Behavior rubric, "aggression" refers to behaviors that may harm or present danger directly or indirectly. The behaviors may be physical or verbal and the harm may be physical or psychological. The aggression may involve the use of technology (networking sites, electronic messaging, the Internet). Aggressive behaviors are negative and unwanted actions such as name calling, stereotyping, labeling, pushing, shoving, tripping, threatening, excluding (spreading rumors, telling others not to be friends with someone), retaliating, and intimidating.	Display behavior that supports the visual, verbal, and psychological differences inherent in a diverse population
<b>Alcohol/Tobacco</b>	Use, possession, or distribution of tobacco or alcohol on school district property or at school-sponsored events; includes being intoxicated at school, school-sponsored events, and on school-sponsored transportation	Practice healthy and safe activities
<b>Defiance/ Insubordination (repeated offenses)</b>	Refusal to follow "reasonable" directions of a district staff member that are intended to support a positive, safe, and orderly learning environment	Follow directions given by school district staff
<b>Disrespect (repeated offenses)</b>	Behaviors such as inappropriate language (profanity, blaming, complaining, "put-downs"), "tone-of-voice", or body language that indicate disregard for the school, district staff or students.	Treat people respectfully (ex. listen, care, trust, support, negotiate, acknowledge, accept, contribute)
<b>Drugs</b>	Use, possession, purchase, manufacture, sale or distribution of marijuana, other illegal drugs or inhalants, or other noxious substances; includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs; includes off-campus use and subsequently being under the influence while on district property or at a district function	Practice healthy and safe activities
<b>Leaving school without permission (repeated offenses)</b>	Exiting school grounds without school staff knowledge and permission	Be present for all classes
<b>Theft (repeated offenses)</b>	When student takes anything that does not belong to him/her	Respecting property of others
<b>Threats</b>	Physical, verbal, written, or electronic action which immediately creates fear of harm, without displaying a weapon and without subjecting the victim to an actual physical attack.	Communicate frustration and/or anger in a respectful and non-threatening manner
<b>Vandalism/Graffiti (repeated offenses)</b>	The negligent, willful, or unlawful damaging of any district- owned real or personal property including graffiti when damage is permanent or there is more than minimal cost to repair/replace	Respect the property of others and support a safe and secure environment for all

Revised March 2024

## Nome Elementary Behavior Definitions

### Level 4 - OFFICE-LEVEL BEHAVIOR: SEVERE

Behavior Infraction	Behavior Definition	Expected Behavior
<b>Arson</b>	To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device	Support safety for all persons and properties
<b>Battery</b>	Touching or striking of another person against his/her will or intentionally using bodily harm to an individual; includes an individual physically attacking or beating up another individual, an attack with a weapon, or physically placing or mailing a bomb, regardless of whether the bomb explodes.	Support a safe environment for all
<b>Breaking and entering</b>	The unlawful entry or attempted entry into a NPS building or other structure	Support a safe and secure environment for all
<b>Burglary</b>	The unlawful entry or attempted entry into a NPS building or other structure with the intent to unlawfully take property	Support a safe and secure environment for all
<b>Disorderly conduct</b>	Any act which substantially disrupts the orderly conduct of a school function or learning environment; or poses a threat to the safety, and/or welfare of others (ex. pulling the fire alarm)	Support the learning environment
<b>Fighting/Mutual altercation</b>	Mutual participation in physical violence against a person or persons	Support a safe environment for all
<b>Harassment/Intimidation-Serious (repeated offenses)</b>	<p>Intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and</p> <ul style="list-style-type: none"> <li>physically harms the student or damages the student's property</li> <li>has the effect of substantially interfering with the student's education</li> <li>is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment</li> <li>has the effect of substantially disrupting the orderly operation of the school; or</li> <li>there is a power differential between the students involved</li> <li>Includes hazing and cyber-bullying</li> </ul>	Demonstrate positive character traits and values and conduct themselves in a civil and respectful manner in order to promote harmonious and courteous relations in the school environment
<b>Larceny</b>	The unlawful taking, carrying, leading or riding away with property of another person without threat, violence or bodily harm; includes pocket picking, purse or backpack snatching, theft from a building, theft from a motor vehicle or motor vehicle parts or accessories, theft of bicycles, theft from a machine or device which is operated or activated by the use of a coin	Respect the property of others and support a safe and secure environment for all
<b>Sexual Battery</b>	Physical contact done forcibly or against a person's will or where the victim is incapable of giving consent because of his/her youth and/or mental incapacity; includes rape, fondling, indecent liberties, child molestation, and sodomy. Sexual intercourse, sexual contact or other unlawful behavior intended to result in sexual gratification without force or threat of force and where the victim(s) is capable of giving consent; includes indecent exposure (exposure of private body parts to the sight of another person in a public place) and obscenity (conduct which by community standards is deemed to corrupt public morals by its indecency and/or lewdness such as phone calls or other communication; and unlawful manufacture, publishing, selling, buying or possessing materials, such as literature or photographs.	Support a safe environment for all
<b>Sexual Harassment</b>	To create or allow to exist an atmosphere of sexual harassment; defined as deliberate, repeated and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature; when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive learning environment	Support a safe and supportive environment for all

# Nome Elementary Behavior Definitions

## Level 4 – OFFICE-LEVEL BEHAVIOR: SEVERE - Continued

Behavior Infraction	Behavior Definition	Expected Behavior
<b>Trespassing (repeated offenses)</b>	Entering onto school district property after being notified that one is not allowed on the property. Student presence on school property at any time during a truancy, suspension or expulsion is trespassing.	Support a safe and secure environment for all
<b>Vandalism (repeated offenses)</b>	The negligent, willful, or unlawful damaging of any district- owned real or personal property including graffiti when damage is permanent and the cost to repair/replace is substantial	Respect the property of others and support a safe and secure environment for all
<b>Weapons</b>	<p>Possession or use of:</p> <p>Firearms: A firearm is any weapon which will, is designed, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. Firearms fall into three types of classifications: a. Handgun - handgun or pistol; b. Shotgun/rifle; c. Other types of firearms. As defined by the Gun-Free Schools Act, other firearms include: 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 any explosive; The frame or receiver of any weapon described above; Any firearm muffler or firearm silencer; and Any destructive device, which includes: Any explosive, incendiary (e.g. bomb, grenade), or poison gas; Any weapon which will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.</p> <p>Other Weapons: The possession, use or intention to use any instrument or object to inflict harm on or intimidate another person; includes all types of knives (pocket and pen knives), chains (not being used for the purpose for which it was normally intended and capable of harming an individual), pipe of any length (not being used for the purpose it was normally intended), razor blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments (including pencils and pens), nun chucks, brass knuckles, Chinese stars, clubs, tear gas gun, electrical weapons or devices (stun gun), BB or pellet guns, and explosives or propellants.</p>	Support a safe environment for all
<b>Other Major Offenses</b>	Including but not limited to bribery, fraud, physical assault, verbal abuse, stalking, racial slurs, embezzlement, gambling, forgery, gang related activity, hazing, physical initiation, extortion/blackmail, or any other action not included in any other severe incident category	Practice activities that support the learning intended by the design of the educational system

Revised March 2024

# Nome Elementary Behavior Guidelines

## Level 1

**\*\*Students receiving services via a Section 504 Plan or an IEP have additional rights.**

**Refer to NPS District Procedures to Ensure Behavior of Section 504 /Special Education Students Does Not Violate FAPE**

**\*Police Referral: (Note – Any crime committed by a student while at school, on school grounds, or during any school-sponsored activity on or off campus shall be reported to law enforcement.)**

<b>Level of Severity</b>	<b>Behavior Infractions</b> (One or more infractions may be a part of a single event; infractions separated in time do not affect the assigned consequences of a previous infraction)	<b>First/Second Offense</b> (MAY include but not limited to one or more of the following. List is not all inclusive)	<b>Repeated Offenses</b> (MAY include but not limited to one or more of the following. List is not all inclusive)
<b>Level 1- CLASSROOM LEVEL BEHAVIOR: MILD-MODERATE</b>	<ul style="list-style-type: none"> <li>Disrespect</li> <li>False reports/False statements</li> <li>Inappropriate behavior (touch, out-of-control)</li> <li>Inappropriate language</li> <li>Inappropriate use of materials</li> <li>Inappropriate use or possession of electronics</li> <li>Sleeping in class</li> <li>Teasing</li> <li>Theft</li> <li>Vandalism/Graffiti</li> <li>Willful disobedience</li> </ul>	<ul style="list-style-type: none"> <li>Proximity/ nonverbal prompt</li> <li>Verbal warning</li> <li>Re-teach expectation/ rule</li> <li>Student Reflection</li> <li>Student Conference</li> <li>Parent Contact</li> <li>Loss of Privilege (removal of recess is not an option unless safety is an issue)</li> <li>Focus Room</li> </ul>	<ul style="list-style-type: none"> <li>Redirection</li> <li>Private Conference with Student</li> <li>Loss of Privilege</li> <li>Student Conference</li> <li>Restitution</li> <li>Seating Change</li> <li>Parent Contact</li> <li>Student Contract (Teacher Created)</li> </ul> <p style="text-align: center;">ADDITIONAL INTERVENTIONS</p> <ul style="list-style-type: none"> <li>Parent/Student conference to review student contract</li> <li>Refer to intervention team (i.e. staff, counselor, admin)</li> </ul>
	<ul style="list-style-type: none"> <li>Academic misconduct/Cheating</li> </ul>	<ul style="list-style-type: none"> <li>Failing grade for assignment</li> </ul>	<ul style="list-style-type: none"> <li>Entirely new assignment to make up grade</li> </ul>
	<ul style="list-style-type: none"> <li>Dress code violation</li> </ul>	<ul style="list-style-type: none"> <li>When possible, student is given appropriate clothing on loan. (in the case of soiled clothing, the students original clothing will be washed and given back to the student)</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> </ul>

Revised March 2024

## Nome Elementary Behavior Guidelines Level 2

\*\*Students receiving services via a Section 504 Plan or an IEP have additional rights.

Refer to NPS District Procedures to Ensure Discipline of Section 504 /Special Education Students Does Not Violate FAPE

\*Police Referral: (Note – Any crime committed by a student while at school, on school grounds, or during any school-sponsored activity on or off campus shall be reported to law enforcement.)

Level of Severity	Behavior Infractions (One or more infractions may be a part of a single event; infractions separated in time do not affect the assigned consequences of a previous infraction)	First/Second Offense (MAY include but not limited to one or more of the following. List is not all inclusive)	Repeated Offenses (MAY include but not limited to one or more of the following. List is not all inclusive)
<b>Level 2-MODERATE</b> <b>Disapproved behaviors which do not substantially disrupt learning and/or endanger others.</b>	<ul style="list-style-type: none"> <li>● Harassment/Intimidation</li> <li>● Defiance /Insubordination</li> <li>● False reports/False statements (repeated offenses)</li> <li>● Inappropriate use or possession of electronics (repeated offenses)</li> <li>● Leaving school without permission</li> <li>● Physical altercation</li> <li>● Trespassing</li> </ul>	<ul style="list-style-type: none"> <li>● Student Reflection (Short student write-up of the event)</li> <li>● Student Conference</li> <li>● Parent Contact</li> <li>● Loss of a privilege (removal of recess is not an option unless safety is an issue)</li> <li>● Focus Room</li> </ul>	<ul style="list-style-type: none"> <li>● Student conference</li> <li>● Parent contact</li> <li>● After School Detention</li> <li>● Referral to Counselor</li> <li>● Development of behavior plan for implementation at Tier 3 per PBIS</li> <li>● 1-3 days Lunch or After School detention.</li> </ul> <p>(Note – After school detention when workforce allows)</p>
	<ul style="list-style-type: none"> <li>● Dress code violation (repeated offenses)</li> </ul>	<ul style="list-style-type: none"> <li>● Home is contact for replacement clothing if needed.</li> </ul>	<ul style="list-style-type: none"> <li>● Treated as defiance</li> </ul>

Revised March 2024

## Nome Elementary Behavior Guidelines Level 3

\*\*Students receiving services via a Section 504 Plan or an IEP have additional rights.

Refer to NPS District Procedures to Ensure Discipline of Section 504 /Special Education Students Does Not Violate FAPE

\*Police Referral: (Note – Any crime committed by a student while at school, on school grounds, or during any school-sponsored activity on or off campus shall be reported to law enforcement.)

Level of Severity	Behavior Infractions (One or more infractions may be a part of a single event; infractions separated in time do not affect the assigned consequences of a previous infraction)	First/Second Offense (MAY include but not limited to one or more of the following. List is not all inclusive)	Repeated Offenses (MAY include but not limited to one or more of the following. List is not all inclusive)
<b>Level 3-SERIOUS Behaviors that threaten to substantially disrupt learning, indicate disregard for the safe environment of the school, and/or endanger others</b>	<ul style="list-style-type: none"> <li>● Aggression</li> <li>● Defiance/ Insubordination (repeated offenses)</li> <li>● Disrespect (repeated offenses)</li> <li>● Leaving school without permission (repeated offenses)</li> <li>● Theft (repeated offenses)</li> <li>● Threats</li> <li>● Vandalism</li> <li>● *Tobacco/Vaping</li> </ul>	<ul style="list-style-type: none"> <li>● Student conference</li> <li>● Parent contact</li> <li>● Restitution</li> <li>● After School Detention</li> <li>● Administrator referral</li> <li>● 1-3 days In-school suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Student conference</li> <li>● Parent contact</li> <li>● Restitution</li> <li>● After School Detention</li> <li>● 3-5 days out-of-school suspension</li> <li>● Referral to Counselor</li> <li>● Institute behavior plan and modify based on new data</li> </ul>
	<ul style="list-style-type: none"> <li>● *Alcohol/Illegal Drugs</li> </ul>	<ul style="list-style-type: none"> <li>● See BP 5131.6 below for appropriate action</li> </ul>	<ul style="list-style-type: none"> <li>● When a student continues to use or possess alcohol or other drugs at school or any school activity, he/she shall be expelled.</li> <li>● The Board may suspend the expulsion and may assign the student to a school, class or program appropriate for the student's rehabilitation.</li> <li>● Per BP 5131.6</li> </ul>

Revised March 2024

# Nome Elementary Behavior Guidelines

## Level 4

\*\*Students receiving services via a Section 504 Plan or an IEP have additional rights.

Refer to NPS District Procedures to Ensure Discipline of Section 504 /Special Education Students Does Not Violate FAPE

\*Police Referral: (Note – Any crime committed by a student while at school, on school grounds, or during any school sponsored-activity on or off campus shall be reported to law enforcement.)

Level of Severity	Behavior Infractions (One or more infractions may be a part of a single event; infractions separated in time do not affect the assigned consequences of a previous infraction)	First/Second Offense (MAY include but not limited to one or more of the following. List is not all inclusive)	Repeated Offenses (MAY include but not limited to one or more of the following. List is not all inclusive)
<b>Level 4-SEVERE Behaviors that substantially disrupt learning, indicate disregard for the safe environment of the school, violate the law, and/or endanger others. BP 3515</b>	<ul style="list-style-type: none"> <li>*Arson</li> <li>*Battery</li> <li>*Breaking and entering</li> <li>*Burglary</li> <li>*Disorderly conduct</li> <li>*Fighting/Mutual altercation</li> <li>*Harassment/*Intimidation - Serious</li> <li>*Larceny</li> <li>*Sexual Battery</li> <li>*Sexual Harassment</li> <li>*Trespassing (repeated offenses)</li> <li>*Vandalism (repeated offenses)</li> <li>*Other Major Offenses</li> </ul>	<ul style="list-style-type: none"> <li>Parent contact</li> <li>Restitution</li> <li>3-10 day out-of-school suspension</li> <li>Police referral</li> <li>Recommendation for expulsion</li> <li>Focus Room or ISS</li> </ul>	<ul style="list-style-type: none"> <li>Parent contact</li> <li>Restitution</li> <li>Recommendation for long term suspension</li> <li>Recommendation for expulsion</li> </ul>
	<ul style="list-style-type: none"> <li>*Deadly weapon other than a firearm including a knife (Per BP 5131.7)</li> </ul>	<ul style="list-style-type: none"> <li>At principal's discretion 1 to 10 day out-of-school suspension with recommendation to Superintendent for a 30 day suspension. Modifications through Superintendent on a case-by-case basis.</li> </ul>	<ul style="list-style-type: none"> <li>Required 10 day out-of-school suspension with recommendation to Superintendent for a 30 day suspension. Modifications through Superintendent on a case-by-case basis.</li> </ul>
	<ul style="list-style-type: none"> <li>*Firearm (Per BP 5131.7)</li> </ul>	<ul style="list-style-type: none"> <li>Required 10 day out-of-school suspension with recommendation to Superintendent for a one calendar year expulsion. Modifications through Superintendent on a case- by-case basis.</li> </ul>	

Revised March 202







**NANAUYAAT**  
**NOME**  
**ELEMENTARY SCHOOL**

## Proposed Change to AR 5131.6

In order to facilitate PBIS/SEL/Trauma Informed Schools the PBIS building team of NES would like to suggest the following changes:

- The **removal** of “shall” to be **replaced** with “may” and **the addition** of “principal’s discretion” at the end of the sentence.

It is the belief of the team that easing automatic suspension rules aligns with SEL and trauma-informed schools by prioritizing support over punitive measures. By considering individual circumstances and addressing underlying issues, such as trauma or social-emotional needs, schools can promote healing and growth. This approach fosters a culture of empathy, understanding, and inclusion, acknowledging the diverse cultural backgrounds and experiences of students. It recognizes that suspensions may exacerbate trauma and disrupt learning, and instead seeks restorative solutions that promote positive behavior and academic success for all students.

<b>AR 5131.6</b>	<p>When any student uses or possesses alcohol or illegal drugs at school or while under school jurisdiction, all of the following <del>shall</del> <b>may</b> result at the <b>principal's discretion</b>:</p> <ul style="list-style-type: none"><li>• Parent/guardian contact</li><li>• Three-to ten-day suspension</li><li>• Law enforcement contact within one school day of the suspension</li><li>• Restriction from school activities</li><li>• Referral to an appropriate community counseling program with the expectation that at least one counseling session will be held during the time of suspension</li></ul> <p>In addition, the following action may be taken:</p> <ul style="list-style-type: none"><li>• Recommendation of expulsion</li><li>• Transfer/Alternative Placement</li></ul> <p>When a student sells or provides alcohol or other drugs at school or while under school jurisdiction, all of the following shall result:</p> <ul style="list-style-type: none"><li>• Parent/guardian contact</li><li>• Suspension with possible recommendation of expulsion</li><li>• Law enforcement contact within one school day of the suspension</li></ul> <p>In addition, the following action may be taken:</p> <ul style="list-style-type: none"><li>• Notification of law enforcement prior to confronting or searching the student</li><li>• A search for drugs in accordance with the provisions of law, Board Policy and administrative regulations</li><li>• When there is good evidence that a student has actually sold or provided alcohol or other drugs/drug paraphernalia on or about the school premises or at a school-sponsored function, law enforcement must be notified.</li></ul>
----------------------	---

## **AR 5131.6 ALCOHOL AND OTHER DRUGS**

### **Intervention**

The staff shall intervene whenever students use alcohol and other drugs while on school property or under school jurisdiction.

*(cf. 5141.21 - Administering Medication)*

Staff members who believe that a student may be under the influence of alcohol or drugs shall immediately notify the principal or designee.

If the principal or designee knows, observes or suspects that a student is under the influence of alcohol or drugs, he/she may notify the parent/guardian and will notify the law enforcement if such action is believed to be in the best interests of the student or required by law.

The principal or designee may refer students and their families to services that deal with alcohol and drug problems.

In severe cases, if the parents/guardians or the school medical personnel are not immediately available, the principal is authorized to call an ambulance to remove the student to a hospital.

Parents/guardians will be notified of this action and shall be responsible for the incurred expenses.

### **Enforcement/Discipline**

#### **1. Possession or Use of Alcohol or Illegal Drugs**

a. When any student uses or possesses alcohol or illegal drugs at school or while under school jurisdiction, the following shall result:

- 1) Parent/guardian contact.
- 2) One- to five-day suspension.
- 3) Contact law enforcement authority as soon as possible but not longer than 1 school day of the suspension
- 4) Restriction from school activities.

b. In addition, the following action may be taken:

- 1) Recommendation of expulsion.
- 2) Referral to an appropriate community counseling program with the expectation that at least one counseling session will be held during the time of suspension.

#### **2. Continued Use or Possession of Alcohol or Other Drugs**

When intervention efforts fail and the student continues to use or possess alcohol or other drugs at school or any school activity, he/she shall be expelled. The Board may suspend the expulsion and may assign the student to a school, class or program appropriate for the student's rehabilitation.

#### **3. Selling or Providing**

a. When a student sells or provides alcohol or other drugs at school or while under school jurisdiction, the following shall result.

- 1) Parent/guardian contact.

2) Suspension with recommendation of expulsion.

3) Law enforcement contact as soon as possible but no longer than one school day of the suspension.

b. Staff shall notify the principal or designee immediately upon suspecting a student is selling or providing alcohol and other drugs. The principal or designee may notify law enforcement prior to confronting or searching the student.

c. A search for drugs may be made in accordance with the provisions of law, Board policy and administrative regulations.

d. When there is good evidence that a student has actually sold or provided alcohol or other drugs or drug paraphernalia on or about the school premises or at school sponsored functions, law enforcement must be notified.

Adopted: June 10, 2003

**Nome Public Schools**

---