

MEHS Student & Parent Handbook

2020-2021

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Finding Success At MEHS

This handbook is your guide to becoming a successful learner and member of the Mt. Edgecumbe community. Success at MEHS includes four areas:

Academic learning: a successful MEHS student accepts responsibility for his or her own learning, works hard to master the curriculum and successfully uses the school's resources to achieve educational goals. We believe that students learn with dedicated effort, quality instruction, and peer, parent and staff support.

Responsible citizenship: a successful MEHS student lives by the school's Code of Conduct. If mistakes are made, the student faces the consequences, overcomes barriers, and moves forward to new levels of responsibility and privilege.

Personal wellness: a successful MEHS student participates regularly in activities that provide the foundation for a healthy life, such as exercising regularly, eating healthy foods, and making wise choices with respect to substance abuse.

Community service: a successful MEHS student prepares for adult life by actively participating in the MEHS community, learning to contribute skills and energy to the well being of others.

The Mt. Edgecumbe staff, your parents, and your fellow students all want you to be successful at this school and to take advantage of all the opportunities you will find in this special setting.

Now let's take a look at each of these four areas in greater detail.

Academic Learning

MEHS assumes that upon your graduation you and your parents want you to have the greatest possible number of alternatives for pursuing your life after high school. We think you will want the option (a) to attend college or some other form of post-secondary education; or (b) to gain an entry-level job or begin an apprenticeship program with good prospects for future growth, including possible entrance into U.S. military service; or (c) to enter the adult world prepared to be a responsible citizen and a contributing member of your family and community.

Becoming prepared for all of these options requires a rigorous academic program, the fostering of a love of active learning, and the development within students of a commitment to high-quality intellectual work.

The Curriculum

Our curriculum is centered on the core subject areas of Science, English, Mathematics, and Social Studies. We also emphasize computer technology, Pacific Rim studies (including the Japanese, and Chinese languages), and personal wellness. MEHS students have additional opportunities to study a variety of subjects outside of the core program, depending upon student interest and class availability. Such courses vary from art to public safety, video production to an introduction to health occupations.

Graduation Requirements

In order to graduate from Mt. Edgecumbe High School, a student must earn 24 units of credit that include all state requirements in 4AAC 06.075. The total credits for graduation must include the classes in one of the following paths. All students are encouraged to select one of the more rigorous Alaska Performance Scholarship eligible pathways

Meeting the APS coursework requirements will be denoted on the diploma.

	Minimum (Not APS)	LA/Social Studies (meets APS)	Math/ Science (meets APS)	MEHS Credit restrictions:
English/ Language Arts	4 credits	4 credits	4 credits	APS approved Must include American Lit
Social Studies	4 credits	4 credits	4 credits	Must include: (All APS) Alaska Studies US History World Studies/History/PACRim Government
Science	3 credits	3 credits	4 credits	APS approved
Math	3 credits**	3 credits	4 credits	APS approved must include geometry
Health/PE	2 credits	2 credits	2 credits	1 credit must include health
World Language	1 credit	2 credits*	1 credit	* Must be a sequence of 2 credits of the same language
Technology	2 credits	2 credits	2 credits	
Electives	5 credits	4 credits	3 credits	
Total	24 credits	24 credits	24 credits	

** Academic Counselor may approve pre-algebra (non-APS approved) for graduation

Courses may be set with pre-requisites, requiring a sequence of courses.

Transfer Students

Equivalent courses may be approved to meet core course requirements or pre-requisites. For students transferring with at least 13 credits from another school, alternative courses may be approved to meet technology, world language, and elective requirements, including a reduction of elective credit requirements if prior school offered less than 7 credits/year.

Transfer of Credits

MEHS accepts credits from other Alaska high schools, and from other approved correspondence schools. We do attempt to make sure that the student wishing to transfer such credit has gained the knowledge and skills that such a course of study implies.

It is important for students to remember that credits to be used for potential transfer to high schools in their home communities are earned only for quality work. If a student fails to do quality work in half of his/her classes during the 9th and 10th grades, for example, that student may end up in another high school still needing three years of high school work for graduation.

Grade Book Access

The Grade Book system allows students and parents/guardians to observe their current grade status and identify any missing or late assignments. Students may track their own personal academic progress for every course they are currently enrolled in on a daily basis. The system requires an identification number and a special access code each student will be assigned the first week of fall semester classes. It is each student's personal responsibility to be aware of their progress in order to maintain their grade point average and stay academically eligible.

Credit Scale

Schedule: based on 24 credits required

Students will be classified based upon credit scale of:

Freshman 0-5.0

Sophomore 5.1-11.0

Junior 11.1-16.0

Senior 16.1 and up

Standard Grading System/Policy

Teachers are required to adhere to the following standards when assigning grades at each progress reporting period to include quarters and semesters.

The MEHS grading system is as follows: *(please take note of the explanations of "I" for incomplete and "NC" for no credit)*

Learning Assessment & Reporting of Academic Progress

Along with high expectations for student success, MEHS also maintains high standards. We do not grant credit for poor quality work, but rather provide students with the instruction, time, and tutorial assistance needed to meet high academic standards.

Students are required to do quality academic work in order to receive credit in a given class. MEHS uses five symbols to indicate a student's academic performance: **A**, **B**, **C**, **I** (incomplete), or **NC** (no credit).

A grade of **A**, **B** or **C** indicates that credit has been earned in the class and a student has done superior, good, or creditable work, respectively.

Students who receive an **I** (incomplete) will have ten school days after the last day of the grading period of the 1st semester to complete all required work. Second semester work does not have the 10 day grace period for addressing incompletes. If such work is not completed, the **I** will automatically become an **NC**

An **I** indicates that a student is given the opportunity to complete the course when they return from winter break.

An **NC** indicates that a student did not complete the requirements of the course or did not demonstrate sufficient mastery to have earned credit. This course must then be repeated.

If a student withdraws from Mt. Edgecumbe before the end of the semester, that student's teachers will work with the student regarding his/her academic status in each class. A percentage figure or letter grade will then be assessed to represent the student's quality of work at the time of the student's departure.

Attendance Procedures

Teachers must take daily attendance within the first 20 minutes of each class using the PowerSchool attendance system. Attendance shall be entered in real time, not earlier or documented for entry at a later date.

Attendance codes in PowerSchool are:

UA = Unexcused Absence, absence from class that has not been excused by parent and does not involve a school event or known medical absence

EA = Excused Absence, absence from class that is initiated by parent for an approved purpose

ET = Excused Tardy

UT = Unexcused Tardy

SB = Absence from class because student is in sick bay

AP= Appointment, absence from class to attend an appointment

MD= Medical absence

FE= Family emergency, absence due to death or other family emergency

Teachers are to record tardies at the beginning of each class, marking a student either excused or unexcused tardy with a note in the comment field of PowerSchool. Do not send a student to the office for a "tardy slip." You may assign a student detention time without an incident report for a tardy.

Students who have been absent and who were not in sickbay must check back in through the office before being admitted to class. The office will enter the time they returned to campus and send them to class.

The school nurse will email a list of students in sickbay to teachers as early as possible each day. Teachers should save these sickbay lists in their emails to check on absentees. Students who leave class due to sickness need to check out through the office.

Teachers will refer to PowerSchool attendance and will notify the front desk secretary (3200) when a student has accumulated five (5) non-school participation absences. When a student accumulates ten (10) school days due to non-school activity absences the office will notify parents directly with a phone call and follow up with a mailed letter. If a student records fifteen (15) non -school activity absences administrative action may be necessary.

School Attendance is Important: We, at Mt. Edgecumbe High School, recognize the uniqueness of our residential situation: parents and families sacrifice time with their children so that they can attend our school. However, the state continues to invest in Mt. Edgecumbe High School because of the rich educational opportunities we provide for Alaskan students.

1. Mt. Edgecumbe High School has long been known for holding students to high standards. In order for the students to fully benefit from the rigorous academic program MEHS provides, student presence in classes is of critical importance.
2. Our school, like all public schools, is evaluated based on student performance; in order for us to fulfill our requirements, student attendance is crucial.

3. In education today, we are expected to provide students with employability skills; curbing absenteeism is one issue which promotes employability skills our students will need in their futures.

Unexcused Absences (As addressed in the MEHS Student Handbook)

- **Unexcused absences:** “Skipping” class is a major infraction; 1st Offense: 5 points and 3 days restriction; 2nd Offense: 5 points and 5 days restriction; 3rd Offense: 5 points and 5-day suspension.
- **Tardies:** Student tardy is defined as the student not being present in the classroom at the beginning of the class period. Students will serve detention before or after school at the discretion of individual teachers for tardies.
- **Aggravated tardies:** An unexcused tardy of more than 25 minutes is an aggravated tardy and will be considered an unexcused absence.

School Participation Absence

A well-rounded student is more likely to be successful after high school. As such, we strongly support student participation in our school’s extracurricular activities. This includes travel for sports and clubs; school participation travel/leave is defined as *any travel or leave which is chaperoned by school staff or a school designee*. School-related absence/travel does not count toward the overall absences cap. Any extension of school-related leave is discouraged and will count toward the overall absences cap.

- **Student Responsibility:** Students will notify their teachers of upcoming absence, giving teachers the courtesy of enough notice to provide the work that will be missed during the school travel.
- **Teacher Responsibility:** Teachers will permit students to make up work missed due to school participation travel/absence without any penalty. The standard amount of time to submit the work is equal to the number of days missed by the student. After that, the work is considered late.

Emergency-Related Absence

Emergency travel/absence is defined as:

1. Family emergencies/death in the family
2. Medical leave: for surgeries or medical appointments and needs which are urgent and need to be attended to immediately
3. Court appearances
4. Other circumstances at the discretion of the Academic Principal

Emergency-Related Absences do not count toward the eight-absence cap.

- **Student Responsibility:** If possible, students should check in with their teachers prior to departing. We understand that due to circumstances of emergencies, this is not always possible.
- **Teacher Responsibility:** Students will be permitted to make up work missed due to family emergencies without any penalty. The standard amount of time to submit the work is equal to the number of days missed by the student. After that, the work is considered late.
- **Parent Responsibility:** Parents will notify the MEHS School Secretary/Front Desk (966-3200) of the student’s travel plans and will communicate with the Front Desk Secretary regarding return dates. Although it is an emergency, parents please try to minimize the amount of time students miss in order to minimize student stress upon return to school.

Non-School-Participation Absence

We are in a unique situation with students being absent from their families for long periods of time. As such, families sometimes arrange for trips or visits with their children during the school year. However, this makes it more difficult for the teachers to deliver the benefits of the high quality education we offer.

1. The MEHS cap on absences is 8 school days per semester without penalty. This includes family trips or other non-school related absences.
 2. If a student exceeds the 8-absence cap, they may not be able to earn credit for their courses.
- **Student Responsibility:** Students will notify their teachers in advance of upcoming absences, giving teachers the consideration of enough time to provide the work that will be missed during the non-school-related absence (*if* the work is something that can be made up by an absent student).
 - **Teacher Responsibility:** Teachers are first and foremost responsible for the education of the students who are present in their classes. Some class activities missed by students missing school for non-essential absences cannot be re-created without considerable hardship on the teacher. For non-school participation absences that *have* been pre-arranged, teachers may opt to provide the actual make-up work missed by the student or to substitute alternate assignments. However, for non-school participation absences for which no prior notice was given, the student's ability to make up or receive alternate assignments is at the discretion of each teacher. Teachers will refer to PowerSchool attendance and will notify the Front Desk Secretary via email and "cc" the Academic Principal when a student has accumulated five non-school participation absences.
 - **Parent Responsibility:** Parents will notify the MEHS School Secretary/Front Office (966-3200) of the student's upcoming absence from school and will fill out a Student Absence Notification form (available in Parent Handbook and on the MEHS website, and in Appendix E), which includes the dates of absence, contact information and travel dates if the absence involves student travel, as well as a current grade check. With this documentation, parents are fully aware of their student's academic status before taking them out of school.
 - **Staff Responsibility:** When a teacher notifies the Front Desk Secretary that a student has accumulated five non-school participation absences.
 - **Attendance Committee Process/Recommendation**

If a student exceeds the eight-absence cap of unexcused absences, the Academic Principal will notify the student and parents and may convene a meeting of the MEHS Attendance Committee, consisting of the Academic Principal and two teachers, to determine whether course credit is in jeopardy. The committee will determine whether legitimate, extenuating circumstances are present and may make exceptions as needed. The Academic Principal will notify parents and students of the Committee's recommendation. If the recommendation is that course credit is in jeopardy the student may petition for a waiver of the policy due to extenuating circumstances. The waiver request would be presented to the committee which will now include at least one Advisory School Board Member. The committee may grant or deny the request and /or add additional stipulations regarding this student's class attendance for the duration of the course/s in question.

If a student is absent for fifteen (15) or more non-school activity days in one semester, the student's opportunity to earn credit may be in jeopardy. If a student wishes to petition for a

waiver of the policy due to extenuating circumstances, the student and parents may request a meeting with the school's attendance/absence committee which will include at least one Advisory School Board member. The committee may grant or deny the waiver request.

If absences are related to the COVID virus situation, a meeting may be waived by the administration with no negative consequences considered for the student.

Appeals Process/Procedures

If a parent or student wishes to appeal the recommendation of the Attendance Committee, such an appeal must be initiated in writing within 10 school days of the notification. A letter addressed to the Superintendent requesting an appeal must include specific reasons the request should be considered. A hearing will be scheduled within five school days. The Superintendent's decision will be rendered within five days of the hearing.

MEHS Academic Non-Retention

Alaska statute 4 AAC 33.080 (i) states that students attending MEHS must remain in good standing, both academically and socially in order to remain in attendance. In order to assist all students of Mt. Edgecumbe to achieve their best, we have established the following guidelines to help students understand what is required to remain in good academic standing.

Grades are formally reviewed 8 times each year; once at the midpoint of each quarter, when progress reports are printed, and at the end of each quarter/semester. Students may be placed on Academic Probation if one of the following occurs:

- *If a student's cumulative GPA falls below 2.00

- *If a student earns 2 or more semester grades of NC's in any given semester

- *If a student earns 1 semester grade of NC in an Academic Core Requirement in consecutive semesters

Students who remain on Academic Probation for consecutive semesters may be asked to reapply for admission to school. Students in need of academic support will be assigned mandatory tutorial time outside of the regular school day. Students will be removed from Academic Probation when their GPA rises above 2.00 and they are able to earn a passing grade in the Academic Core Requirements. Students who remain on Academic Probation for consecutive semesters may be asked to reapply for admission in order to continue attending Mt. Edgecumbe High School.

Student Learning Assistance

MEHS strives to challenge every student and prepare each for learning beyond high school. This includes building the study skills and habits that can help in a life-time of learning. Similar to most colleges, MEHS has developed a Student Success Center to provide tutoring support and a positive learning environment. As a boarding school of high school-age students, MEHS has built-in required study time and a system of supports to help build the routines and habits needed to be successful.

Mandatory Study Time

All students are required to study from 7:00-8:30pm Sunday through Thursday.

Freshman Success and Study Time

During the 2018-19 school year, freshmen will be provided a Freshman Success class that will meet two days a week throughout the school year. The Freshman Success class will cover orientation topics for MEHS and teach students successful organization skills and learning strategies. Freshman will also be required to report to the cafeteria for study time where adult and peer tutors will help freshman apply the learned organization and learning strategies to their regular class work.

Student Academic Resource Center (StAR Center)

The StAR center is open to any student who wishes to access peer or adult tutors or simply study in a tutoring environment. The student success center is open in the mornings, afterschool, and during study time. During study time, the Student Success Center employs many peer tutors who may be very helpful in supporting others through class assignments and projects. This model is similar to many colleges, MEHS students are encouraged to explore the value of peer tutoring and become familiar with how to access such a resource. Students may set up their own study groups and utilize the Student Success Center. Students may also request to be part of tutorial or small group sessions, which are more targeted tutoring services.

Tutorials/Small Groups

Students may be referred to tutorials by parents and/or teachers. Tutorials typically take place in the StAR Center or in individual teacher classrooms. Tutorials are set up with a goal for study or work to be completed. Tutors are available to help the student prioritize work, organize material, and guide them in using study skills and learning strategies to complete the work. Once the work is completed, the student is no longer required to attend tutorials. A tutorial is typically one hour. Students in required tutorials will be required to follow rules and remain on-task with assigned work. Failure to attend or cooperate may result in an incident report or demerit.

Small groups are similar to tutorials, however they are a small group of students who are working directly with a tutor on a specific subject. These can be very helpful to students. Students are assigned to small group based on identified need, but if they are not active participants, they may lose the privilege of this resource so others may access and benefit. Small groups may be as short as 30 minutes, and will count toward completion of a tutorial requirement if needed.

The tutorials list is posted in each dorm Saturday evening. It is the student's responsibility to check if they are on the list. If a student is assigned more than one tutorial, they may access one of the tutorial sessions during the required study time. Students who are referred to tutorials for two or more classes are NOT permitted to practice or participate in extracurricular activities that occur during tutorials or study hour.

College Testing and Test Prep

Sessions for ACT and SAT prep will be scheduled in the Student Success Center. Students are encouraged to access these sessions. Students needing college test prep or wishing to take placement exams should contact the Student Success Center for information.

Study Skills Course

Students in 10th grade and up who need time and guidance in developing organizational skills and applying learning strategies to regular classroom work may take a course in study skills. Students will be required to complete assignments and organizational practices related to the study skills curriculum, but will have time and teacher guidance in applying learned strategies to assignments and projects from other classes.

Before and Afterschool Teacher Support

Most teachers are available before and/or after school for direct assistance to students. Students are encouraged to seek help from teachers.

Opportunities for Customization of Learning

MEHS is increasingly seeking ways to help students customize their education to fit individual needs. They can take classes in public safety, education careers, or computer technology. Many of these opportunities are provided through school-business partnerships, the Sitka Education Consortium (a group that includes the University of Alaska Southeast, Sitka School District and MEHS). MEHS also maintains sister-school relationships with schools in Japan, and China, which may provide students opportunities to visit and/or attend schools in those countries.

Careers and Technical Education

MEHS and the University of Alaska Southeast's cooperative partnership offer many advantages to our students. Students may enroll in welding and construction trade courses and earn occupational endorsements. Students can also get certified in Emergency Trauma Technician, and Emergency Medical Technician offered at MEHS through our tech prep agreement with the University. Qualified students may enroll in the Certified Nurse's Assistant Program and earn nine college credits and certification. Students may also enroll and receive college credits in general basic college courses in Math, English, and other selected courses after they have completed all related courses at MEHS.

National Honor Society Eligibility

The MEHS NHS local chapter follows the national NHS constitution and guidelines. Students are selected for NHS based on demonstration of high standards of scholarship, leadership, service, and character. A five member Faculty Council selects students for induction into NHS. Membership is an honor bestowed upon a student.

NHS eligibility requirements:

- Students must have been in attendance at the school for least one semester.
- Students must be members of the sophomore, junior or senior classes. Freshmen are not eligible for NHS.
- Students must have a cumulative GPA of 3.30.

Note: academic eligibility does not guarantee selection for NHS

Responsible Citizenship

Students at MEHS are expected to act responsibly at all times. This means, among other things, being self-disciplined and showing consideration for all members of the school and local community. The staff believes that the development of responsible citizenship is a critical part of the learning program at MEHS.

MEHS Code of Conduct

The standard of behavior expected for MEHS students.

All families, organizations, and communities establish codes of conduct to guide members to act in appropriate ways. At MEHS, all students are expected to:

1. Demonstrate respect for all persons and property. Forbidden are such behaviors as harassment, vandalism, theft and inappropriate public displays of affection. Dishonesty to staff and other students will not be tolerated at MEHS.

2. Abide by school rules designed to promote personal and community health and safety.

These rules are as follows:

a) Students may not have matches or cigarette lighters in the dormitories; burn incense, candles, cigarettes or any other combustible materials; or have small electrical appliances such as popcorn poppers or coffee makers. Fire safety is life safety.

b) Students cannot bring onto campus, provide to others, or otherwise have in their possession, any weapons. Weapons are defined as “any instrument or object possessed or used to inflict harm on another person, or to intimidate any other person.” Examples include firearms of any kind (fake, operable or inoperable, loaded or unloaded); all types of knives, chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, dirks, other nunchakus; brass knuckles; Chinese stars; billy clubs; tear gas, guns; electrical weapons or devices (stun guns); BB or pellet guns; and explosives or propellants. Students will have an opportunity to surrender all weapons upon arrival at MEHS in fall and winter. All knives including pocket knives are not allowed. Knives larger than an ordinary pocket knife are considered dangerous weapons.

c) Students must keep MEHS staff informed of their physical whereabouts on campus at all times by properly using dormitory sign-out procedures.

d) Students may only be checked out by persons 25 years of age or older, and only with written permission from the students' parents/guardians and/or verbal approval of the Residential Principal or the designated representative. Refer to check-out procedure for further clarification.

e) No student can enter the room of another student without permission. Students may never enter the room of a student of opposite gender/intimate relationship (current or previous) without staff permission and must observe posted gender visiting hours in dormitory lounges.

f) Student access to learning technologies (Internet, e-mail, etc.) provided at MEHS is a privilege not a right. Failure to follow the MEHS Technology Code of Responsibility and/or Internet Ethical Code as outlined in the licensing agreement will result in user privileges being restricted or taken away.

g) Students who have medical issues or need a medical appointment should go through the School Health Clinic. Only the nurse or his/her designee can place a student in sickbay. Refer to sickbay rules and medication procedures.

3. Obey all local, state, and national laws. Examples of violations of this requirement include shoplifting and the possession and/or use of tobacco, alcohol, or other controlled substances. Violations of local, state and federal law by students will be reported to legal authorities as well as to parents. A student who violates the law will be subject to school disciplinary procedures as well, including the possibility of dismissal. Students who demonstrate good citizenship will be appreciated by their fellow students, positively recognized by staff to parents/guardian, and will earn additional privileges both on and off campus.

Restricted Areas

General Restricted Areas Off Campus

Private homes & vehicles, all boats & harbors, bars, liquor stores, hotels

Specific Restricted Areas

SEARHC hospital/grounds, airport, Sitka Fine Arts campus, UAS housing, U.S. Coast Guard base, John Brown's beach, Totem Park (weekends w/ 3 or more is ok), SMC Theatre, UAS after dark, Behind Sitka Public Library & Harrigan Hall, Castle Hill, Baranof Elementary Playground, Katlian and Marine Streets, Skate Park, anywhere else off designated roads. SeaMart is allowed on weekends.

Restricted Areas Near or On Campus

Dorm rooms without permission or after lights out, fire escapes (unless an alarm has sounded), behind the dorms, SEARHC for lunch or anytime, French Fry after dinner/dark

Consequences for Infractions of the Code of Conduct

Point system & Progressive Discipline

Students who violate the MEHS Code of Conduct will be disciplined consistently depending on the severity of the infraction. At the same time, MEHS believes in promoting student success. Therefore, the school has instituted a progressive discipline plan that consists of a point system that includes intervention meetings and regular communication with parents/guardians that promote students' successful adjustment to boarding school life. The proactive intervention steps are as follows:

Intervention #1

When a student accumulates 10 discipline points the administration or Home School Coordinator will call the parent, document and possibly refer student to counselor.

Intervention #2

When a student accumulates 20 discipline points, the student is required to appear before the residential and/or academic principals for a disciplinary hearing that may result in suspension depending on the seriousness of the action. The student and parent/guardian will be involved in the disciplinary hearing and notified of intervention #3 options. Once again, staff will work with the student and parents to develop a plan of action that promotes the students' successful adjustment to school life.

Intervention #3

When a student accumulates 20, but less than 30 discipline points, the student may request a level #3 intervention with the Residential and/or Academic Principals. The meeting will be the responsibility of the student to develop a behavioral contract with a counselor which demonstrates his/her willingness to change the inappropriate behavior(s). The administration has the authority to remove up to 3 discipline points based upon compliance of the behavior contract. Removal of major discipline points will not be considered. Community service hours may be accepted.

Intervention #4

When a student accumulates 30 discipline points, the student & parent/guardian will meet/teleconference for a hearing with the Residential and/or Academic Principals.

Student may be dismissed from Mt. Edgecumbe High School.

Dismissal From MEHS

Students may be dismissed from MEHS for:

- Major Infraction Discipline
- Accumulation of Discipline points
- Failure to meet Behavior Contract Requirements
- Failure to meet Academic Probation Requirements
- Behavior that poses a safety risk to self or others.

In most cases, dismissal from MEHS does not indicate an expulsion from school and does not inhibit a student's eligibility to enroll in his/her home school. If behavior poses a significant safety risk to other students (ie. Weapons or threats to harm), MEHS will communicate the incident to the home school for consideration of expulsion.

Indefinite Suspension/Expulsion Policy

The following procedures, safeguards, and student rights are triggered when MEHS believes that a student has engaged in conduct that, if substantiated, would constitute cause for the student's indefinite suspension or expulsion from Mt. Edgecumbe High School. The purpose of this policy is to support Mt. Edgecumbe High School's code of student conduct, and to ensure procedural fairness for the students involved. Before making the decision to indefinitely suspend or expel a student, the Academic or Residential Principal shall:

Referral:

- Interview the student and provide the student with the opportunity to be heard and to offer additional information. Students may elect to be accompanied by a MEHS staff member of their choosing who is on duty at the time of the interview.
- Review the facts, and if possible, interview parties who have direct knowledge of the incident under investigation and document the interviews. This may include, but is not limited to dorm personnel, teachers, other staff, other students, or the Sitka Police Department.
- Provide the student with a description of the violation that MEHS believes the student committed and an explanation of how the student's conduct, if true, violates MEHS policy.
- Inform the student and their parents of an indefinite suspension or expulsion at the conclusion of their investigation. Although such notice may be given verbally, the Residential or Academic principal will promptly reduce their findings to writing, making a copy of the indefinite suspension/expulsion decision available to the student and their parents as soon as possible. A copy of this policy will also be made available at that time.

Appeal Process

If the student disputes an indefinite suspension or expulsion imposed under this policy, the student may appeal the decision to the Mt. Edgecumbe High School Director and request a hearing within two days of the Principal's decision. During the hearing, the student will have the opportunity to tell the student's side of the story, including any evidence in support of the student. The student's parents or legal guardian will be permitted to participate in the hearing telephonically. At the close of the hearing, the MEHS director may uphold, amend, or overturn the decision to indefinitely suspend or expel the student. Students have the right to have a parent present at the hearing, either physically or via teleconference. Students may also choose to be represented by counsel at this hearing. The final decision of the MEHS director can be appealed to the Commissioner of Education and Early Development. That appeal would be governed by 4 AAC.40.

Rubric for Discipline Points & Consequence

Minor Infractions

Minor Infraction	Demerits	Consequences
Possession/using nicotine products, tobacco, vaping products	3-10	3-5 days restriction Parent contact/drug test/possible tobacco class
Inappropriate display of affection (IDA) * Observing staff will notify all staff when they have given IDA warnings	0 1-3	1 st offense- warning Repeated offense 1-3 day restriction
Possession of OTC (over the counter) drug or substances designed to look like drug/alcohol	1	1 day restriction
Late from town leave (less than 30 min)	.5-3	1 day restriction
Dishonesty	.5-1	1 day restriction
Missing tutorials	.5	1 day restriction
Failure to follow staff direction	.5-1	1 day restriction
Failure to leave/arrive at destination in a timely manner	.5-1	1 day restriction
Profanity not directed at another person	.5-1	1 day restriction
Littering	.5-1	1 day restriction
Chewing gum/eating food in classroom	.5-1	1 day restriction

Up after lights out	.5-1	1 day restriction
Disrespectful or inappropriate behavior (non-directed/no victim)	.5-1	1-3 day restriction
Inappropriate use of electronic device	0-3	Device confiscated for 24 hours and up to 2 weeks for repeated offenses
Failure to sign in or out to a specific area	.5-1	1 day restriction
Detail Failure	.5-1	1 day restriction
Failed Room Grade	0	1 day restriction
Open Window School Day	0	1 day restriction

Minor/Major Infractions

Major/Minor Infraction	Demerits	Consequences
Violation of technology use agreement	1-10	Lose technology privileges Possible confiscation of technology-including personal property for up to 2 weeks or longer as defined in a behavior contract

Inappropriate dress (i.e. pajama pants, gang affiliation or reference, see-through/low cut shirts, short shorts, chains/spiked collars, clothes advertising illegal or adult items (alcohol, drugs, sex, etc))	1-5	1-5 days restriction
Being in restricted area	1-5	1-5 days restriction
Breaking restriction	1-5	1-5 days restriction

Major Infractions

Major Infraction	Demerits	Consequences
Disregard for school rules, property, supervision		
Skipping school/class	3-5	1 st offense: 5 demerits/3 days restriction 2 nd offense: 5 demerits/5 days restriction 3 rd offense: possible suspension
Cheating	3-10	No credit for assignment up to No Credit for class
Leaving campus without permission (AWOL) outside of town leave	3-10	3-5 days restriction and/or Up to 10 days suspension
Unauthorized extended leave (30+ mins) beyond town leave or curfew times	3-10	5 days restriction
Off campus overnight without permission	10	10 day suspension
Using inappropriate language directed at staff or students	3-5	3-5 days restriction
Defying staff	3-5	3-5 days restriction
Inappropriate gestures or behavior (directed)	3-5	2-5 days restriction
False Reporting	3-5	3-5 days restriction
Failure to comply with discipline or counseling stipulations	5-10	5 days restriction and/or Up to 10 days suspension

Destroying or damaging property	3-10	3-5 days restriction and/or up to 10 days suspension, Restitution for damages Possible referral to police
Theft under \$100	5-10	5 days restriction
Theft over \$100	10	10 day suspension/referral to police
Shoplifting	5-10	5 days restriction-possible suspension/suspension from town leave
Possession of fireworks or hazardous material	5-10	5 days restriction Up to 10 days suspension Possible referral to police
Blatant disregard or disrespect toward policies for supervision, safety, health and welfare boundaries for self and/or others	10-30	Possible suspension up to dismissal
Compromising Health/Wellness/Safety of self or others		
Receiving or giving body piercing/tattoos while at MEHS (school year only)	3-10	3-5 days restriction
Being in unapproved private vehicles, homes, or housing (includes town students if in vehicle with dorm students)	5-10	3-5 days restriction
Being in room of opposite gender/intimate relationship current or previous or allowing opposite gender/significant other into unsupervised room	5-10	5 days restriction Up to 10 days suspension

Caught in sexual circumstances	10	5 days restriction Up to 10 days suspension
Smoking/Vaping in dorms	5-10	5 days restriction/drug test
Intent to distribute vaporizer products or tobacco	5-10	5 days restriction Up to 10 day suspension
Possession or use of alcohol, drugs, drug paraphernalia, OTC with intent to abuse, unauthorized prescription meds, or any other products used for mood altering purposes	10	Refer to substance abuse violation section
Intent to distribute alcohol, or drugs (illegal, OTC, prescription)	10	10 day suspension Up to dismissal/Referral to police
Fighting with another student	5-10	5 day restriction up to 10 days suspension Possible referral to police
Harassing or endangering other students (definition in handbook)	5-10	5 day restriction and/or Up to 10 days suspension/Possible referral to police
Possession of fireworks or hazardous material	5-10	5 days restriction and/or Up to 10 days suspension/Possible referral to police
Threat or attempt to kill or do bodily harm to other(s)	30	Dismissal/Possible Expulsion/Referral to Police
Possession of dangerous weapon(s)	30	Dismissal/ Possible Expulsion Referral to Police (refer to dangerous weapon definition under Code of Conduct)

How the discipline procedures work for MAJOR infractions

1. Staff member witnesses student behavior.
2. Staff member writes incident report describing incident and presents the behavior report to the student to obtain the student's signature and to discuss why the staff disapproved of the student's action(s).
3. Staff member submits incident report to principal/supervisor in his/her respective area - residential or academic.
4. Student is placed on restriction until an administrative decision is reached on the incident report.
5. Dorm administrator or designee assigns discipline points, restriction and other consequences; Academic staff refers all incidents to the Academic Principal.
6. Administration notifies student's parents/guardians of the decision if it is a major infraction.
7. Incident report is placed in student's file (a cumulative record of the student's discipline points are kept).
8. Process of enacting consequences is begun immediately.
9. Any senior who commits an infraction of 10 points during the last 30 days of school will forfeit their opportunity to: "march" during the graduation ceremony. If a student reaches 30 demerits they will be indefinitely suspended.

How the discipline procedures work for MINOR infractions

1. Staff member witnesses student behavior.
2. Staff member writes incident report, describing incident, assigns points/days of restriction, and presents incident report to the student to obtain the student's signature and to discuss why the staff member disapproved of the student's action(s).
3. Staff files the incident with pool secretary or designee.
4. Academic staff refers all incidents to the Academic Principal.

Restriction Guidelines

Restriction is limited to no more than 5 consecutive days.

The student's residential assistant (RA) will assign the student on restriction additional restriction details for each day of restriction.

Students will be afforded limited privileges while on restriction, including no TV room rentals or overnight stays. Other privileges may also be revoked.

Students are required to sign in with his/her RA every 30 minutes while on restriction.

Students on restriction must stay on their own dorm floor, unless eating meals in the cafeteria (30 minutes), attending school or tutorials. Students have 10 minutes passing time from the dorms to tutorials. No Library

RA's will work with those students on restriction to help students understand why staff assigned consequences for irresponsible student behavior so students can learn from the experience.

Cell Phone/TV/Gaming access will be taken away.

Failure to sign in will result in extra restriction.

Students on minor restrictions may pay \$50 merit bucks for 2 hours of regularly scheduled practice, club, game day or the entirety of practice (coach needs to communicate with staff if longer than 2 hours). If longer than 2 hours, time must be made up.

NOTE: Only an administrator can assign discipline points for major infractions.

Substance Abuse

A Special Note on Substance Abuse

The use and abuse of alcohol, tobacco and drugs have devastating consequences for many Alaskans. We know that such use often begins in the teenage years, and that students who do not begin using such substances prior to age 18 have a much lower incidence of later use. MEHS thus makes a special effort to help its students remain substance-free. With this goal in mind, please note the special policies and procedures regarding the possession and/or use of drugs, alcohol and tobacco.

Illegal Drugs and Alcohol

MEHS has the legal right to test its students for the use of alcohol or drugs using, among other appropriate assessments, the rapid eye test, breathalyzer test, and urine analysis (UA). Any staff member who has reason to believe, based on good cause, that a student may be using drugs or alcohol can request to administration that the student submit to a drug and/or alcohol detection test. School policy prohibits staff from conducting random drug and random alcohol testing on students.

The refusal by any student to submit to testing for drug and alcohol use will be considered an admission of such use, with disciplinary procedures to follow based upon such assumed use.

The possession of or distribution of alcohol or legal/illegal drugs includes provision of such substances to other students under any circumstances, on or off campus, including sale, gift, or exchange for other considerations.

The major infraction of *Substance Abuse* is defined as:

Possession of drug paraphernalia

Possession or use of alcohol, marijuana or other illegal drugs

The use of any OTC's (Over the Counter Drugs), products or prescription drugs for the purpose of obtaining a mood altering experience.

1st offense for substance abuse student will:

- a) may be referred to legal authorities for possible prosecution
- b) submit to a drug and alcohol assessment with follow-up counseling as recommended by this assessment and/or MEHS Mental Health Clinician. This may include ADIS (alcohol drug information school), which is at the family expense (currently \$184 but subject to change), group and / or individual counseling.
- c) receive 5 days restriction
- e) be assessed 10 demerit points

2nd offense for substance abuse if in the same school year student will:

- a) may be referred to legal authorities for possible prosecution
- b) be assessed 10 demerit points
- c) be indefinitely suspended from MEHS at guardians expense OR

if in the following school years student will:

- a) be referred to legal authorities for possible prosecution
- b) submit to a drug and alcohol assessment with follow-up counseling as recommended by this assessment and/or MEHS Mental Health Clinician. This may include ADIS (alcohol drug information school), which is at the family expense (currently \$184 but subject to change), group and / or individual counseling.
- c) receive 10 day suspension
- e) be assessed 10 demerit points

3rd offense for substance abuse in following school years student will:

- a) may be referred to legal authorities for possible prosecution
- b) be assessed 10 demerit points
- c) be indefinitely suspended from MEHS at guardians expense

NOTE: *All transportation costs involved with student suspensions are the responsibility of the student and his/her parent(s). In addition, fees and fines can also result from illegal activity, as well as loss of a driver's license or the right to apply for such a license for a period of time.*

Student Use of Tobacco and Nicotine Addiction

The use of tobacco has been identified as a major cause of death in the United States and is the single largest cause of death among Alaska Natives.

The use of tobacco by anyone under the age of 19 is illegal.

Smoking in school buildings and around other students poses a threat to the health and safety of members of the Mt. Edgecumbe community.

The possession and/or use of tobacco violate the MEHS Code of Conduct.

The use of tobacco demonstrates that a student is not meeting the school's curriculum requirements in wellness/healthy life skills.

If a student is addicted to nicotine, we urge that student to seek assistance from MEHS staff with this problem. Online options may be available.

Definition of Harassment:

Harassment means intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, color, national origin, religion, sexual orientation, marital status, pregnancy, parenthood, or disability.

Merit Buck System & Guidelines

1. Any residential staff member may issue merit bucks to students who demonstrate behavior worthy of positive recognition. Academic staff may not personally issue merit bucks to students. However, they may recommend to the academic principal that he/she award merit bucks to a student.
2. Merit bucks may be issued in increments as small as 10 merit bucks but not to exceed a maximum issue of fifty (50) merit bucks.
3. Merit points will buy privileges including, but not limited to, the following:

10 merit bucks

1. Up to three town leave days (Sunday, Tuesday, Friday)
2. One hour of study time after lights out from 10:30pm-11:30pm, in a designated place (if the student has applied in advance and can return to his/her room quietly without disturbing other students) – Note: Limits on number of students able to pay and stay up apply.

20 merit bucks

1. 1.5 hours of study time after lights out from 10:30pm-midnight, in a designated place (if the student has applied in advance and can return to his/her room quietly without disturbing other students– Note: Limits on number of students able to pay and stay up apply.
2. In room on weekend stay up privilege until 1:30am - activity must be quiet so as not to disturb neighbors. Note: Payment is \$20 per room - Limits on number of students able to pay to stay up apply.

Note: Electronics are not allowed for social media, texting and phone calls during paid times & students must stay in their rooms during after hours.

100 merit bucks: One weekend overnight party in TV room

150 merit bucks: One weekend overnight party in the SUB until 2:30am with 8 invited guests of the same gender or 16 guests of both genders with 2 chaperones.

300 merit bucks: One Friday or Saturday overnight party in the gym until 2:30am with 20 invited guests of both genders with 2 chaperones.

500 merit bucks: Rent the pool with invited guests of both genders...appropriate number of lifeguards required along with 2 chaperones.

A request form is required in advance with signatures of chaperones and list of students for SUB/GYM

Guidelines for Distributing Merit Points to Students

1. Students earn 100 merit bucks for receiving a 3.5+ GPA 1 week before the merit buck raffle
2. Students earn 50 merit bucks for receiving a 3.0+ GPA 1 week before the merit buck raffle
3. If students work for staff, staff should use the guideline of “paying” 20 merit bucks/ 30 minutes for work.
4. Students earn merit bucks for detail completion as assigned.
5. Only dorm, recreation and administrative staff can give out merit bucks.

Some things students shouldn't earn merit points/bucks for:

1. Performing a task and then asking for merit bucks e.g. hounding a staff member(s) for merit bucks. Staff will have to exercise discretion in applying this rule. However, students may ask staff if there are things s/he can do to earn merit bucks.
2. Performing personal odd jobs, such as house cleaning or yard work for a staff or community member (unless the task is literally volunteer community service).
3. Performing a task specifically directed to do so by a staff member. Staff are under no obligation to give a student merit bucks for this; however, staff may choose to do so. Remember, merit bucks are given to reward positive behavior. A student who performs his/her detail with a bad attitude or generally poor manner should not receive merit bucks, but students who go about their task in a positive manner should be rewarded for their diligence.

Students are also eligible to receive merit bucks for excellent work or compliance in the following areas:

1. Going to bed as directed or helping get others to bed on time.
2. Helping clean the gym or other areas of school
3. Assisting staff when needed or asked.

Honor Room Privileges 2020-2021

Eligible students that have completed at least one full year, in good academic and behavioral standing may apply for an Honor Room. Honor rooms have additional privileges. Students may be removed from Honor Rooms if they do not maintain high behavior or academic standing.

Lights Out: Weekdays lights out at 11:30pm – although students may study until 12am, Weekend lights out at 12am

Students may, during this time:

- Study or engage in quiet activities in their room
- Quietly visit with other honor room students
- Take showers as long as it is not disruptive to other students
- Do laundry (until 11:15pm Sun-Thurs & 11:45pm Fri & Sat)
- Use the kitchen at staff's convenience and discretion – privilege will be denied if disruptive to others or the kitchen is not being maintained
- Use electronic devices for purposes that are not disruptive to others

Students may **Not**, during this time:

- Visit with non-honor room students (non-honor rooms are restricted areas after 10:30pm Sun thru Thurs and after 11:30pm Fri & Sat)
- Use electronic devices for social media, calls or texting
- Wander
- Do Details

Study Hour

Students may, during this time:

- Do laundry as long as it is not disruptive to other students
- Nap
- Take showers as long as it is not disruptive to other students
- Use the kitchen at staff's convenience and discretion – this privilege will be denied if disruptive to others and/or kitchen is not being maintained
- Quietly visit with other honor room students
- Study in other approved areas of the school however students must stay in one place until study hour is over
- Use electronic devices for purposes that are not disruptive to others

Students may Not, during this time:

- Use electronic devices for social media, calls or texting
- Visit non-honor rooms unless studying
- Have non-honor room visitors unless studying
- Wander & Do details

Extended Detail Deadline – The detail deadline for honor room students is 9:30pm on school nights (Sun-Thurs) and 10:30pm on weekend nights (Fri & Sat)

Technology On Campus

1:1 Computer Program

Mt. Edgecumbe High School (MEHS) has embarked on a plan to give its students a boost in today's technology-driven world by making a laptop available to every student. Teaching students to safely and effectively make use of electronic resources is essential to their advancement in almost any career. Ensuring that every student in the school has access to a computer will allow MEHS to greatly increase learning opportunities for students. Part of teaching the effective use of technology is educating students on the responsible use of equipment. In an effort to reduce costs, instill responsibility in our students, and to keep providing students with access to electronic resources, MEHS has created this set of guidelines.

The following are important guidelines that 1:1 students must understand and adhere to:

Laptops, power cords, and protective cases issued to the student are and will remain the property of MEHS. Students are required to turn in laptops and power cords prior to winter break travel and the end of the year.

The priority use of school laptops must be academic programs, students must bring laptops to class and study hour as required.

Computer and Internet acceptable use policies are in effect at all times on school laptops, as well as personal devices, on and off campus.

Students are expected to care for and treat MEHS-issued laptops and equipment with respect. Failure to keep laptops in good condition may result in bills for repair or replacement.

Students are accountable to all school, district, state, and federal laws.

All files stored on MEHS laptops and network are property of the district and may be reviewed or monitored at any time.

MEHS staff may revoke a student's laptop and/or network access privileges at any time if the student is not complying with acceptable use policies or has violated school/dorm rules.

External storage devices connected to a MEHS laptop may not contain inappropriate content.

Students are to immediately notify staff if inappropriate content is found on their laptop or web browser.

Technology Code of Conduct/Acceptable Use Agreement

Students must sign an acceptable use agreement to access technology, including infrastructure such as the WiFi at MEHS. These commitment statements applies to all technology use while at MEHS including personal devices

Be RESPONSIBLE	Be SAFE	Be RESPECTFUL
<ul style="list-style-type: none"> · Do your own work and give credit · Use devices appropriately · No spamming · Help Others · Learn 	<ul style="list-style-type: none"> · Get permission first · Go to appropriate websites · Keep personal information private · Obey the law 	<ul style="list-style-type: none"> · NO BULLYING · Have positive interactions · Be civil & leave others alone · Ask before you post images · Respect privacy · No drama

1. I will change my MEHS computer access account password the first time of logging in for the school year. (1:1 Laptop)

2. I will properly use Mt. Edgecumbe's computer equipment, lab facilities, Internet connection, and all school learning technologies in a responsible manner so that no damage will occur.

3. I will leave the integrity (the position and set-up of all technology equipment and connections) of all Mt. Edgecumbe technology equipment and software intact for optimum (best quality) performance. I will not add anything to the network that may compromise the functionality of the network for others.

4. I will not violate the privacy of my fellow learners or the privacy areas of our technology system (to include data storage, Internet and e-mail). The only passwords I will use will be my own.

5. I will not compromise personal safety by posting personal contact information about myself or other students, nor will I impersonate another person through an account.

6. I will not create or access inappropriate material including obscene, pornographic, threatening, abusive, hateful, libelous, or harassing material or messages.

7. I will not intentionally transmit any material or messages that contain software viruses, unsolicited advertising, "spamming", chain letters etc.
8. I will only download software that is approved and appropriate.
9. I will be sure to give credit as appropriate and avoid loading or downloading written works, information, images, or other files in violation of copyright or patent protection as stated by the owner or by U.S. law, or plagiarizing such works (this means presenting the works or ideas of others as your own).
10. I recognize that the online environment is like any social environment and I am expected to be positive in my interactions and refrain from any bullying or negative comments just like behavior expected throughout MEHS.

Technology consists of computers, the Internet, software, and all peripherals that provide access to online resources.. At all times, technology is to be used in a responsible, efficient, ethical, and legal manner, in accordance with all school rules and policies as stated in student and staff handbooks and elsewhere.

I understand that my access to the learning technologies provided at Mt. Edgecumbe requires a large degree of personal responsibility and that if I violate this agreement I realize that my user privileges will be restricted or taken away.

In signing the student handbook verification I personally agree to the code of Responsibility/ Acceptable Use Agreement.

Computer/Gaming Device Guidelines

MEHS has worked to provide a technology rich environment for learning in both the academic and residential buildings. It is intended that students will have access to technology enhanced learning and recreation; however, MEHS also believes that it is essential for all students to engage in healthy activities away from technology. Too much screen-time is discouraged. With this in mind, students will be encouraged to take breaks from technology and to participate in activities away from technology. Screen time will also be limited.

The Intent of these rules are to encourage increased academic success and healthy living. Research shows that too much gaming has detrimental effects on the developing brain of a teenager.

Gaming is defined as a game that employs electronics to create an interactive system with which a player can play. Examples are but not limited to: video games (X-box, PSP), computer games not used for academic purposes.

Screen time is not allowed by students on restriction, in tutorials or determined by administration.

The consequence for not following the Screen time guidelines is a write up for Inappropriate Use of Electronic Device as stated in the Student Handbook.

In addition to goals for healthy living, MEHS may restrict any activity or devices that interrupt or cause issues with the network or other functionality of school technology.

Screen time that consumes too much bandwidth or interrupts normal business due to combined bandwidth demand may be banned or limited on the network.

The following electronic items may not be used on campus:

- Wireless routers or Access Points
- Any network bridging device
- Unapproved VPN

The following are discouraged:

- WIDI/miracast/airplay/chromecast devices
- Devices using 2.4 GHZ spectrum, the (802.11b/g) will not be supported by the network, only 802.11 n/ac wireless devices will be supported on the MEHS network

MEHS retains the right to ban use of any device that causes issues for the network or bandwidth usage.

Cell Phone Use Guidelines

MEHS understands cell phones are important for communication and education.

During study hour, cell phones will not be allowed. Students will have access to their laptop for any school work requiring technology. Cell phone use will only be permitted in the classroom or other academic settings when directed by the teacher or tutor.

Students not following cell phone guidelines will be asked to surrender their phone for the remainder of the day. If cooperative, the phone will be returned the following evening. If the student does not immediately surrender the phone to staff then the phone will be confiscated for two weeks and written up for failure to follow staff direction. Multiple violations will result in a behavior contract.

(MEHS staff reserves the right to confiscate phones. State administration reserves the right to search phones)

Technology Policy Assurance

It is the policy of Mt. Edgecumbe High School to; (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

MEHS or designated representatives will provide age-appropriate training for students who use MEHS's Internet facilities. The training provided will be designated to promote MEHS's commitment to: (a) the standards and acceptable use of Internet services as set forth in the MEHS Internet Safety Policy; (b) Student safety with regard to: (i) safety on the Internet; (ii) appropriate behavior while on line, on social networking Web sites, and in chat rooms; and (iii) cyberbullying awareness and response. (c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Activity Eligibility & Lettering Policy

MEHS Tobacco/Alcohol/Drug (TAD) Policy Supplements

a) 1st Offense with tobacco, alcohol or illegal drugs:

Tobacco Offense: TAD policy consequences

Alcohol/Drug Offense: TAD policy plus student will be suspended from all ASAA athletic participation for 30 days from the date of the incident or until the end of the activity, whichever is longer.

b) Participants who are cited for tobacco, drug/alcohol or other illegal substance possession or use during the season will not be eligible to receive a school letter for that sport.

c) Drug/Alcohol Violation while traveling on a school sponsored trip: 12-month suspension from school recognized events from day of infraction, plus regular school discipline. With positive behavior and completion of a responsibility plan a student may request eligibility consideration prior to the 12 month suspension.

d) A student determined to be guilty of theft, vandalism or intentional destruction of property while on a school sponsored activity will be suspended from all MEHS activity travel for one calendar year from the date of the incident. The participant will also be responsible for expenses incurred for restitution, repaid or replacement of items.

ASAA Tobacco/Alcohol/Drug (TAD) Policy

1st Offense with tobacco, alcohol or illegal drugs: Suspension from interscholastic activities and practice for 10 calendar days. 5 days will be waived if student and parent complete First Offense component

2nd Offense: Suspension from interscholastic activities and practice for 45 calendar days. Both student and parent/guardian must attend Second Offense Educational Component. No reduction or waiver of suspension days. Following 45 day suspension, students must have 10 days of practice.

3rd Offense: Suspension from interscholastic activities and practice for six months. Both student and parent/guardian must complete Third Offense Educational Component. No reduction or waiver of suspension days following six month suspension, students must have 10 days of practice. **4th Offense:** One year suspension from interscholastic activities. Educational components required.

ASAA & MEHS Athletic/Activity Eligibility

Academic Eligibility for Competition Home or Away

All students must meet minimum ASAA eligibility requirements before they can participate in an ASAA sanctioned activities offered by MEHS.

Prior Semester Grades

Students having more than one failing grade or lower than a 2.0 G.P.A. from the prior semester are declared ineligible for the following semester for the first grading period. (Spring semester grades will affect fall semester eligibility) Ineligibility as a result of one failing spring semester grade will begin the first day that practice begins for the fall sport in which the student plans to participate. The student will be ineligible for competition and travel the first four weeks of the fall semester season. All students must maintain a minimum overall Grade Point Average of 2.0 in all classes and no more than one 'NC' or 'I' to be eligible for the next semester.

Participation Rosters

Coaches/Advisor will submit an official list of competing student/athletes to the Athletic Director the first week of the season. The Athletic Director will inform head coaches of any student athlete listed on their rosters who has an ASAA TAD violation on record. It will be the Head Coaches' responsibility to revise and update the official list as student/athletes are dropped or added to the program at all levels. (V., JV., & C).

MEHS Week to Week Eligibility

- Students must maintain a minimum overall Grade Point Average of 2.0 in all classes and no more than one 'NC' or 'I' to be academically eligible.
- Ineligibility status begins on the first school day following eligibility check.
- Game/event ineligibility will run for one week (from Monday to Monday.)
- If eligibility is not regained during that next week, the student remains ineligible until the Monday following the next eligibility check date.
- Only students who are academically eligible shall be allowed to travel with or represent the team during home or away contests.
- Enrollment Responsibilities: All students' enrollment fees to the school district must be paid.

Athletic Director will send eligibility list to all teachers on Sunday so that all will receive it by Monday morning of each week. Athletic Director will run academic eligibility grade check utilizing the teacher grade book on-line system for each team.

Teachers who have Student/Athletes listed with an NC will be asked to verify the student/athlete grade is accurate. The list will also be forwarded to the Academic Principal.

Student/athlete will have until Wednesday of that week to raise the grade above an NC and/or overall G.P.A. to at least 2.0. If the grade is not raised nor G.P.A. to 2.00 minimum, he/she will be declared ineligible for one week (Monday to Sunday). Student /athletes may attend and participate in practice sessions while in the process of regaining academic eligibility. This will be a coach's prerogative.

Culminating Event Policy

The Athletic Director will initiate a final grade check one week prior to travel for the team's culminating event. The final grade check will be five school days before the event begins.

Student may have only one NC, but must be maintaining a minimum G.P.A. of 2.00 in all classes to participate in culminating events.

In the event of a mitigating circumstance, administration may approve an additional grade check 3 days prior to travel date for culminating activity.

Travel Eligibility

To be eligible for travel, all school fees and fines must be paid in full before a student will be considered eligible to travel.

Students who do not follow the MEHS Travel Policy may lose travel eligibility, may be immediately sent back to MEHS and may be responsible for the cost incurred.

Dual Participation Rule

Dual participation requires prior agreement between coaches/sponsors.

Boarding School Transfer Rule

Students who transfer to a boarding school at the beginning of a school year, or from a boarding school at the end of a school year, will be eligible for inter-scholastic participation at the new school as soon as properly certified. ***Students who transfer to or from a boarding school during the school year shall be ineligible for Varsity, State Qualifying and State Championship interscholastic participation the remainder of the school year. Students who live with coaches are ineligible (see Section 5, C). At schools with no sub-varsity teams, the student could ask for a waiver to participate on the varsity team during the regular season, but would not be able to participate at either conference or state tournaments.***

Residential Living Guidelines

Travel Policy

4.43 MEHS Student Travel

As a residential high school, student life at Mt. Edgecumbe involves travel. Students travel between their home communities and Mt. Edgecumbe at the beginning and end of each school year; students also may travel for a variety of school-related activities and field trips. The purpose of this policy is to outline the responsibilities, costs, and procedures associated with student travel. These guidelines are designed to minimize costs and ensure student safety.

School Sponsored Travel (Activities, Field Trips, NYO, etc.):

School sponsored trips are typically booked as part of a group rate in order to minimize expense. Because of this booking method, students are not permitted to make changes or variations to their travel unless extraordinary circumstances arise. MEHS is responsible for students during school sponsored travel, and students are required to follow the Mt. Edgecumbe Code of Conduct during such trips.

All students who participate in school sponsored travel are required to travel according to the ticket issued to them. Failure to do so may result in the loss of future school sponsored travel opportunities. Occasionally, parents or guardians may be present at a school sponsored activity, such as a Region or State tournament. When present at one of these events, parents or legal guardians may check out their student at times not in conflict with school activities. Permission from the coach or chaperone is required. No overnight absences will be permitted. Students who do not follow these guidelines risk losing the opportunity to participate in the school sponsored event.

Eligibility to Travel on a School Sponsored Trip:

For any student to be eligible to travel on a school sponsored trip, they have to be a student in good standing. This means that students must be academically eligible as well as have their student fees and fines paid in full.

Non-School Sponsored Travel (Independent Travel, Emergency Travel, Etc.):

Before a student may travel for non-school sponsored travel, written authorization from their parent or guardian, in the form of a Student Absence Notification Form (obtained from the Mt. Edgecumbe office); must be received by the dorm or academic secretary. Authorization must be

received by accompanied by the student's travel itinerary, and contact information for the student during the proposed travel.

Medical Travel

If a student has to travel for medical reasons, the school will provide adult supervision for the travel to and from the appointment if covered by Medicaid, formally known as Denali Kid Care.

Mt. Edgecumbe will work with students and families to ensure that a student receiving extended medical treatment is provided with support and supervision. If a student chooses to travel unaccompanied for medical reasons, written permission will be required.

Suspension Travel

If a student violates the MEHS Code of Conduct and is suspended or expelled from Mt.Edgecumbe, parents are responsible for the costs of the student returning to their home community and returning to Mt. Edgecumbe (at the end of a short-term suspension period).

Transportation To and From Sitka (Start and End of School Year):

MEHS provides transportation for students from their home communities to MEHS at the beginning of each school year, and from MEHS returning to their home community at the end of the academic year. Travel dates and schedules are selected by MEHS in order to minimize costs, minimize travel time, and ensure timely student arrivals and departures.

It is strongly recommended that students and their families refrain from making changes to the itineraries booked by MEHS. Traveling on the original itinerary allows MEHS to provide supervision to students from the time they arrive in a major airport (usually Anchorage) until they arrive at MEHS, and vice versa on their trip home at the conclusion of the academic year. Students are required to remain with, and follow the instructions of Mt. Edgecumbe chaperones when provided. Parents will receive specific travel instructions with their tickets, and are required to report travel problems or delays to the 24-number provided.

Students and parents who elect to make changes to original itineraries must promptly inform MEHS of these changes. Students traveling on alternate itineraries are not guaranteed any level of supervision during their travels; parents who allow their children to travel on an alternate itinerary assume the responsibility to provide any travel supervision they deem necessary. These students are to abide by the Code of Conduct at all times during their travels. Any violations of MEHS Code of Conduct and/or travel issues related to supervision while in Anchorage may result in discipline and/or denial for re-admission to MEHS.

Variations in Student Travel:

When MEHS books student travel, the school assumes responsibility for the cost of the booked ticket and supervision of the student traveling on that itinerary. If a variance in booked student

travel is requested by the parent, approval has to be secured from MEHS administration. If approved, then the parent is responsible for all change fees and added costs, is required to provide notice of the student's amended itinerary and plans to Mount Edgecumbe, and is responsible for their child until they return to Mt. Edgecumbe

Transportation at Semester Break and Other:

All students are required to return home over winter break due to the dorms closing down. Student travel costs and ticketing for the winter break are the responsibility of parents. We urge you to make reservations for holiday travel early in the fall. Flights fill up fast for holiday travel, and it is in the best interests of students to remain at Mount Edgecumbe through the end of classes and return to school promptly after winter break.

If a student decides to leave school before completing the school year, parents are responsible for paying transportation costs for the student to return to their home community.

Consequences for Travel Issues:

Students who travel on school sponsored travel are viewed as representatives of MEHS and must conduct themselves accordingly. The Code of Conduct applies to all students at all times while traveling. Students will be subject to disciplinary action for violation of travel guidelines and rules including curfews, housing assignments, and ferry policies, as well as for insubordination and violations of MEHS policies or the law. Violations may result in the student being disciplined and/or a denial for re-admission to MEHS.

Checkout Procedures for Mt. Edgecumbe Students

MEHS students are not permitted to be checked out to persons whose supervision may place them in contact with any person who has been accused of assault, reckless endangerment, contributing to the delinquency of a minor, misconduct involving a controlled substance, or perjury within the past 10 years, and/or accused of a sex crime, a felony, or domestic violence. Any person who jeopardizes the safety of our students and violates the terms of this policy may be subject to arrest by the Sitka Police Department and/or prosecuted by the State of Alaska.

To make the checkout process go smoothly and to protect students and those who check them out, MEHS has checkout procedures that guests and students must follow. Any violation of the checkout policy can result in loss of checkout privileges for the student and/or adult.

CHECK OUT TIMES: SUNDAY-THURSDAY BACK BY 6:45PM AND 9:45PM. FRIDAY & SATURDAY BACK BY 10:45PM

RESPONSIBILITIES OF THE STUDENT

1. Students are expected to follow high standards of etiquette when checked out.
2. Students cannot be on restriction or skip tutorials.
3. Students must follow rules set for them by the adult who checked them out. These rules include, but are not limited to, curfew, bedtime hours, town leave, and appropriate behavior, conversation, and language.
4. When students of both genders are checked out together on a day pass, both must follow MEHS standards of acceptable, public social behavior.
5. If students have any problems while checked out, they should call the dormitory (966-3292) or the police (747-3245). A school representative will come immediately to the site and offer assistance.
6. Students should use their best judgment at all times when they are checked out. If anyone, host or student, questions the appropriateness or safety of an activity, he/she should not do it.

What you need to know before a student checkout

1. Adult must be on the student checkout list which requires a signed parent permission from the parent/guardian.
2. The adult checking a student out must physically come into the office to both check the student out and back in.
3. The adult must be at least 25 years of age to checkout a MEHS student.
4. Only parents/guardians may check out students overnight on school nights.
5. A student may be checked out overnight to a host only if the host is the same gender as the student.

In extraordinary circumstances, the Residential Principal or designee can approve an exception.

Basic checkout guidelines & responsibilities for the adult

1. Only the adult that checked out the MEHS student may transport the student in his/her vehicle. School policy prohibits students from riding in a vehicle with any other driver, especially another student driver.
2. When a student is checked out, the host is responsible for the student's whereabouts at all times and should supervise him/her accordingly and should not check out more students than he/she can supervise appropriately.
3. Students of opposite genders may not be checked out together for overnight stays. Students cannot be checked out for overnight stays with their boy or girl friend.
4. Students are not allowed in bars, hotel/motel rooms, or homes of people not on their checkout list.
5. Students are not allowed to visit homes in which alcohol or illegal drugs are being used, or where alcohol and/or illegal drugs can be easily accessed. Students are to call the school immediately if they witness any drug or alcohol use so staff can pick them up and return them to the dorms.
6. MEHS does not allow underage students to view "R" rated movies unless approved with either a signed fax or hand written note from their parent/guardian. MEHS students are not allowed to view "X" rated movies or any material inappropriate for high school age students at any time.
7. Should a host wish to take a student boating, hunting or possible dangerous activity, the student and host must first communicate with the student's parents to obtain special written permission to engage in these types of activities.
8. Students enrolled in tutorial must be checked in no later than 3:45pm on Sunday.

Visitor on Campus

Friday, Saturday and Sunday are set aside for visitors on campus. Should students wish to invite a visitor on campus, they may do so after obtaining staff permission. All visitors must check in with MEHS staff at the Main Dorm Office and remain within campus boundaries. Visitors are not permitted to enter students' rooms. Visiting hours on Friday are from the end of the students' last class of the day until 5:00pm and from 6:00pm-10:45pm. Visiting hours on Saturday are from 1:00pm to 5:00pm and 6:00pm to 10:45pm. Visiting hours on Sunday are from 1:00pm to 5:00pm. Students may check in two guests maximum at a time. Guest checked in must show ID if asked by staff. Special visitation arrangements may be made for out-of-town visitors by the Residential Principal or designee.

Student Vehicles

Residential students may not drive a vehicle at any time on campus.

Residential students may not drive at any time on campus. A major violation consequence will result for students observed in a day student's or other private vehicle. Please refer to major infractions page 12.

Day students must immediately park at designated parking area on lower campus and are allowed to drive again only when leaving for the day /evening. No student parking at any time on upper campus. All student drivers are to submit their vehicle license plate numbers to academic building secretary for school safety and security purposes.

Students driving on campus are not allowed in their parked vehicles during school hours 8:15 AM to 4:00 PM (2:40 PM for senior students). MEHS supports a closed campus atmosphere and therefore discourages day students from driving home during the lunch period. Expressed written consent from parents releasing the school of liability is required for students who plan to drive home for lunch.

Personal Wellness Activities

A. Region V Athletic Activities

1. Cross Country Running
2. Basketball
3. Volleyball
4. Wrestling
5. Cheerleading
6. DDF

B. Alaska Native Culture Programs

1. Multiple Alaska Native dance groups
2. Native Youth Olympics
3. Carving, basketry, drum making, Native arts
4. Statewide Artist on Campus Programs

C. Clubs and Organizations

1. National Honor Society
2. Student Council
3. Educators Rising
4. Battle of the Books
5. Pep Club
6. Japan Club
7. Recreation Club
8. Alaska Native Brotherhood or Sisterhood
9. Environmental & Conservation Club
11. China Club
12. Technology Club
13. Art Club
14. Archery
15. Shotgun Club
16. Sitka Youth First Responders
17. Radio Club

D. The Wellness/Recreation Program includes physical fitness activities, nutrition education, drug issue education, stress management, personal safety, and healthy living. Activities include weight training, net games, kayaking, relaxation and meditation classes, swimming, basketball, flag football, baseball, volleyball, camping, art, and hiking. These activities take place at various times during the school year. Dates, times and places are typically posted on e-mail and school bulletin boards.

E. MEHS students also attend and participate in many special events throughout the year: concerts, athletic events, school dances presentations by guests such as authors and artists, and the special events of our Founders' Week, to name a few.

Student Worker Opportunities

MEHS provides on-campus job opportunities for students to earn money. Applications are available at the beginning of each school year. Below are a few examples of job opportunities:

Student Tutor: Student tutors are typically upperclassmen, who have experience in classes such as: Algebra 1, Algebra 2, Geometry, Calculus, General Chemistry, Organic Chemistry, as well as other various classes. Student tutors are paired with students who have requested extra assistance in a particular class(es). *Great opportunity for students planning to take the SAT/ACT and/or apply for college*

SUB Snack Bar Worker: Works in the SUB snack bar after school and weekends. Helps with cleaning, stocking, food preparation and till. Requires excellent customer service skills, is a team player, listen to directions, punctual and required to attend staff meeting.

Concessions Worker: Works in concessions stand during games and other events. Helps with stocking, food preparation, and cleaning. Requires excellent customer service skills.

Team Room & Ivy Apartment Help: Helps make beds, vacuum and cleanup after guests leave. Responsible for taking dirty bedding to laundry and replacing with new linens.

Student Lifeguards: Must have experience and able to complete lifeguard training. Student will work as a certified lifeguard at the pool.

Community Service

For many years, Mt. Edgecumbe graduates have earned a reputation throughout Alaska for the contributions they have made and continue to make to their communities, regions, and the entire state. Whether serving as a school board member, a corporate leader, a soldier, a state legislator, an engineer, a fisherman, or any other profession, MEHS graduates continue to promote a long tradition of public service and community leadership. Like developing a love of learning, becoming a responsible citizen, and committing to a healthy lifestyle, habits of community service are also formed during the teenage years. Students, thus, are expected to make some contribution to others in the MEHS community and/or in our wider community of Sitka.

Service can take many forms. For example, students can serve as class officers, members of student council, peer helpers, or members of clubs and organizations. Some school

organizations provide public service as part of their regular club activities, such as helping at the White-E store or tutoring elementary school students. Some students develop individual plans to help with programs such as the Sitkans Against Family Violence or the Alaska Raptor Rehabilitation Center.

Opportunities for planned community service are many, and the learning that takes place in such circumstances will help you explore your talents and skills as a contributing member of a community. These experiences will also help prepare you to carry on the rich tradition of service and leadership established by those who have gone before you and continue to make it possible.

Bike Safety

To insure the safety of all students, all students must wear protective headgear (helmets) and any other necessary protective equipment whenever engaged in the following activities:

1. riding a bike 2. skateboarding 3. rollerblading 4. participating in any other activity that presents inherent danger to the participant

Staff members are directed to stop all students who are engaging in any of the above activities without the benefit of protective headgear and confiscate the students' bike, skateboard, rollerblades, etc. until the student dons protective equipment. There will be no exceptions to this rule.

Students must also complete a school-approved bicycle safety/rules of-the-road course before being allowed to ride bicycles, skateboards, rollerblades, etc.

Health Center - Mt. Edgecumbe High School

Main number: 966-3264 **Hours of Operation:** Monday-Sunday: 7:30 AM-Dorm Curfew

Staff and Services: The Student Health Center is staffed by nurses and midlevel medical practitioners, to provide onsite urgent and primary care services, oversee Sick Bay, arrange medical, dental, physical therapy and eye appointments and dispense prescription and over-the-counter medications. Sports physicals and dietitian consult services are also available upon request.

Students who come to the Student Health Center for services in the morning must be dressed for school.

Students are expected to return to class immediately after their appointment at Student Health or SEARHC is complete.

Student must have a pass from their respective RA in order to be seen in Student Health after the curfew horn blows.

When the Student Health Center is closed, over-the-counter medications are available in the Main Dorm office.

Sick Bay: Students requesting Sick Bay evaluation must come to the clinic no later than ½ hour before their first class of the day.

Students who are admitted to Sick Bay will remain in Sick Bay until the nurse releases them, which will be at dinnertime. After release, students are to return to the dorm and are not eligible for evening extra-curricular activities.

Students may eat meals in the cafeteria if they are able to. Sack lunches from the kitchen are available. Ordering out is not allowed.

Cell phones and visitors are not allowed. If parents need to reach a student while in Sick Bay they may call the Nursing Office at 966-3264. Water bottles, books and supplies are allowed.

Medication: All medications are to be strictly regulated and documented for the well-being of the students and staff. Students who take prescription and over-the-counter medication(s) are required to give those medication(s) to their RA or the Student Health Center upon arrival to the school. The Student Health Center staff will dispense the student's medications as prescribed and document medication compliance. At NO time are students to possess over-the-counter medication such as, but not limited to, vitamins Nyquil, Benadryl, Tylenol, Advil, Aleve, Sudafed or Mucinex or any prescription medications. Exceptions are saline eye drops or nose spray, Epi-Pens, albuterol inhalers and skin creams or ointments. Any other exceptions are to be cleared by the Dorm Principal or their designee. If the Student Health Center is notified that a student is leaving campus, they will package the medications and have them available for dorm staff in the Main Dorm Office. Controlled medications will not be sent. If a student is off campus and requires the medication, the student is allowed to take a dose before leaving campus, and the student may return to campus for needed doses as required.

Frequently Asked Questions

1. Will I need to reapply for admission for the following school year?

Once you become an MEHS student, you continue to have the privilege of attending until you have completed high school - unless you stop being an Alaska resident or you are indefinitely suspended or non-retained due to serious violations of the Code of Conduct or lack of reasonable academic effort. Each April, we ask students to tell us whether or not they will be returning for the fall semester. In June, you and your parents will be asked to sign a statement of intent. In July you will complete a few forms to finalize your continued enrollment. Then, you will receive a ticket for travel back to Sitka!

2. If I decide to leave MEHS during the school year, will I be allowed to return the following year?

You may apply for re-admission and your application will be given the same consideration as that of all other applicants, including new applicants. However, you need to remember that MEHS receives at least two applications for each available position, and that students receive part of their points toward admission based upon the likelihood that they will complete at least one full year here. Whether or not you would receive any points in this category would likely depend on the circumstances under which you left MEHS. For example, if you left because of a serious illness in your family, such circumstances may not occur again were you to return. However, if you left because you didn't like it here, then the reviewers of your new application might predict that you wouldn't necessarily like MEHS a second time either. This would probably also be the case if you had been suspended the previous year and had not returned.

You should also be aware that MEHS is able to accept fewer 11th and 12th grade students than 9th and 10th graders. If you are thinking about leaving MEHS during the school year, please discuss this very carefully with your parents, your teachers and counselors, for there is no guarantee that you will be re-admitted to MEHS. This may be your only opportunity to become an MEHS graduate.

3. Can a student "flunk out" of MEHS?

MEHS students come to school with a variety of academic skills. Some are excellent readers; some are not. Some have English as their primary language; others do not. Some have had excellent earlier educations; some have not. We know, however, that the goal of students, parents and staff is that all students will eventually be capable of doing excellent work. For some, this will require greater amounts of time than others; foremost, much hard work. It is this EFFORT that we look for, and for which you will be held accountable. If you do not make a consistent effort to learn, staff will question whether you should continue to be a student here. If you are not working hard at learning, you may not be given the opportunity to return; so another student can have the same opportunity you now have. A student will be placed on academic probation if: (1). their cumulative grade point average falls below 2.0, (2). Student earns two or

more No Credits in any given semester or (3). A student earns a final semester grade of No Credit in an Academic Core requirement class in consecutive semesters.

Please refer to MEHS Academic Non-Retention Policy.

4. *What can I do if I get homesick?*

It's not uncommon for many of our students to become homesick, sometimes within the first two weeks of the school year. This is a normal response for anyone who leaves a familiar environment and enters a very different one, whether going to school, to a new job assignment, or even on a vacation. The technical term for such a reaction is "culture shock." Common characteristics of culture shock are finding fault with one's new surroundings, anger and hostility, fatigue, and even depression. Minor issues can be viewed as major problems. At MEHS, typical homesick responses are "The food is no good"; "The staff doesn't like me"; "The students are mean"; or "The schoolwork is too hard." If you suffer from homesickness, we recommend the following steps:

- a)** Recognize what the real problem is. There is nothing wrong with being homesick. It doesn't mean that you are a less capable person or unusual in any way. You are having a very normal reaction to being in a new environment. Knowing what you are going through will help you understand some of what you are feeling.
- b)** Remember that your parents and MEHS have both spent time and money getting you here, and that for most students it will be particularly expensive for your parents to buy a ticket home for you without at least a two-week advance purchase (preferably three).
- c)** Let school staff know that you are homesick. Most problems have more than one solution, and we are often able to help. Also, be aware that over a third of the students who leave MEHS early in the year soon call us wanting to come back. Most have missed too much school by that time, however, to make such a return practical.
- d)** Get involved! Try out for an athletic team, play intramurals, join a dance group, go kayaking, or . . . MEHS offers so many different activities – there will be one just right for you.
- e)** If you continue to be homesick, ask your parents and your favorite staff members(s) to join you in an audio conference to discuss the situation. We have recommended this same procedure to your parents. That way everyone can be aware of the problem, can consider possible options, and can reach a decision that will be in your long-term best interest.

5. *What should I do if I think a student is putting other students and the school at risk?*

Mt. Edgecumbe has long had a reputation for being a community of caring individuals who will help one another reach important life goals. If an individual student is jeopardizing the safety and/or success of other students, you may face a tough decision. For many students, peer pressure dictates that you never "narc" on anyone. Yet, we all know that such a position has its limitations. For example, if you believed someone was about to hurt your little brother, sister, mom or dad, you would undoubtedly try to do something to stop that from occurring. If a student is doing something that clearly puts your life or that of your fellow students at risk, you would probably also do something about it. The problem is that many unsafe activities that don't initially seem serious can, in fact, prove to be deadly, or, at least, cause individuals anguish.

Providing drugs or alcohol can serve as a prime example. Every year we see students and parents experience real pain when someone provides students with illegal substances. Violation of safety rules can serve as another example that potentially puts students in harm's way. How can you address such a problem?

a) Consider doing yourself and the people you care about a big favor and let someone in authority know that potentially harmful behavior is happening. You can do this in person or anonymously.

b) You can send a message to the individual involved telling him/her the behavior in question is not acceptable in this community and needs to stop. You may wish to have some of your friends join you in providing this message.

c) You can try to get the student or students creating the risk to become involved with you and other students in activities that are healthier for everyone. Peer pressure can lead to students making poor choices; peer pressure can also help students return to making healthy life decisions.

d) If you know danger exists, at a minimum, you should warn your fellow students. Certainly you would hope for and expect the same from others.

e) Doing nothing in such circumstances not only increases the risks for everyone – you included – but also sends the message that it's okay to put others in danger, to risk lives and personal well-being. Your future and that of your fellow students are too important to let that happen.

6. *What should I do if I get anxious, depressed, or really upset about something?*

All Mt. Edgecumbe staff (residential staff, teachers, MEHS counseling staff, office and administrative staff) is dedicated to helping students. Several staff members are specifically trained to help you in such circumstances, for example, nurses and counselors. Finally, the community of Sitka is well equipped to provide assistance through SEARHC Behavioral Health Clinic, Sitka Counseling and Prevention Services, Inc., and Youth Advocates of Sitka. Whatever the problem, someone can help. But the first step is often yours to take-letting someone know you need that help.

7. *Is there something I can do if I find myself in real conflict with another student?*

Perhaps you have had an occasional argument at home with one of your brothers or sisters. The same could happen here. As in other families, if the squabble gets out of hand, staff will step in. You'll learn some excellent skills through this process, and may even replace an enemy with a friend.

8. *What responsibilities do students have to keep their personal rooms clean, as well as the rest of their dormitory and other school buildings?*

Students are expected to maintain their dormitory rooms in an orderly and healthy condition. With many students living closely together, organization and cleanliness are essential to everyone's well being. In addition, students are expected to clean most areas of the dormitories. Such cleaning emphasizes the need for all of us to assume responsibility for our actions and activities, including cleaning up after ourselves and maintaining a positive living environment. MEHS students demonstrate much pride in their school by taking good care of all school facilities and keeping our campus grounds free of litter. Many students recognize that their parents, relatives or older siblings attended school here and that younger siblings may follow. Surveys of recent graduates also indicate that many of these young adults hope that their children will one day have the opportunity to attend MEHS. Many of us thus have special reasons to take good care of our school.

9. *What can I do to keep my personal belongings secure?*

Most MEHS students respect the property of the school and other students. To protect yourself from mistakes made by fellow students or outsiders that come on our campus, always lock your wardrobe, locker(s), and your dorm room. Only authorized, school-issued combination locks may be used to secure your academic lockers, no personal locks may be used in academic areas. Sufficient locks are free and available for student use. MEHS staff will remove unauthorized locks.

10. *What information will my parents or guardians receive from the school?*

MEHS staff members communicate regularly with parents in a variety of ways:

- a)** Mid-term and quarterly grade reports are mailed to your parents approximately every 4½ weeks advising them of your academic progress, including suggestions on what they can do to encourage you in your studies.
- b)** Your MEHS residential staff may contact your parents to provide them an overview of how you are doing socially and your overall well-being.
- c)** If you violate the MEHS's Code of Conduct in a major way, such as using alcohol or drugs, your parents will be called immediately to discuss consequences for your actions, which may include possible suspension from school.
- d)** Your parents will often call school personnel to see how you are doing or to share particular concerns or ideas.
- e)** Staff enjoy mailing home such things as newspaper clippings from the Sitka Sentinel featuring something great that you did, or a photograph of you in a scuba outfit, in a kayak, in a ROPES course, reading in the library, or . . .
- f)** Access to electronic grade book on the MEHS website w/ student ID# and PIN#

Dormitory Need to Knows

1. No candles, knives of any kind or appliances are allowed in dorm rooms.
2. To change rooms one must: Fill-out a request form.
3. For Tsunami or Crisis information see the Dorm Principal or Main Dorm Office Staff: All students are required to follow crisis response plan procedures and drills.
4. Laundry Facilities are free and can be used anytime except quiet hour and after lights out; you must provide your own detergent.
5. Study Hour/Tutorials: Students placed in tutorials are required to attend.
6. Travel that is not School related requires: permission from your parent or guardian.
8. LOUNGE RULES: No IDA, Laying down of the furniture is not allowed, Rough housing is not allowed, Clean-up your area
9. After lights out all areas of the dorm are restricted areas except your room and the nearest bathroom.
10. R-rated viewing is not allowed unless there is written parent permission and student is at least 17 – Netflix, movies, etc
11. Dying hair at MEHS is not allowed
12. Body piercing at MEHS is not allowed

Day Student Need to Knows

Day students are subject to all privileges and consequences as residential students.

Day students may not leave campus unless authorized by written parent permission and administrative approval during school hours. Also, please refer to student vehicle directive in this handbook.

10 Tips for Student Success

Below are tips from staff members and former students that will help you find success at MEHS. They range from small suggestions to significant recommendations. Follow them to your future.

- 1.** Deposit your money in a bank account and keep only small amounts of cash in your pockets or room. An occasional student is unfortunately still learning how to be a responsible citizen and will make mistakes along the way, including committing theft. Above all else, don't leave cash or valuables lying around in your room.
- 2.** Do some homework everyday. Many class assignments involve large projects that you will work on for several weeks. You may be tempted to put off working on such projects until it is simply too late to get them completed – which can result in poor quality work that will not be accepted by your teachers. Stay up with your work by committing yourself to some amount of homework every day, with a minimum being one to two hours/day.
- 3.** Budget the money you receive from home or earn with a part-time job. If your parents will be able to send you, for example, \$50 a month, don't spend it all the first weekend and then be broke for the next three weeks.
- 4.** Mark your clothes with a black permanent marker. Clothes get mixed up in laundry rooms and sometimes even disappear. Don't leave clothes for a long time in the dryer; keep your eye on them, and keep them marked. Staff will provide you with a permanent marker if you don't have one.
- 5.** Get involved! Many students come to MEHS to participate in the many opportunities a larger school can provide. Whether you're interested in college courses, Native Youth Olympics, sports, creative arts, outdoor experiences, advanced math and science courses, or computer technology, take advantage of the opportunities the MEHS learning community offers.
- 6.** Stay in touch with your culture. Participate in Native dance groups, NYO, arts and crafts workshops. Add to your Native language skills by speaking with students who may be more skilled than you. Expand your knowledge of other cultures, as well, by

making friends and working with students from cultural backgrounds other than your own.

7. Make friends. Many MEHS students create friendships during their years here that will continue all of their lives. If you don't have any friends at first, be nice to someone. And someone else. You'll soon have all the friends you need.

8. Communicate regularly with your family. Write to them; send them a picture, call. They miss you just as you miss them. Remember, though, that phone calls can get expensive, so, call during the least expensive times of the week and make efficient use of the time you spend on the phone.

9. Take care of your possessions. Put a lock on your locker and keep your valuables there. Book bags with important class notes are at risk when left on sidewalks overnight, as are coats left in kayaks and gym shoes left under benches.

10. Care about others. Explore how good you will feel when you help someone, solve problems, make a contribution, and set a positive example. It is amazing how well you can lift yourself out of the dumps by your own hand when it is extended to someone else.

You'll no doubt find your own special paths to MEHS success and a positive future. We are confident that high quality academic learning, responsible citizenship, personal wellness and community service will be among the major stepping stones on your way.

Student Rights and Responsibilities

Mt. Edgecumbe High School is dedicated to assuming certain responsibilities, which ensure basic student rights.

Mt. Edgecumbe High School assures each student:

1. the right to an education.
2. the right to confidential treatment of personal information.
3. a role in student affairs through:
 - a. the right to meet together,
 - b. the right to participate in institutional government,
 - c. the right to freedom of inquiry and expression, and
 - d. the right to religious choice.
4. adequate standards of law, discipline, and grievance procedures to protect the rights of others.
5. Each student must respect these standards.

Each student is responsible for conducting himself/herself so his/her behavior will not limit the rights and responsibilities of others. He/she has a responsibility to attend classes, to do his/her details and to respect the health, safety and property of others.

Students are responsible for dressing themselves appropriately for school and school related activities. Inappropriate dress may include clothing or attire deemed disruptive to the teaching and learning environment or deemed offensive to students or staff members. Please refer to major/minor Discipline points and consequences listed on page 16 of this handbook

The school administration has the authority to suspend students if there is just cause. Teachers have the authority to temporarily remove students from class if the student is doing anything that is disruptive to the orderly educational process of their class. Appropriate dormitory and academic personnel may place restrictions on students, deny or reduce student privileges, and assign extra duties as a consequence or penalty for rule violations. City, state and federal authorities may prosecute students who commit crimes or violate laws as established by the city ordinances or state or federal codes. The school may impose a second penalty that will not be construed as double punishment or jeopardy.

Student Rights to Privacy

The staff at MEHS recognizes that students deserve and require privacy. Therefore, every effort will be made to respect their right to privacy while recognizing that MEHS has the obligation to ensure a safe, secure environment for all students. To that end, students should recognize that dorm rooms, residential wardrobes, school lockers, and the like, are school property and are subject to search by school officials. No right to privacy should be assumed by students in utilizing school owned equipment, furniture, computers, etc.

Searches

School administrators or designee may conduct searches of a student's:

- room
- dressers
- wardrobes
- lockers
- electronics (cell phone, computers, etc)
- belongings
- person, or any other state-owned property.

Searches will take place when there is reasonable suspicion the student has taken something that does not belong to him/her, or when there is reasonable suspicion the student possesses something prohibited by the MEHS Student Handbook, city, state or federal law. The presence of at least two staff members is preferred when a search of a student's room or person is conducted. With probable suspicion searches for illegal substances and weapons may occur at any time. Students need not be present during a search.

Individual Plan Request

If a student has individual needs, such as those related to Transgender status or any unique facility or program access issues, the student may request a meeting to consider an individual plan. Contact MEHS administration for the process of requesting an individual plan.

Deliberate Self Harm (intentional & direct injuring of body tissue):

The Staff at Mt. Edgecumbe High School are required to report any acts of Deliberate Self Harm to the following: 1. Medical professionals if medical attention is warranted, 2. MEHS Counselor/support services, 3. Administrator, 4. Legal Guardian. Students engaging in acts of Deliberate Self Harm while at MEHS may be required to participate in a referral, assessment, and recommended treatment with a local behavioral health provider.

Mandatory Reporting

Mt. Edgecumbe High School staff members are required by state law to report confirmed or suspected child abuse and neglect. Mandated reporters, who in the performance of their professional duties, have reasonable cause to suspect that a child has suffered harm as a result of abuse or neglect, must immediately (as soon as reasonably possible – no later than 24 hours) report that information to the nearest office of state's Department of Health & Social Services, Office of Children's Services.

State of Alaska Requirement

The State of Alaska requires that all MEHS students have the following forms in place when they arrive on campus.

- Parent/Guardian-General Consent Form
- Parent/Guardian: Consent to Incur Medical Expense Form
- Non-Prescription "Over-the-Counter" Medication Permission Form
- Health Information Update Form SEARHC

These forms are provided to the parent in the student's enrollment packet and are to be updated every academic year, they may also be obtained on our website, www.mehs.us, or by calling the school at 907-966-3200. If a student arrives on campus and is missing any portion of these forms they will be required to return home immediately at the parent's expense.

Notification of Rights Under FERPA For Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to student's educational records.

Rights under FERPA:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school officials) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask MEHS to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record(s) in order to fulfill his/her professional responsibility.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

For more information on reporting child abuse and neglect in

Alaska, please visit:

<http://www.hss.state.ak.us/ocs/publications/ReportingChildAbuse.htm>[\[http://www.hss.state.ak.us/ocs/publications/ReportingChildAbuse.htm\]](http://www.hss.state.ak.us/ocs/publications/ReportingChildAbuse.htm)

Student Name _____ (Please Print)

Mt. Edgecumbe High School Educational Compact

There is an old saying that states, "It takes an entire village to raise a child." Nowhere is it as important to work to this end as it is at Mt. Edgecumbe High School (MEHS). We all have a role to play in the success of our children through a process that includes teachers, students, residential personnel and parents. The following is a consensus of the different roles and responsibilities that are vital to a child's success. While the list is not all-inclusive for success at MEHS, it serves as a starting point on which to focus during our children's journey to develop the necessary skills required ensuring their future.

Student Roles

1. Come to school with a desire to learn and with the willingness to participate in learning.
2. Be prepared to learn by being ready for class with necessary materials, assignments and completed homework.
3. Do quality, on-time work in all classes.

Teacher Roles

1. Be a positive role model that helps children develop a love of learning and demonstrate enthusiasm for learning.
2. Teach classes through interesting, meaningful and challenging lessons and have high expectations for all students.
3. Be fair and understanding. Have patience and show respect by listening to and understanding students.
4. Provide an environment that is warm, caring, safe, and enforce rules equitably.
5. Communicate with parents about their child in school. Work with parents for the benefit of the child.
6. Promote education during and beyond the traditional school day.

Parent Roles

1. Support the child from home by encouraging completion of homework, discussing school experiences, promoting attendance at tutorials, and demanding hard work.
2. Promote education by setting examples of school involvement, communicating with the school personnel and developing a working trust with the child's teacher.
3. Support the child at school. Show the value of education by encouraging participation in school activities and working with the teacher for the child's achievement.
4. Love your child unconditionally and accept him/her for what he/she is – a priceless and most valued treasure.

Affirmed by:

Student Signature

Date

Parent/Guardian Signature

Date

Superintendent

Date

VERIFICATION OF STUDENT HANDBOOK 2020-2021

My signature below indicates that I have read and understand the policies and rules outlined within the Mt. Edgecumbe High School Student Handbook and agree to abide by them.

Please check each box signifying you have read and understand each category.

- TECHNOLOGY USE PLAN
- SUBSTANCE ABUSE POLICY
- CELL PHONE & GAMING GUIDELINES
- CHECK OUT POLICY
- MANDATORY REPORTING
- MT. EDGECUMBE HIGH SCHOOL EDUCATIONAL COMPACT

Student's printed name)

(Student's signature)

(Date)

Please tear this page out of your student handbook and give it to the Residential Principal. Go Braves!