

Charles R. Leask, Sr.  
Middle School



Student-Parent Handbook  
2021-2022

# Table of Contents

<b>ANNETTE ISLAND SCHOOL DISTRICT INFORMATION</b>	<b>6</b>
AISD Vision Statement	6
AISD Mission Statement	6
<b>CHARLES R. LEASK MIDDLE SCHOOL INFORMATION</b>	<b>7</b>
2019-20 CLMS Staff	7
Communication in the District	7
<b>School Day</b>	<b>8</b>
<b>Basic Expectations</b>	<b>8</b>
Student Responsibilities	8
Student Rights	8
<b>School Safety</b>	<b>8</b>
Harassment, Abuse, Bullying and Assault	8
Tobacco, Alcohol, Drugs, and Paraphernalia	9
Lockers	9
Building Cameras	9
<b>Attendance Policy</b>	<b>9</b>
Unexcused Absences	10
Tardy Policy	10
<b>Student Progress Measurement</b>	<b>10</b>
Common Grading Practices	10
PowerSchool	11
Assessment	11
Honor Roll	11
Plagiarism	11
Make-up work	11
Class Changes	11
<b>Extracurricular Activities</b>	<b>11</b>
Sports and Activities Overview	11
Travel Behavior Expectations	12
Eligibility Policy	12
Promotion	12
<b>General Information</b>	<b>12</b>
Beverages	12
Lunch	12
Dropping Items off to Students	13
School Dress and Appearance	13
Public Displays of Affection (PDA)	14
Respect and Courtesy	14
Visitors and Volunteers	14
<b>Student Support Systems</b>	<b>14</b>
Tracker	14
Braveplan	14
Independent Practice	14
Encore	14
Inappropriate behaviors: (both in school and during activities)	14

Out-of-School Suspension	15
CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR	17
<b>Student Health and Safety</b>	<b>18</b>
Medications	18
Infectious Diseases	18
Immunizations	18
Emergency Drills	18
Student illness and injury at school	18
Activity Code of Conduct	18

This parent-student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of the school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your easy reference.

ANNETTE ISLAND SCHOOL DISTRICT INFORMATION  
P.O. BOX 7  
METLAKATLA, ALASKA 99926

## **Annette Island School District School Board**

**President** -Darcy Booth

Colleen Brendible

Franki  
Williams

Tia Atkinson

Lucione  
Leisholmn

**Superintendent** - Taw Lindsey  
907-886-6332

---

### **AI SD Vision Statement**

Our students will become independent, contributing citizens in a local and global community.

### **AI SD Mission Statement**

We will work together with the community to support students by promoting high academic expectations, cultural opportunities and mentorship.

---

**CLMS Principal** -Shannon Hudson  
907-886-6095

**MHS Principal** - Roy Reynolds  
907-886-6000

**Middle School Secretary** - Jamie Guthrie  
Middle School Office Hours  
8:00am - 3:30pm  
907-886-6095  
Fax 907-886-6001

**RJES Principal** - Mary Donaldson  
907-886-4121



## 2020-2021 SCHOOL CALENDAR

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4<sup>th</sup> Independence Day

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1<sup>st</sup> New Year's Day  
4<sup>th</sup> In-Service/ End of 2<sup>nd</sup> Quarter

Number of In-service Days: 0  
Number of Student Days: 19  
Number of Teacher Days: 21

August 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17<sup>th</sup>-21<sup>th</sup> Admin & Secretaries  
24<sup>th</sup>-28<sup>th</sup> In-Service  
31<sup>st</sup> 1<sup>st</sup> Day of School

Number of In-service Days: 4  
Number of Student Days: 1  
Number of Teacher Days: 6

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15<sup>th</sup> In-Service

Number of In-service Days: 1  
Number of Student Days: 19  
Number of Teacher Days: 20

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7<sup>th</sup> Labor Day  
1<sup>st</sup>-3<sup>rd</sup> Testing

Number of In-service Days: 0  
Number of Student Days: 21  
Number of Teacher Days: 22

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5<sup>th</sup> End of 3<sup>rd</sup> quarter/Early Release

3<sup>rd</sup>-4<sup>th</sup> PT Conferences  
8<sup>th</sup>-12<sup>th</sup> Spring Break

Number of In-service Days: 0  
Number of Student Days: 18  
Number of Teacher Days: 18

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23<sup>rd</sup> End of 1<sup>st</sup> Quarter/  
Early Release  
28<sup>th</sup>-29<sup>th</sup> PT Conferences  
30<sup>th</sup> In-Service

Number of In-service Days: 1  
Number of Student Days: 21  
Number of Teacher Days: 22

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2<sup>nd</sup> Early Release  
12<sup>th</sup>-16<sup>th</sup> Testing  
19<sup>th</sup> In-service

Number of In-service Days: 1  
Number of Student Days: 21  
Number of Teacher Days: 22

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

25<sup>th</sup> Early Release  
26<sup>th</sup>-27<sup>th</sup> Thanksgiving Break

Number of In-service Days: 0  
Number of Student Days: 19  
Number of Teacher Days: 21

May 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

22<sup>nd</sup> High School Graduation  
27<sup>th</sup> 8<sup>th</sup> Grade Promotion  
28<sup>th</sup> Last Day of School  
31<sup>st</sup> Memorial Day

Number of In-service Days: 0  
Number of Student Days: 20  
Number of Teacher Days: 20

DECEMBER 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

18<sup>th</sup> Early release  
23<sup>rd</sup>-3<sup>rd</sup> Christmas Break

Number of In-service Days: 0  
Number of Student Days: 14  
Number of Teacher Days: 15

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

\*EARLY RELEASE/EARLY OUT DAYS  
ARE INDICATED WITH A SLASH

## CHARLES R. LEASK MIDDLE SCHOOL INFORMATION

### 2021/22 CLMS Staff

Certified Staff		Support Staff	
Ms. Chelsea Martinez	MS Counselor	Ms. Jamie Guthrie	MS Secretary
Ms. Shauna Martinez	Math/Health	Mr. Adrian Garcia-	Janitor
Ms. Alexandra Parise	Science		
Mrs. Javan Cook	Social Studies		
Ms. Lorna Porter	English		
Mr. Leslie Blair	Math		
Mr. Steven Byers	SPED Teacher		
Mrs. Mary Donaldson	SPED Coordinator		
Mr. Jesse Abrams	Technology & AD		
Mr. Tadd Yliniemi -	CTE		
Ms. Sally Hayward -	Robotics		
Mr. John Hudson-	Native Art		
Ms. Amanda Schoolland	6-8 Music		
Mr. Tyson Hayward	CTE		
Ms. Naomi Leask-	Native Studies		

### Communication in the District

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Building administrator
3. Director
4. Assistant superintendent
5. Superintendent
6. Board of Education The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at district office at

The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at district office

INSERT CALENDAR

## **School Day**

<b>CLMS School Day</b>	<b>Full day Bell Schedule</b>	
8:50-3:25  8am-Breakfast at the high school commons. All students must report to the high school if they arrive prior to 8:50am.	Breakfast	8-8:45
	1st Period	8:50-9:45
	2nd Period	9:50-10:50
	3rd Period	10:45-11:35
	Lunch	11:40-12:10
	Independent Practice	12:10-12:40
	4th Period	12:45-1:35
	5th Period	1:40-2:30
	6th Period	2:35-3:25
	After School Programs	3:30-4:30

## **Basic Expectations**

### **Student Responsibilities**

Students enrolled in the Annette Island school district have the following responsibilities:

- To be present and actively engaged in all of their classes
- To refrain from disrupting the teaching and learning process
- To show courtesy and respect for all others
- To follow all school and classroom rules
- To be cooperative and helpful

### **Student Rights**

Students in the Annette Island School District have the following rights:

- To attend classes offered by the Board of Education
- To have access to appropriate learning materials
- To receive quality instruction
- To have access to the privilege of participating in school activities
- To be guaranteed "due process" in disciplinary matters including...
  - An opportunity to hear the alleged facts against them
  - An opportunity to tell their side of the story
  - An opportunity to contest the alleged facts against them
  - An opportunity to appeal decisions made against them
  - An opportunity to include parent/guardian in the process

## **School Safety**

### **Harassment, Abuse, Bullying and Assault**

The Annette Island School District does not tolerate harassment or abuse of students and/or teachers. Harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, inappropriate locker dressings, taunting, unwelcome sexual advances/requests, or other verbal, electronic, or physical conduct, including hazing.

### **Tobacco, Alcohol, Drugs, and Paraphernalia**

Use or possession of any of the above listed products is a violation of the law and will not be tolerated on school grounds. School grounds are defined as all grounds within the vicinity of any

school building. This includes the area between the middle school and elementary building as well as the steps facing the street.

### **Building Cameras**

All common public areas, including classrooms, inside and around the school district are now monitored by a video camera surveillance system. The system is in place for the safety of our students and employees. This footage may be used as evidence in various investigations.

## **Attendance Policy**

The expectation of Annette Island school district is that students will attend all classes daily, consistently demonstrate on time behaviors and follow the rules of common courtesy. [board policy 5113 a] [Alaska state statute 14.30.010]

Attendance is critical for the success of students. When students are absent for any reason, no matter how important, an opportunity for learning is missed. All absences will be treated as a missed opportunity for learning and students will be given the opportunity to recover that time.

Students will not miss more than 10 days per semester, regardless of the circumstances. If the 10 days are passed, students will not be eligible for any school sponsored activities including, but not limited to, sports, clubs or activities.

As students' absences increase, our school will respond with increased opportunities to support our students. See below for a detailed explanation of support. Students will be given the opportunity to make up absences.

In the event of extenuating circumstances, district administration will work with families to ensure that students have access to education.

	Threshold	Action	Member
Step 1	Each Absence	-Call home	-Building Secretary
Step 2	3 Absences per semester	-Letter Home -Create Attendance Plan with counselor	-Building Secretary -School Counselor
Step 3	5 Absences per semester	-Letter Home outlining policy and support -Conference with student and principal	-Building Secretary -School Counselor -Building Principal
Step 4	10 Absences per semester	-Loss of Eligibility for Sports and Activities -Conference with family, student and principal -Labeled "Chronic Absenteeism" Added to Superintendent Board Report	-Building Secretary -School Counselor -Building Principal



## **Unexcused Absences**

All absences that are not considered excused absences will be considered unexcused. A student receiving three (3) unexcused tardies will be given one (1) unexcused absence.

Planned absences need to be cleared through the principal.

## **Tardy Policy**

It is the responsibility of each student to be in his or her seat when the bell rings. Students should have a pass from their previous teacher or from the office when tardy during the school day. If a student shows up for class without the proper books and or supplies he or she will be sent to the office to receive a tardy slip and retrieve their materials.

A student receiving three (3) unexcused tardies will be given one (1) unexcused absence.

## **Student Progress Measurement**

### **Common Grading Practices**

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade (BP 5121).

### **Grading Scale**

90- 100% = A  
80- 89% = B  
70 - 79% = C  
60- 69% = D  
Below 59% = F

## **PowerSchool**

Students are regularly encouraged to check their grades and missing assignments using PowerSchool. Parents also have access, and we ask them to check regularly. The building secretary can provide passwords for students and families to access PowerSchool.

## **Assessment**

A variety of assessments are used to understand a student's ability in academics and soft skills.

**NWEA MAP:** The MAP test is given three times per year and measures academic progress. Scores are compared to students nationwide.

## **Honor Roll**

Students who achieve a G.P.A. (Grade Point Average) between 3.5 to 4.0 will be on the Principal's list. Students with a 3.0 to 3.49 will be on the Honor Roll.

## **Plagiarism**

Plagiarism is the act of taking another's ideas and/or writing and passing them off as one's own. This is a serious form of cheating. Students who turn in plagiarized work will receive a zero for the plagiarized work and will meet with their teacher about how to rectify the current situation and how to prevent future plagiarism.

## **Make-up work**

Students who are absent from school for any reason, will be expected to make up work missed in each class. For each day of absence, the student will have that amount of time to make up (only assignments missed from their absence).

## Class Changes

Classes may be changed only during the first week of any given semester and then only under the following conditions: Students are encouraged to take a wide variety of classes throughout middle school

- the change is possible in terms of the student schedule
- the change will not overload a particular class
- the change results in a reasonable program in terms of established curriculum, requirements, etc.
- the principal, counselor, teacher and parent/guardian approve the change

## Extracurricular Activities

### Sports and Activities Overview

Below a tentative list of activities and dates have been provided for reference only

Sports		Activities	
Cross Country	Sep-Oct	Encore	Yearlong
Basketball	Oct-Nov	Leadership	Yearlong
Wrestling	Jan-Feb		
Volleyball	Feb-April		

### Travel Behavior Expectations

Students will sign the activity code of conduct and adhere to all expectations. BP 6145.21

Students and employees are responsible for maintaining sportsmanlike behavior at all times and may be subject to disciplinary action for improper conduct.

### Eligibility Policy

CLMS's academic expectation is that student athletes have **no Ds and 2.0 or higher**. A grade check will be run every Monday and given to students. Students with D's must work to raise their grade before the event.

Attendance is one of the single most important components of success in school. Students and parents need to be familiar with all elements of the attendance policy.

Students must attend at least one-half of their classes on any given day or they will not be permitted to practice their activity on that day or to dress and participate in the scheduled game or activity performance on that day. The Annette Island School District believes that if students are too sick to be in school then they are too sick to be at practice. In other words, whether an absence is considered excused or unexcused is not the issue. Rather, regular attendance in the classroom is expected on a daily basis.

*Two exceptions exist to this eligibility issue:*

1. Medical Appointments -If a student must miss class due to a medical appointment, a note will need to be submitted to the middle school and signed by the service provider. This exception only applies to local appointments interfering with an hour or less of instructional time. Out of town appointments will be handled on a case-by-case basis by the principal.

2. Funeral Services -When a student receives approval from the principal to miss class time to attend a funeral.

Students caught skipping or leaving campus without permission (students must sign out at the office) will not be allowed to attend practices, games or performances. A student who is suspended, either in school or out of school, may not participate in practices or games during the suspension period.

### **Promotion**

Students must earn passing grades in the final quarter of their 8th grade year to earn the honor of participation in the 8th grade promotion celebration and other activities associated with promotion.

## **General Information**

### **Beverages**

Pop, carbonated beverages, and energy drinks will not be allowed in the building.

### **Lunch**

Students are not allowed to leave campus for lunch during the school day with following exceptions.

1. Parents are allowed to pick up their child for the lunch period but must come in and sign their child out at the office.
2. If students bring a note from their parent or guardian, any student may walk to his or her house

### **Cell phones and other electronic devices**

1. Students are permitted to bring these items to school but the following guidelines will govern their availability and use on campus:
2. Such devices may be used before school, after school, and during the lunch period only.
3. At all other times during the school day these devices must be off and away.
4. These devices are not to be used between classes.
5. Students who violate these guidelines will have the device confiscated and the school will return it to the student on the first offense. In the case of subsequent offenses a guardian will be requested to pick up the device. If it continues to be a distraction from learning the student will be restricted from bringing these items to school for the remainder of the year.
6. Music played and listened to on school property will be appropriate; music that is considered inappropriate (containing sexual and or vulgar lyrics, etc.) is not permitted at school. Such music (including the electronic device) will be confiscated and disciplinary action may result.
7. Music may not be listened to with earbuds while the teacher is teaching.
8. Students need to return to campus in time for class, or they will lose the ability to leave campus.
9. Eligible 8th grade students may leave campus for lunch on Fridays. Participating 8th grade students must have a permission slip on file, sign in/out at the MS office and return on time to class. Failure to meet expectations will result in loss of privilege.
10. If they have earned an off campus lunch as a school reward (if this is the case they will be supervised by school personnel), students may leave campus.

### **Dropping Items off to Students**

Students shall be responsible and prepared for school; however, if a student contacts a parent/guardian to deliver an item to the school premises, the item needs to be dropped off in the middle school office. The item will be held by office staff until a break in instructional time such as a passing period or lunch. Medication may be an exception if it is urgently needed.

### **School Dress and Appearance**

Students shall be dressed in a manner which is clean, which is not hazardous to the safety of themselves or others, and which does not detract from the educational environment. The principal will make all final decisions regarding the appropriateness of student dress and appearance. Following are some helpful guidelines for students regarding the school dress and appearance code.

- Shoes shall be worn.
- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing may be worn only with a blouse or shirt.
- Clothing exposing the torso/midriff or chest area shall not be worn.
- Underwear shall not be visible.
- Hats may not be worn in school unless designated by school personnel (i.e., special hat days). This includes "hats", "bandanas" and "hoods".
- Miniskirts, mini dresses, and short shorts are not permitted; hemlines shall be no shorter than mid thigh.
- Garments, jewelry, etc. which display or suggest profane, vulgar, drug, gang, or alcohol related wording or graphics or which may tend to promote disruption in the school shall not be worn.

### **Public Displays of Affection (PDA)**

Public displays of affection are not acceptable on school grounds. Hand Holding, hugging, kissing, etc. will be considered inappropriate and will be referred to the principal.

### **Respect and Courtesy**

Respect and courtesy shall be shown to all persons who come to our schools to speak or work with students. The rules of common courtesy will always apply. We expect all students to use Mr., Ms., or Mrs. when addressing adults in school.

### **Visitors and Volunteers**

We ask all visitors to check in at the front office before proceeding into the building. Adults interested in volunteering are welcomed to contact the building administrator for opportunities. The volunteer application packet can be picked up at the district office.

## **Student Support Systems**

We attempt to handle problems at the lowest level and offer support as problems arise. CLMS has a series of programs to support our students both academically and behaviorally.

### **Tracker**

When minor disciplinary situations occur, a brave tracker will be sent home. This is meant to improve communication with parents and guardians and help make students accountable for various behaviors. If a tracker is given to a student, it should be signed by the parent or guardian and returned the following day. If the tracker is not returned, then a phone call can be made to alert the parent or guardian to the behavior. Multiple trackers may also affect the student's eligibility for sports or field trips.

**Braveplan**

When a student has an F, the school counselor will work with them using a Braveplan. The plan requires students to consider why they have an F, and the steps they will take to raise the grade.

**Independent Practice**

Independent Planning is a period of time which is used in building students' internal and external assets. Independent Planning is also a time where students can receive targeted lessons for more support.

**Encore**

Research tells us that participation in an afterschool program is important for student engagement. We encourage students to take advantage of after school activities, student government, lego robotics, and online video gaming club, which will be available to all students regardless of classroom performance or attendance.

**PBIS**

We also want to concentrate on the positive things that our students do, so you will also see Brave Bucks. These are used to reinforce good behaviour throughout the day. At the end of each quarter, students will have an opportunity to win prizes through drawings. Students will also be able to spend their Brave Bucks in the Brave store for various reward items.

**Inappropriate behaviors: (both in school and during activities)**

Classroom disruptions; public displays of affection; insubordination; fighting; theft; possession or use of controlled substances; vandalism; swearing or indecent gestures; threats or intimidation; defiance of authority; possession or use of weapons or dangerous objects; illegal acts (see chart on the following page).

**Out-of-School Suspension**

Students who are suspended should not return to district property for any reason until their suspension has been served. This includes district sports and activities on Annette Island School District property.

# Be Respectful, Be Responsible, Be Safe

## BE BRAVE

BE BRAVE	Hall	Classroom	High School	Travel/Community
<b>Be Respectful</b>	Be mindful of classes in session Follow directions from ALL adults the first time Show empathy, sensitivity, and friendship skills	Respect classroom rules Show empathy, sensitivity, and friendship skills Follow directions from ALL adults the first time Respect the opinion of others	Be mindful of classes in session Show empathy, sensitivity, and friendship skills Follow directions from ALL adults the first time	Show sportsmanship Follow directions from ALL adults Show empathy, sensitivity, and friendship skills.
<b>Be Responsible</b>	Use passing time as intended (no tardiness) Show self-awareness in accepting responsibility for choices and actions Use bathroom breaks responsibly Use hall time as intended	Show curiosity and interest in learning Self advocate, ask for help & make up work when absent Show self-awareness in accepting responsibility for choices and actions Use technology appropriately Come to class prepared	Be mindful of "inside" voice Show self-awareness in accepting responsibility for choices and actions Clean up properly (breakfast, lunch, gym) Use technology appropriately	Show elf-awareness in accepting responsibility for choices and actions Carry your name and community with you
<b>Be Safe</b>	No roughhousing, running or jumping Respect others' personal space Keep locker orderly	No roughhousing, running or jumping Use materials properly Enter and exit in an orderly fashion	No roughhousing, running or jumping	No roughhousing, running or jumping

# Be Respectful, Be Responsible, Be Safe

## BE A BRAVE

◇

BE A BRAVE	Technology Use
Be Respectful	<ul style="list-style-type: none"> <li>• Only touch your own computer               <ul style="list-style-type: none"> <li>◇ No unplugging another students' computer</li> <li>◇ No turning off another students' computer</li> <li>◇ No hiding another students' computer</li> </ul> </li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>• Always return laptops to <b>your</b> space in the cart               <ul style="list-style-type: none"> <li>◇ No leaving computers around the school</li> <li>◇ No putting your computer in your locker</li> </ul> </li> <li>• Plug in your computer so it ready for the next day</li> <li>• Leave the case on so it stays protected</li> <li>• Stay on task (<b>No Games</b> not assigned by a teacher)</li> <li>• Listen to teacher directions about laptops</li> <li>• Always return chargers to the office</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>• Never share your login information</li> <li>• Be mindful of the content on your computer</li> <li>• Don't go chat rooms or messaging platforms</li> </ul>

## CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

NOTE: THIS CHART IS TO PROVIDE ASSISTANCE AND SHOULD NOT BE INTERPRETED AS absolute.

	1st Offense	2nd Offense	3rd offense	4th offense
<b>Skipping Class (or leaving class without permission)</b>	1 Day ISS*	2 Day ISS	3 Day ISS	3 Day OSS**
<b>Disrespectful &amp; inappropriate Behavior</b>	Counsel with teacher	Counsel with Principal	1-3 Day ISS	1-3 Day OSS
<b>Sexual Harassment</b>	3-5 Day OSS	5-10 Day OSS	10 Day OSS recommend expulsion	
<b>Harassment (including, but not limited to bullying)</b>	Counsel with principal	1-3 Day ISS	3-5 OSS	10 Day OSS recommend expulsion
<b>Cheating</b>	Counsel with teacher	Counsel with principal	1-3 Day ISS	1-3 Day OSS
<b>Stealing</b>	1-3 Day ISS Restitution	3-5 Day ISS Restitution	3 Day OSS Restitution police report	10 Day OSS Restitution police report recommend expulsion
<b>Vandalism</b>	1-3 Day ISS Restitution	3-5 Day ISS Restitution police report	5 DAY OSS Restitution police report	10 DAY OSS Restitution police report, recommend expulsion
<b>Fighting</b>	1-3 Day OSS	3-5 Day OSS	5-10 Day OSS	10 Day OSS recommend expulsion
<b>Assault on Students or School Personnel</b>	10 Day OSS Police report recommend expulsion	45 Day OSS Police report recommend expulsion	Police report expulsion	
<b>Possession and/or use of Weapons other than firearms</b>	10 Day OSS Police report	45 Day OSS Police report recommend expulsion	Police report expulsion	
<b>Use, Sale, Purchase, Possession of Tobacco</b>	1-3 Day ISS	3-5 Day ISS Police report	3-5 Day OSS Police report	5-10 Day OSS Police report
<b>Possession and/or use of inhalants, alcohol, or illegal drugs including controlled substance transactions at school or while on school trips</b>	5-10 Day OSS Police report	10 Day OSS Police report	45 Day OSS Police report recommend expulsion	Police report expulsion
<b>Sale and/or purchase of inhalants, alcohol or illegal drugs on school property or during school trips</b>	10 Day OSS Police report	45 Day OSS Police report recommend expulsion	Police report expulsion	
<b>Possession of Firearms, including explosives</b>	10-45 Day OSS Police report recommend expulsion	Police report expulsion		

\*ISS= IN SCHOOL SUSPENSION    \*OSS= OUT OF SCHOOL SUSPENSION



## **Student Health and Safety**

### **Medications**

The school board recognizes that students sometimes may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, students and parents will be referred to the school nurse on guidance.

### **Infectious Diseases**

According to board policy BP/ AR 5141.22, The superintendent or designee shall consult with local health officials regarding the criteria for determining the admission or exclusion of a child with a suspected or diagnosed infectious disease.

### **Immunizations**

Refer to board policy BP 5141.31 and State of Alaska 4AAC06.055. Immunization records shall be on file with the office according to State of Alaska policy.

### **Emergency Drills**

Emergency drills shall be conducted throughout the school year to prepare students and staff for an actual emergency. Students are expected to participate, to be cooperative, to follow the instructions of staff and proper procedures outlined in the emergency response flip chart located in each classroom.

### **Student illness and injury at school**

The health and safety of our students is our highest priority. Students who are subject to illness or injury during school or at a school sponsored activity shall immediately inform a school employee (teacher, staff member, coach, or chaperone). The school employee and/ or main office will contact the parents/ guardians regarding the illness/ injury. School guidelines, with parent/ guardian input, shall be followed if medical treatment is necessary or to decide if the student goes home or stays in school.

(Student Signature)	Date	(Parent Signature)	Date
---------------------	------	--------------------	------

By signing below I give the student above permission to use the district's technology resources, including but not limited to computers, laptops, the network, the Internet, ipads, ipods, and other handheld devices as outlined in the Technology Guidelines/Policy of the student handbook.

### Activity Code of Conduct

1. I agree to support my teammates and not participate in any form of harassment, bullying, initiation, put-downs, or hazing.
2. I agree to respect the rights and property of others.
3. I agree to respect adult leaders and other participants.
4. I agree not to possess any drugs, alcohol, tobacco, lighters, knives, anything illegal or items that would endanger people or property.
5. All socializing will be done in public areas. No visitors are permitted in sleeping areas.
6. I agree to be in and remain in my assigned room by the curfew each night.
7. I will refrain from any sexual misconduct.
8. I agree to attend all activities and to be present on time.
9. I will not leave an event unless my adult leader grants permission (home or away).
10. I will be open to building new relationships with my peers and adult leaders.
11. I will model sportsmanship and good behavior at all times when representing AISD and CLMS.
12. No public displays of affection (PDA) will be allowed on school-sponsored trips.

I, as a participant, agree to abide by these guidelines.

I, as parent/ guardian, agree to these guidelines for my child.

Charles R Leask Middle School 18

