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# WEST VALLEY HIGH SCHOOL

## STUDENT HANDBOOK

On behalf of the entire Wolfpack school community, welcome to West Valley High School! Our school offers you an opportunity to be with outstanding and caring people. We hope you will take every advantage of all the academic and social opportunities that West Valley has to offer. We encourage you to participate in school programs and activities while enrolled here, so get involved!

Our goal is for you to receive the best possible education by nurturing your talents and developing your skills to be a lifelong learner in an environment that is safe, positive, and fun. By developing academic responsibilities, students prepare themselves for participation in a democratic society and the world of work. This means abiding by high moral and ethical standards of honesty, forthrightness, kindness and hard work. We give all students the opportunity to learn, but it is up to you to be in school, on time and have a “ready to learn” attitude. We will not allow any student to distract or disrupt the learning environment for anyone else. Please respect yourself and your peers while at school. We believe that you can attain these high standards and be successful. The result will be pride in yourself, your accomplishments, and our school. We will work with you to meet these expectations; by no means are they out of reach for anyone.

Always remember that our entire staff is here to assist you. If you have any questions, concerns, or comments, connect with any staff member to get the help you need. High school is full of challenges. Accept the challenge and you will receive a rich and rewarding high school experience. The energy and effort you apply to your endeavors here at West Valley will prepare you for greater success in life. Your four years here will pass by quickly. Dedicate yourself to setting and meeting goals that will help you grow as a young adult. Remember that with choice comes responsibility. At West Valley, you have many opportunities for choice; choose wisely and make the best of your time with the ‘Pack! Best wishes for a successful school year.

Sarah Gillam, Principal

## NON-DISCRIMINATION NOTICE

### Contact Information

#### Address

3800 Geist Road  
Fairbanks, AK 99709

#### Administrative Office Phone Number

907-479-4221 Ext 46501

## School Hours

Students: 7:00am - 3:00pm

Office: 7:15am - 3:15pm

\*\*Unless in the presence of a teacher or activity advisor, students must leave the building by 3:00pm\*\*

## Regular Bell Schedule for a Normal Week

**Monday** Period 1 7:45-8:38  
Period 2 8:45-9:38  
Period 3 9:45-10:38  
Lunch 10:40-11:10  
Period 4 11:15-12:08  
Period 5 12:15-1:08  
Period 6 1:15-2:15

**Tues.** Period 1 7:45-9:00  
SSP 9:07-9:37  
Period 2 9:44-10:59  
Lunch 11:01-11:31  
Period 4 11:38-12:53  
Period 5 1:00-2:15

**Wed.** Period 2 7:45-9:00  
SSP 9:07-9:37  
Period 3 9:44-10:59  
Lunch 11:01-11:31  
Period 5 11:38-12:53  
Period 6 1:00-2:15

**Thurs.** Period 1 7:45-9:00  
SSP 9:07-9:37  
Period 3 9:44-10:59  
Lunch 11:01-11:31  
Period 4 11:38-12:53  
Period 6 1:00-2:15

**Friday** Period 1 7:45-8:38  
Period 2 8:45-9:38  
Period 3 9:45-10:38

Lunch 10:40-11:10  
Period 4 11:15-12:08  
Period 5 12:15-1:08  
Period 6 1:15-2:15

## EARLY RELEASE BELL SCHEDULE

Period 1 7:45 - 8:25  
Period 2 8:30 - 9:10  
Period 3 9:15 - 9:55  
BREAK 9:55 - 10:05  
Period 4 10:05 - 10:45  
Period 5 10:50 - 11:30  
Period 6 11:35 - 12:15  
LUNCH 12:15 - 12:45

**BUSSES LEAVE AT 12:52**

## WEST VALLEY FIGHT SONG

GO WEST HIGH WOLFPACK, BREAK RIGHT THROUGH THAT LINE.  
WITH OUR COLORS FLYING, WE WILL CHEER YOU ALL THE TIME.

GO WEST HIGH WOLFPACK, FIGHT FOR VICTORY.  
FIGHT FOR THE FATE OF OUR FAIR NAME,  
GO WEST VALLEY - WIN THAT GAME!

GO WOLFPACK GO. FIGHT WOLFPACK FIGHT.  
LET'S GO, FIGHT, LET'S GO FIGHT, WIN!

GO WEST HIGH WOLFPACK, BREAK RIGHT THROUGH THAT LINE.  
WITH OUR COLORS FLYING, WE WILL CHEER YOU ALL THE TIME.

GO WEST HIGH WOLFPACK, FIGHT FOR VICTORY.  
FIGHT FOR THE FATE OF OUR FAIR NAME,  
GO WEST VALLEY -- WIN THAT GAME!

## West Valley High School's Mission Statement

Learn to work and think for life.

### Our Core Beliefs

1. Given opportunity and support, all students can learn.
2. Staff should be held accountable for student learning with measurable results.
3. Persistent and appropriate intervention is necessary to improve student learning.
4. A safe, healthy, and comforting school environment promotes student learning.

5. All members of the West Valley school community are responsible for student learning.
6. A strong sense of school community is essential for our school's success.
7. Students learn best when challenged; higher order thinking skills (analysis, evaluation, synthesis) and rigorous study should be at the core of student learning.
8. Through perseverance and hard work, students can succeed.
9. Accepting change is necessary for educational growth and improvement.

## West Valley's Educational Student Expectations

- BE ON TIME!!!
- Make a determined effort to learn.
- Attend all classes prepared.
- Respect the rights of other people.
- Refrain from expressing personal prejudices against individuals or groups.
- Follow the instructions of teachers and staff.
- Know and follow district and school rules.
- Accept consequences for breaking rules.
- If asked, identify yourself to school staff.
- Dress appropriately in ways that don't cause distractions.
- Model the expectations represented in the working world.
- Respect school property, and pay for property you have damaged.

## SCHOOL ACTIVITIES

- |                          |                         |
|--------------------------|-------------------------|
| ● Academic Decathlon     | ● Orchestra             |
| ● Basketball             | ● Swimming              |
| ● X-C Running            | ● Native Youth Olympics |
| ● Track & Field          | ● Choir                 |
| ● X-C Skiing             | ● Student Government    |
| ● Rifle Team             | ● Football              |
| ● Hockey                 | ● Softball              |
| ● Band                   | ● Drama Club            |
| ● Cheerleading           | ● Gay/Straight Alliance |
| ● Flag Football          | ● Marine Corp JROTC     |
| ● Wrestling              | ● Baseball              |
| ● National Honor Society | ● International Club    |
| ● Soccer                 | ● AK Native Education   |

## ACTIVITIES

The purpose of co-curricular and extra curricular activities is to enhance the development of knowledge, skills and emotional patterns that characterize responsible citizens. Participation in activities is a privilege and students are encouraged to participate in the activities of their choice. Eligibility requirements are explained in the [Secondary Student Activities Handbook](#) and group charters. Each participant should obtain

a copy from the sponsor/coach, who may require additional standards and qualifying factors. **Students are expected to read and understand all guidelines prior to participating in any school activity.**

Rules of conduct governing participants in student activities are outlined in the *Secondary Students Activities Handbook*. **Student conduct at any school-related activity, at home or away, as a participant or spectator, is not above reproach.** You are representing the entire school and the Fairbanks community; students should act accordingly. While in attendance at any school-sponsored activity, all school district rules and regulations are in effect. Consequences for misbehavior during activities are the same as during the school day and will be administered according to school and district policy.

A student who is found to be in violation of School Board policy 1042, which outlines school authority, School Board policy 1049, which prohibits the possession, distribution, and/or use of drugs and alcohol, or School Board policy 1048, which prohibits criminal action, will lose the privilege to participate in school activities as outlined under "Rules of Conduct" in the *Secondary Students Activities Handbook*.

**Activities and Attendance:** A student must be in attendance the entire school day (all class periods for which they are scheduled) **in order to practice or participate** in any extracurricular or co-curricular activity. When a student is absent from a class (marked "AU") the student cannot participate in any same day practice or game. Students who are ten or more minutes late to any class will be considered absent, not tardy. For activities or events that are scheduled on non-school days or weekends, students are required to attend every class on the last school day prior to the activity. When students are tardy to class, coaches have discretion to implement consequences related to activity participation. **Excused absences must have 24 hours advance notice.**

**Activities and Academic Requirements:** Students must be enrolled in five or more classes and have a 2.0 grade point average with no more than one "F" for the prior grading period. Students participating in ASAA sanctioned activities shall meet all eligibility requirements as specified in the ASAA bylaws (see the Student Activities Handbook for more information). *West Valley students with an "F" during the activity season will not be eligible for travel and will not be released to miss classes until a passing grade is posted.*

**Semester Credit Rule:** In order to be eligible to participate in interscholastic activities during any semester after completion of the first semester of ninth grade, a student must have passed, for the immediately preceding semester, at least five semester units of credit toward graduation.

- For the purpose of this selection, academic deficiencies may be made up through successful completion of correspondence courses or summer school.
- A grade of incomplete is considered not passing until the incomplete is changed on the official school records. Students have ten (10) days to clear any incomplete once assigned as a grade.
- Correspondence study students or any student taking correspondence classes must meet the same time frame as regular students.
- BEST and any other homeschool program students are held to the same academic activities requirements.

**Physicals and Activity Consent Forms:** Students who are involved in athletic activities must have a current physical record and Activity Consent form on file with the administration **before** they can participate in any athletic activity, including tryouts. Students must be cleared of any outstanding fees/fines for lost books, labs, or supplemental course fees.

## ADMINISTERING MEDICINES TO STUDENTS

**Prescription medicines:** Parents must deliver prescription medications to the school nurse, in the original container. Medications delivered to the nurse by the student will not be administered until the parent documents how the medication will be dispensed.

**Nonprescription medicines:** A single dose of over the counter medications may be self-administered by high school students if the medication is in the original container. With parent permission, the school nurse may administer nonprescription medications that are on the standing order list (see the nurse for approved medications). Refer to School Board Policy 1062.2 for more information.

Students sharing or distributing prescription or nonprescription medications with others is against school policy. Any student who shares medications with anyone will face disciplinary action.

## ASSEMBLIES, CLASS MEETINGS, SPECIAL SCHEDULES

Attendance is required and expected at school assemblies, advisory classes, and class meetings. Food, backpacks, large coats or jackets with pockets are not allowed during assemblies. Be smart....leave your gear in your locker.

## FNSBSD ATTENDANCE POLICY

- Attendance is a jointly held responsibility between student, parent/guardian and the school. Students are expected to attend class every day and be in class on time. Sometimes there are unavoidable reasons for a student missing class. When this is the case, contact must be made by a parent or guardian to explain the reason for the absence.
- Unless a student is legally emancipated or has, at 18 years of age, established his/her own residence and is no longer dependent upon parents, excuses for absences will not be accepted from anyone other than the parent or guardian.
- There is a direct relationship with a student's attendance and their academic performance: students with good attendance perform better than students with poor attendance.

## EXCUSED, UNEXCUSED, TOWN PASS, AND PRE-ARRANGED ABSENCES

**Absences with parent consent:** To give consent to a student's absence, the student's parent or guardian must telephone (479-4221) or send a note to the attendance office within 48 hours of the absence. An admit slip must be obtained by the student upon returning to school. The student presents the admit slip to the teacher. **It is the student's responsibility to request an admit slip from the attendance office and present the slip to the teacher.** The front office staff does not deliver admits to teachers when a student is absent. Students who are absent with parent consent will be provided opportunities to achieve comparable classroom credit. (See individual teacher syllabus for large projects, tests and essays.) The responsibility for completing make up work and/or tests rests with the student.

**Pre-arranged absences:** A pre-arranged absence (up to ten days) is required for long-term, planned absences from school. Students are expected to give teachers a weeks' advance notice. Students may be required to turn in assignments in advance and are expected to be ready to submit completed make-up work the **DAY** they return. Additionally, any tests will be made up the day a student returns unless arranged in advance by the classroom teacher to take at a different time. The school will record the pre-arranged absence as an absence with parent consent. To pre-arrange an absence, a student must:

- Read the teachers' grading policies as they relate to pre-arranged absences.
- Pick up the pre-arranged absence form at the attendance office.
- Pre-arranged forms must be signed by parent, administration and counselor prior to submitting.

- Students seeking pre-arranged absences that extend beyond 10 days will be withdrawn after the 10th day as per School Board Policy. They will be re-enrolled upon return.
- Parent and student are responsible for communicating the absences with administration and school counselor at least one week in advance.
- Obtain the required signatures.
- Return the completed form to the office prior to the absence.
- There are no early finals given for absences – this is [School Board Policy AR974.11](#) (type in the number only in search bar)
- Per the new FNSBSD attendance policy, pre-arranged absences may be declined by school administration if too many absences have already occurred during a semester.

**For off-campus appointments during the school day, a student must secure a town pass before leaving school.** Parents may call in or send a note stating what time their student must leave school and whether or not the student will return that day. The office, upon verification, will issue the town pass. Town passes will not be issued after the fact. In these cases, the absence will be considered unexcused. It is imperative that prior arrangements have been made.

The student must present the town pass to the teacher to be released from class, sign out in the office, and then they may proceed to the appointment. When the student returns to school, he/she must check into the office to have the return time verified on the town pass. A verified town pass will serve as an admit slip

**Illness while attending school:** If a student should become ill during the school day and needs to go home, he/she must check in with the school nurse before leaving school. The nurse will contact the parent. If the nurse is not available, then the student checks in with the front office. Leaving campus without checking with the nurse or front office will result in an unexcused absence.

**Attendance rules for participating in a school activity or sport:** Refer to the heading “Activities and Attendance” under the Activities section of this handbook.

## TARDY POLICY

West Valley promotes the value of instructional time and the importance of student responsibility with our tardy policy. We expect every student, in class, on time every day. When students are late, they are sent down to the tardy table. Here, they will receive a tardy admit pass to class. The best way to avoid consequences is to arrive to class, on time. The consequences for excessive tardies are as follows:

- **1st-5th Tardy:** Student will receive a tardy admit pass to class.
- **6th-10th Tardy:** Student will be assigned **1 after school/lunch detention.**
- **11th-15th Tardy:** Student will meet with administrator for conference and is assigned **½ day In-School Suspension.** Students’ parent/guardian and counselor are notified.
- **16th-19th Tardy:** Student will meet with administrator for conference and is assigned **1 day In-School Suspension.** Students’ parent/guardian, counselor, and administrator will meet to discuss placing the student on an **attendance contract.**
- **20+ Tardies:** Student conference with administrator, counselor and parent/guardian to discuss effectiveness of attendance contract. *If the student resides in an out-of-attendance area, the possibility of a transition plan will be discussed for the student to move back to home school at the end of the existing quarter/semester.*
- **NOTE:** Tardies and absences are cumulative across the each Quarter.

## AUTHORITY OF SCHOOL OFFICIALS

As stated in school board policy 1042.1, each student is subject to district and school policy, regulations and rules:

- During the time he/she is being transported to or from school on school buses;
- During the time he/she is attending school;
- During the time he/she is on the school premises, and;
- During the time he/she is taking part in any school-sponsored activity.

Student misconduct that occurs off school property or outside the school day may be subject to school disciplinary action provided that the misconduct is related to school order or is determined to have started in school.

## BACKPACKS, BOOK BAGS, AND PURSES

Given that student health and safety is a high priority, the practice of carrying backpacks, book bags, duffel bags, purses or similar items into the classroom or student restroom is prohibited. Students must keep these items stored in their locker during the school day. Only take to class those items needed. **Backpacks must not be left in the hallways or commons when classes are in session.**

## BUILDING HOURS

The building is open Monday through Friday from 7:00 AM until 3:00 PM. Classrooms are opened at 7:30 AM and the hallways and all classrooms are closed at 3:00 PM. Unless supervised by a staff member or parent, students will not be in the building after 2:45 PM. **A member of the staff must supervise any student or group of students in the building before 7:00 AM or after 2:45 PM.** Custodians and safety assistants cannot assume this responsibility. Students waiting for rides must remain in the east commons, near the student entrance, and may not roam the building. **Students awaiting rides must leave by 3:00.** Students need to arrange for rides to pick them up immediately at the end of the school day or activity. Students are not to loiter in the building waiting for an activity that may occur later in the day. Students need to leave the building, go home and return later. If this is not possible, students are requested to make arrangements for rides to pick them up at an alternate location. **Parents must provide transportation for their student if they do not ride a school bus and respect the fact that supervision does not occur after 2:45 PM and therefore students must leave school grounds.**

Students who return to campus after 2:45 PM and are not with a sponsor may receive administrative consequences. The consequences will progress if the behavior is repeated. Students who participate in an after school activity or sport need to make arrangements to leave school and return NO earlier than 15 min. prior to when practice begins.

Students within WV attendance areas have school busses provided. If students choose to attend West Valley from an out-of-attendance area, they are responsible for meeting all transportation requirements and be aware of building hours. If non-attendance area students are found regularly remaining in school after 3:00pm, we will request a meeting to arrange for a transfer to home attendance area school.



## CODE OF CONDUCT

**Not all rules of behavior can be written and inserted in a handbook; trends come and go and unexpected situations occur; however, students are expected to follow reasonable expectations and not violate the rights of others.** For information not included in this handbook refer to the *Student Rights, Responsibilities, and Behavioral Consequences Handbook*, available at the front office or the school district administrative center.

The school welcomes student and parent assistance as witnesses to investigations of misconduct. School officials will make reasonable efforts to protect the confidentiality of the witness in such instances.

## PREMISE FOR STUDENT CONDUCT

Acceptable behavior is expected of all students while in school and at all school activities. A student's conduct is a personal matter of self-discipline that demonstrates respect and concern for others. Inappropriate behaviors or naughty actions, which jeopardize the safety of others or disrupt the day-to-day activities of school, are not tolerated; therefore, students who choose to do harm to others or disrupt the educational process will face disciplinary measures.

## STANDARDS OF BEHAVIOR

Teachers and administrators have the authority to establish firm, fair, consistent standards for student behavior. Students can expect to be treated fairly, with dignity and respect. When standards are violated, students are entitled to:

- Clarifications of acceptable student behavior,
- An account of the incident, and
- An opportunity to explain the misbehavior, at a conference with the teacher and/or administrator.

The assignment of consequences for misbehavior begins with the teacher. Any reasonable consequences related to an incident of student misconduct may apply. Students who fail to fulfill teacher assigned consequences are then referred to the office. Teachers will make the first contact to parents when behavior interrupts the teaching environment as deemed by the teacher. Teachers may also refer students to the office for disciplinary consequences after making the parental contact. Students may be removed temporarily from class if the teacher determines that the behavior is disruptive to the educational process.

The following illustrates some general standards for behavior:

(Read the Student Rights, Responsibilities and Behavioral Consequences **Handbook for 2016-17 for further information. This can be found online.**)

### **Academic Honesty:**

1046.2 Academic dishonesty is behavior that falsely presents a student's work as a product of his or her own effort or as a product achieved in keeping with the rules of the task. Academic dishonesty includes, but is not limited to:

- Unauthorized procuring, possessing, stealing, using or distributing tests, quizzes, answer keys, teaching materials, teacher manuals, or teacher textbooks
- Any attempt to tamper with or alter a teacher's records or grades;
- Representing the work of others as one's own work;
- Possession of or use of unauthorized notes, homework assignments, and crib sheets, and;

- Obtaining or offering unauthorized assistance or communication on a test, quiz or other assignment.
- The academic penalty for all parties involved in any form of cheating is a zero or failing grade for any copied or plagiarized assignment, exam, or quiz. Students will not be allowed to make-up the work. Also, the disciplinary penalty for cheating or stealing with the intent to cheat may include an office referral for disciplinary action and/or ineligibility or suspension from student activities. In addition, possession and/or unauthorized distribution of materials or altering teacher's records require severe disciplinary consequences.
- Repeated offenses may result in suspension.

**Aiding and Abetting Behavior:** Any of the following behaviors constitutes being an accessory.

Disciplinary actions range from administrative detention to expulsion depending on the progression and severity of act(s) committed.

- Knowingly withholding information that endangers the health, safety, or welfare of others, or withholding information resulting from the commission of a crime, or withholding information known beforehand that may prevent a criminal act from taking place is a serious offense. Students who withhold information that results in a disturbance, injury, mental anguish or a criminal act will be considered as an accessory to such acts.
- When a student acts as an accomplice, instigates, incites, or is indirectly involved in the occurrence of any unacceptable behavior, that person is considered an accessory and may receive the same or more severe consequences as the student directly involved.
- Gossiping, note writing, text messaging and relaying information or digital photos that may cause a fight or other disturbance constitutes third party involvement and the student participating in these behaviors will receive a consequence.
- Bullying will not be tolerated, whether verbal, non-verbal via text or social media, or third party instigating. *Don't be a bully!!!* You will receive consequences if your behavior is determined to result in bullying.

**Interfering with School Authority:** Any attempt by a student to block or hinder a school official from carrying out his / her responsibilities, influence an investigation, or divert attention to others to avoid detention is a serious offense. Lying, false accusations, withholding information or inciting others to prolong conflicts wastes precious time and disrupts the school environment. Physically interfering with any school official(s) duties or responsibilities is a serious offense. Students who engage in these or similar behaviors will be suspended, and may be recommended for expulsion.

**Public Displays of Affection:** School is not a place for inappropriate public displays of affection. Students are expected to exercise discretion in showing affection in public. Holding hands, or a brief, friendly hug are the only appropriate public displays of affection allowed at West Valley and at school sponsored activities. Prolonged hugging, kissing, and other inappropriate public displays of affection are prohibited. Initially, consequences begin with an administrative conference and parent contact. Repeated infractions are cause for insubordination.

**Student Identification:** All students, upon request, must properly identify themselves to school or district staff. Students are encouraged to carry their student identification with them during the school day and at school events. Students who lie or refuse to identify themselves will be given school discipline.

**Vandalism:** Vandalism is the intentional or unintentional destruction or defacing of school or private property. Students will be required to pay for any vandalism they cause.

**Computer vandalism** is any attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to destroy data of another user or any other agencies or networks that are connected to the system. Any vandalism will be reported to Alaska State Troopers. Further consequences

will include restitution for damages, loss of computer privileges in the case of computer vandalism, school or community service, and suspension.

**Indecent exposure:** School and school functions are not appropriate places for exposure of private and personal body parts. Indecent exposure is defined as mooning of bare buttocks, flashing of bare breasts, streaking, and partial or full-frontal nudity. A five day out of school suspension is the minimum consequence for first offense indecent exposure.

**Sexual Activity:** While the school recognizes that many teenagers engage in sexual activity, we also recognize that school and school functions are absolutely not the appropriate environments for this type of behavior; any part of the school building and grounds, including after-school activities is no place for sexual activity. Sexual activity is defined as public masturbation or other solo sexual activity or any consensual sexual activity including, but not limited to, intercourse and oral sex. The first offense for sexual activity is a minimum ten day out of school suspension, and, in some cases, the first offense can result in a recommendation for expulsion.

## OUTCOMES FOR MISBEHAVIOR

- **Administrative Detention:** Teachers have the authority to assign classroom or administrative detention to students for misbehavior without parent consent, but teachers will attempt to make parental contact prior to submitting the detention notice. Students who are assigned administrative detention will have a brief conference with the teacher and be given a detention notice which describes location, date, time, the number of periods assigned and student expectations. Students are expected to work quietly at their desk. Cell phones, pagers and other electronic devices are prohibited. Students who choose to miss or disrupt administrative detention will be referred to the office for disciplinary action. Repeated infractions are cause for insubordination. Missed detention will result in ISI.
- **Office Referrals:** When misbehavior is serious enough to warrant administrative action, the teacher will send an office referral describing the incident to the office of attendance and discipline. Office referrals will result in a disciplinary conference with an administrator. Consequences may include parent contact, school service or community service assignments, administrative detention, in-school intervention assignment, or out of school suspension. Teachers are required to make parent contact when submitting an office referral.
- **Suspensions:** Students can be suspended from school for violating school and district policies.
  - The in-school intervention room is an alternative to out of school suspension and is to be taken seriously. The intervention room is a sustained, silent study place where students are assigned Students are required to bring all class materials. Students need to be in the intervention room promptly and remain under the supervision of the intervention room monitor. Students are not allowed to leave the intervention room without permission. Unauthorized absences from in-school intervention will result in out of school suspension; absences with parent consent will not excuse the student from assignment in the intervention room. **Any misbehavior in the in-school intervention room is not tolerated; the offending student will be suspended out of school for the remainder of days assigned to the intervention room and may receive additional suspension for the misbehavior.** Students assigned to the intervention room cannot participate in any after school activities from the date of administrative action until the student's first day back in the regular classroom.
  - Out of school suspension is used for more serious behavior that is disruptive to school order, is insubordinate or grievously disrespectful to staff or students, or compromises the safety or welfare of others. While a student is suspended out of school, the individual is not allowed on any school campus in the district or at any school sponsored activity until a formal readmission conference has been conducted with an administrator. Students who violate these conditions

will receive further suspension and may be reported to law enforcement authorities for trespassing.

- Students on suspension are considered to be absent with consent and are entitled to make up missed work. The office will send teachers a homework request for suspensions that are 3 days or longer.

Any student who has been suspended (in-school intervention or out of school suspension) is ineligible for any elected school leadership position for one calendar year from the date of the most recent infraction. Additionally, students who receive an office referral or are suspended while in an elected leadership position may be removed from office.

**Behavior contract:** Students returning from an expulsion will be placed on a behavior contract. A behavior contract may be assigned to a student who continually violates school rules.

## **COMPUTER NETWORK AND ACCEPTABLE USE POLICY**

Students using the local network and the Internet may participate in activities that support teaching and learning. We have taken measures to prevent access to inappropriate information, but the nature of the internet and of electronic information, in general, prevents total control over all available information. Students are responsible for the nature and content of materials they choose to access. Students who use school computers, equipment, and networks will be required to sign and comply with the district's responsibility technology use agreement (RTUA). Additionally, students who bring their own mobile devices are still required to follow acceptable use policies while at school during school hours. Choosing to access inappropriate material or violate the acceptable use policy may result in disciplinary action and loss of computer privileges. Student owned computers may be used with teacher permission.

MOVE BYOD HERE

## **COURSE SYLLABUS AND GRADING CRITERIA**

Students have a right to receive a description of the course and the grading criteria for each class in which the student is enrolled.

## **DAILY BULLETIN**

When practical, daily announcements are read during a morning period over the video monitors in each classroom. Announcements are also posted in the office. All announcements must be teacher approved. The deadline for submission to the office is 3:00 PM the day prior to the announcement being read.

## **SCHEDULE CHANGES**

After the first 10 days of first semester and the first 5 days of second semester, students dropping a class will receive a WF on his/her transcript. A WF means the student has dropped the class with an F grade after the specified period. Exceptions may be granted by the principal for extenuating circumstances. Students who pre-register for an Honors or AP course and then choose to withdraw from the class may risk not having space available in a regular class. This may mean taking a class online or through another means.

## **DANCE POLICY**

- Tickets for non-West Valley guests must be purchased prior to the deadline as established by the class advisor and administrator.
- Overdue materials owed to the school must be resolved before any formal dance ticket can be purchased. This policy also applies to former West Valley students who have outstanding or overdue materials (see overdue Materials).

- A student to be found under the influence of drugs or alcohol or a student who gets in a fight at a dance will NOT be allowed to attend any other dances for one calendar year.
- Students in violation of the dance policy will not be able to attend dances for the remainder of the year.

**DJ INFORMATION**

The DJ will be approved by the administration. The DJ will be given a list of songs that cannot be played.

**DANCE DRESS CODE**

The West Valley Dance Dress Code Policy applies to all West Valley dances. Students who are not in compliance will not be allowed to enter the dance and will be required to wear attire that the school provides or provide their own transportation home. Standards of reasonable dress for dances does allow for some flexibility, however, please adhere to the following guidelines.

- Students must be covered from chest to mid-thigh in a non-see through material (current dress code).
- At formal dances, formal attire is required.
- Strapless gowns and gowns with spaghetti straps are permitted, provided they meet dress code standards or have the potential to slip down.
- Sideless dresses are not acceptable, including those that are halter-top style. Dresses must cover all undergarments and all of the sides.
- Mini Skirts, dresses, and slits must meet the regular dress code standards and be NO shorter than mid-thigh at all times.
- Skirts and dresses should not be able to fly up and expose any area or undergarments while dancing.
- See through clothing of any kind is prohibited.
- Dress shirts must be kept on and buttoned, regardless of the temperature in the dance area at all times. Undershirts are not a substitute for coverage.
- All pants must sit at the hips and not be permitted to “sag”.
- If you plan to take off dress shoes to dance, you must replace with shoes that completely cover toes and feet for protection.
- Sunglasses are not permitted at any time.

<b>Examples of appropriate versus inappropriate dress:</b>	
<b>Appropriate:</b>	<b>Not Appropriate:</b>
Dress shirts Dress slacks Dress shoes Evening gowns Tie / Bowtie / Vest Suit jacket	T-shirts, sweatshirts Jeans – any type or color Clothing made from Duct Tape, Foil or non-cloth material Sporty Shorts

**CHAPERONES**

Any dances that are open to non-WVHS students will have safety assistants in attendance. West Valley safety assistants will be in attendance at all times. All chaperones will have an orientation given by the sponsors of the dance that discusses their responsibilities. They will be advised of all West Valley dance policy rules that will need to be enforced and be advised of their stations throughout the dance. All chaperones will wear name tags provided by the dance sponsor. All West Valley dances are “Good-Bye” dances (i.e., if you leave the building, you may NOT return).

## DANCING STYLE

At all WVHS dances the following types of dancing are not allowed: slam dancing, moshing, and freak dancing. If there is any crowd surfing, moshing, freaking seen, the DJ is to immediately turn the music off.

**Slam Dancing:** Students intentionally run at each other and collide. This could cause serious injury.

**Moshing:** Students start intentionally bumping and jumping into each other.

**Freak Dancing:** Students imitate sexual gestures or innuendo while dancing front to back but also could be dancing front to front using the same gestures. Parents and chaperones, you need to watch your student dance. Please chaperone at least once.

If aforementioned inappropriate dancing is seen, sexually suggestive/explicit, or any other dancing deemed inappropriate, chaperones will escort any participating members to the dance sponsors. The dance sponsor will remind students of the dance policy and consequences if there is a need for a second visit. The second trip to the dance sponsor will result in the students being asked to leave for the evening. If the dance sponsor does not know the students they may request ID. If a student has their dance wristband removed, that is their one and only warning to dance appropriately. A second warning means they must leave immediately and will receive no refund.

## DRESS CODE

[Administrative Regulation 1041.1 Symbolic Expression](#)—Dress and Appearance: Students have a responsibility to dress and act in a manner which is appropriate for school. Students also have the right to dress in a manner which expresses an ethnic, religious, or political point of view. While students have the right to choose both their actions and their own style of dress, they also have the responsibility to make appropriate and respectful choices as to their style of dress. Students' school attire should not pose a threat to public or personal health and safety, or be disruptive or distracting to classroom activity or student behavior. School staff have the right and responsibility to make professional judgments regarding the appropriateness of those actions and dress based upon the standards stated above. A student's manner of dress would be considered inappropriate if it were distracting enough to deter students, teachers, or staff from educational activities in the classroom or to disrupt the positive and safe climate on campus. The responsibility for providing the dress and grooming of a student rests primarily with the student and the parents or guardians in accordance with guidelines below.

### **Allowable Dress & Grooming while at school or school related activities**

- Students must wear clothing including both a shirt with pants, shorts, or skirt, or the equivalent, and footwear appropriate for classes and activities the student is expected to participate in each day.
- Shirts and dresses must have fabric in the front, back and on the sides for appropriate coverage.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see-through.
- Hats and other head-gear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Clothing must be appropriate for all scheduled classroom activities as outlined by school administration including physical education, science labs, shop, and other activities where unique hazards may exist.
- Specialized courses or activities may require specialized attire, such as safety gear or sports uniforms.

### **Non-Allowable Dress & Grooming for school and school related activities**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, electronic cigarettes or vaping devices, marijuana, or other controlled substances.
- Hoods on clothing must remain off the head.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech or target any group based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other groups in board policy as protected groups.
- Clothing of all types recognized as gang affiliated or threatening must not be worn and must not threaten the health or safety of any other student or staff.
- Clothing, drawings, tattoos, and accessories that display or promote hateful and/or disrespectful messages are not permitted. This includes, but is not limited to, drug, alcohol, or tobacco related information, gang signs or symbols, depiction of weapons or violence, obscenities, insults, stereotypes, sexual innuendo, disrespectful statements that target a specific class of individuals, or offensive words or graphics.
- If any portion of a student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Exceptions to the above rules may be made for religious, medical, or cultural reasons. Any claim that an exception is warranted for a particular item of clothing will be decided on a case-by-case basis by the school administration. The school administration will communicate with the student and the parent or guardian to determine the applicability of the exception. Building administrators have the discretion to make site-level decisions regarding allowable dress, within Title IX guidelines.

Consequences for violations of the appropriate dress will require the student to change into garments, footwear, or accessories that are acceptable. Parents or guardians will be contacted. Continued violations will be considered insubordination resulting in appropriate disciplinary consequences (cross-reference School Board Policy and Administrative Regulation 1046.5).

## **DRIVING AND PARKING ON CAMPUS**

Student use of school parking facilities is a privilege. All student vehicles parked on campus must be registered with the school, at no cost to the student. Suspensions of driving/parking privileges will be assigned to students who fail to register their vehicle within the first 10 school days. New drivers are expected to register their vehicle the first day it is parked on school property. The West Valley parking registration tag must be displayed in full view from the rear view mirror. Students using the school parking lot must be aware of the following:

- Understand the parking lot is public property that is in control of the school.
- Display the parking sticker prominently in the proper place.
- Any student attending one or more classes MAY NOT park in the visitor parking at any time.
- B.E.S.T. and part-time Hutchison students are not visitors or guests.
- Understand that all posted signs must be followed.
- Drive in a cautious and controlled manner at all times, following all posted speed limits, stop signs, traffic flow, and parking signs.
- Do not use the vehicle in a manner that violates school policy or criminal / traffic laws.
- Students violating any driving or parking rules are subject to citation by the law enforcement and loss of driving privileges on campus.
- Understand that using the school parking lot, whether the vehicle is/is not registered with the school, constitutes consent to search the vehicle with reasonable suspicion. Refusal by the student or parent to search a vehicle when the administration has reasonable suspicion, will result in a recommendation of expulsion for ninety days (School Board Policy 1041.3).

- Actions such as racing, revving engines, squealing tires, donuts, fishtailing or power turns, passing other vehicles, and driving over curbs/sidewalks are strictly prohibited. All drivers are responsible for the safety of passengers riding in their vehicle.
- Students are not to loiter in parked vehicles. Unlicensed vehicles (dirt bikes, mopeds, snow- machines, and ATVs) are banned from school grounds.
- While in the parking area, keep all music turned down so it is not disruptive to classes in session.
- Student drivers, when parking your vehicle in student lot, you must remember:
- Cords damaged or taken when using the plug-ins are not the responsibility of WVHS.
- To keep your vehicle off the grass.
- To park in designated areas only-do not park beyond the marked areas of the parking lot.
- No parking in visitor parking from 7:00 AM to 2:30 PM.
- To please be respectful of your fellow students. Use only one parking space--park BETWEEN the yellow lines.

Don't park in the fire lane or beyond the end of the row marks. Keep music and noise to a minimum.

Consequences for violations will range from loss of driving/parking privileges, to fines, or suspension. More serious infractions, such as endangering others, bodily injuries or property damage will be reported to Alaska State Troopers. Repeat offenders will lose privileges indefinitely.

## EMERGENCY PROCEDURES

*For your safety and the safety of your classmates, at any time an emergency procedure is initiated, you must take extra care to listen for directions from school staff. Students are expected to follow these directions immediately and quickly, without question.*

**Evacuation:** Evacuation routes are posted in each classroom. Students are expected to know the appropriate evacuation route for each of their classes. When the alarm sounds, all persons are to quickly leave the building in an orderly fashion.

Once outside, students are to report to their teacher in the designated location for their class. Should an alarm sound during a class break, students should report to the teacher of **their next class**. Students must remain with their class. When extreme weather conditions exist, teachers will direct students to appropriate shelter. Unless directed to do so for shelter, students are not to enter their vehicles and are not to leave campus. Students cannot re-enter the building until directed to do so by an administrator or the fire department. It is important to keep fire lanes clear during an evacuation.

**Earthquake procedures: Drop and Cover:** Students are to protect themselves by getting under desks or tables whenever possible. If there is no cover available, move to an inside wall and kneel next to the wall, facing away from the windows. Cover the sides of your head with your elbows and clasp your hands behind your neck. Remain in this position for at least 60 seconds, or when the shaking has stopped completely, or when directed to move by a staff member. Evacuate the building, cautiously checking for hazards. If you are outside, do not enter the building. Instead, sit or lay on the ground. When the tremors have ceased, check for injuries and report to the first staff member you see.

**Clear the Halls/Sit Tight:** If "Sit Tight" is announced, classroom doors will be locked and class will go on as normal. Students will not be able to enter or leave the classroom until the "Sit Tight" has ended. If you are in the hallway/bathroom when Sit Tight is announced, report to the nearest classroom and in- form the teacher which classroom you are currently from.

**Secure the Building:** If "Secure the Building" is announced, all exterior doors will be locked and class will continue as normal inside the building. Students will not be allowed to exit the building and no one will be allowed to enter the building for safety reasons.

## FINAL EXAMINATION POLICY



Final examinations will be given in all classes. Parents are expected to call in excuses by 10:00 AM on the day of the absence. Final examinations are given during the last three days of each semester and are scheduled for two (2) hours each. No one will be exempted from a final exam. Final exams are administered under the following conditions:

- Final exams are to be given during the scheduled exam period. **By School Board Policy, no exam is to be given early**, without exception. A student without an excused absence for a final examination will receive a zero on the exam.
- The office will check all absences. Only legitimate unavoidable absences will be excused.
- A physician’s statement will be required for a medical absence.
- Cold weather is not an acceptable excuse for missing a final examination unless school is cancelled.

If a final examination must be missed, the exam will be given after the scheduled time by arrangement with the teacher. If a student is withdrawing from school early, School Board policy will determine the circumstances and requirements for completion of the semester. The counseling department is available to assist students in this case.

### FOOD AND BEVERAGE

In the interest of keeping West Valley a clean and presentable school facility, food and beverage is prohibited on all stairways and landings. Eating/drinking on carpeted areas in the building is NOT allowed during lunch periods. All students will eat in the cafeteria or commons. Food and beverages are discouraged in the classrooms and the gymnasium unless specifically allowed by the teacher for special occasions. For individual health and safety, students are responsible for picking up their trash and for helping keep the school premises (building, school grounds, and parking lot) clean and free of litter. Students who litter during school will be assigned an area to clean up. Students who return to school tardy after lunch will not be allowed to take food or beverages into the classrooms and will be required to throw them away or store in the front office.

### GRADUATION

**Requirements:** Students attending West Valley will be required to have completed 22.5 credits in the following areas to earn a diploma or Certificate of Achievement.

English	4.0 credits	8 semesters
Social Studies	3.0 credits	6 semesters
Mathematics <i>(must include Algebra I or an equivalent)</i>	3.0 credits	6 semesters
Science	3.0 credits	6 semesters
Phys Ed	1.5 credits	3 semesters
Health	0.5 credits	1 semester
AK Studies	0.5 credits	1 semester
Electives	7.0 credits	14 semesters
<b>TOTAL</b>	<b>22.5 credits</b>	

- **Academic distinctions for West Valley graduates:** Graduating seniors are recognized for academic excellence based on the following criteria. Cum Laude distinctions shall be recorded on the student’s transcript and diploma:
- **Summa cum Laude** honor cords are awarded to graduates with a 4.0 or higher grade point average through seven semesters of high school.
- **Magna cum Laude** honor cords are awarded to graduates with a grade point average between 3.7 and 3.99 through seven semesters of high school.
- **Cum Laude** honor cords are awarded to graduates with a grade point average between 3.4 and 3.69 through seven semesters of high school.

- **National Honor Society** stoles are worn by students that have earned a 3.75 grade point average through all eight semesters of high school. (Other requirements apply. See Honor Roll and National Honor Society for more information).

***Graduates, please note that you are required to attend a mandatory practice session as part of the commencement ceremonies. Graduating seniors who do not attend the practice session will not be allowed to participate in the commencement ceremony. In addition, graduating seniors must resolve any outstanding costs or materials due to the school; otherwise he/she will not be allowed to participate in the commencement ceremony. Graduates are required to remedy any problems prior to the practice session.***

**Dress code for graduation:** Graduation from high school is an event that requires dignity and respect. Participation in the graduation ceremony is a privilege that graduates must take seriously. Attire worn under the gown will consist of the following:

- Gentlemen: Long slacks, socks and dress shoes, dress shirt with a collar.
- Ladies: Long slacks, dress or skirt and blouse, dress shoes.
- Absolutely no decorations, adornments or unauthorized sashes on graduation caps and gowns.

## **HALL PASSES**

Any student in the hall during class time must have a hall pass or student planner signed by their teacher, showing the time the student left the room, his/her destination and the date. Only official passes will be accepted. Passes are granted at the teacher's discretion AFTER the first 10 minutes of class. Students without an official pass will be escorted back to class.

All T.A.'s (teacher assistants) must have an official T.A. pass from their teacher when in the halls.

## **EXCUSED PERIODS/OFF-CAMPUS PRIVILEGE**

Seniors who choose to take one excused period each semester must leave the building. This is why you requested an excused period. Students may not sit in halls, commons, or teacher classrooms. Excused periods will only be granted to those seniors ON TRACK for graduation and have a minimum 2.0 GPA, and are in good standing in school.

## **HONOR ROLL AND NATIONAL HONOR SOCIETY**

An honor roll is published at the end of each semester. Students who have a grade point average (GPA) of 3.75 or higher qualify. In addition, students become eligible for membership in NHS after 5 consecutive semesters and a minimum cumulative GPA of 3.75. Admission to NHS is also based upon student service to school or community, leadership, character and scholarship.

## **LIBRARY GUIDELINES**

All students borrowing materials from the library must obtain a library card from the public library or the West Valley library. They do not need their card in hand to check out materials. Students should not let other students use their library card or sign out materials in their name as all students are financially responsible for any materials that are damaged or lost.

Students will respect the rights of others. They are expected to conduct themselves in a way that allows all students to accomplish their work while they are in the library.

Students may be in the library during class time only when accompanied by their class or with a pass from a teacher. Teachers will accompany groups of more than five students. Students arriving on a pass will be expected to sign in and out at the circulation desk. Students in the library without a pass will be asked to leave and may be subject to a disciplinary referral. Students approved to use the library during an excused

period must sign in and out at the circulation desk and have work to do during that time. Students must arrive on time and not be tardy if using the library during an excused period.

The first priority of the library staff is to support the research and reading needs of students. The library is open from 7am to 3:00pm Monday through Friday. Students who remain until 3pm must remain in the library, not loiter in the commons, and have transportation arranged for pick up at 3:30. The library may close after school if there is a meeting or event scheduled.

## **LOCKERS**

Lockers are the property of the school and provided for the convenience of students. Students are responsible for the contents of their assigned locker and maintaining their lockers in clean condition; writing and placing hard to remove stickers on lockers are prohibited. **A fee of \$10.00 will be charged to students who do not thoroughly clean out their locker at the end of the year or who are withdrawing from school.** Students are to keep their assigned lockers and should not share their combinations or locker space with others. The school is not responsible for loss or theft, and retains the right to search lockers. Private locks are not allowed.

## **MEDIATION**

For students who want to resolve a conflict through peaceful means, West Valley has a mediation program available. Mediation is a communication process in which disputants work together with the assistance of a neutral third party (a trained student mediator) to resolve their conflict peaceably. Mediation sessions are confidential. West Valley offers, in the fall semester, a course designed to train student mediators. Visit the counseling office for more information or to request a mediation session.

## **MESSAGE TO STUDENTS**

Board policy prohibits the office from relaying messages to students, except for messages from parents or guardians. Names of students having messages are announced over the intercom during class breaks. Students are expected to pick up messages in the office. All emergency messages for students will be delivered as soon as they are received.

## **NURSES OFFICE**

Students who are in need of the services of the school nurse during class time are expected to notify the teacher before leaving class. All accidents and/or injuries that occur on campus must be reported to the nurse immediately in order to preserve the student's insurance coverage.

## **OPEN CAMPUS**

West Valley campus is closed at all times except during the lunch period. Freshmen are advised to remain on campus during lunch. West Valley students may not visit other school campuses at any time during the school day, including lunch. Conversely, unauthorized visitors from other schools may not enter West Valley's campus. It is a student's responsibility to return from lunch on time and prepared for class. Students who enter the building late from lunch will not be allowed to take food or drink into their classrooms or to their lockers.

## **OVERDUE MATERIALS / STUDENT FEES / FINES**

Students who wish to participate in any school activity (athletics, clubs, formal dances, performances, competitions, etc.) may do so only after clearing all outstanding fees or materials due to the school, notwithstanding other eligibility requirements.

Graduating seniors must turn in their senior check-out cards and resolve any outstanding costs or materials due to the school; otherwise he/she will not be allowed to participate in the commencement practice. Practice is mandatory as part of the commencement ceremonies. Students are required to remedy any problems prior to practice.

## **PERSONAL PROPERTY**

Each student assumes responsibility for the security of personal property. The school is not responsible for loss or theft. However, when reported to the school, reasonable efforts will be made to assist in recovering lost or stolen property.

## **CELL PHONES AND ELECTRONIC DEVICES**

Due to ongoing problems with theft, loss, safety, disruption, and unauthorized use, iPods, headphones, cell phones, or similar devices are not allowed during class time unless approved for instructional use by the classroom teacher; however, cell phones and headphones may be used before 7:45, during passing time, during lunch, and after 2:15. When not in use, these items must be invisible and turned off or silenced. If seen or heard, they may be confiscated by any staff member. Larger size radios, boom boxes, bluetooth speakers, and similar items are prohibited. The school is not responsible for stolen items and strongly encourages students to leave these items at home. **REFUSAL TO TURN OVER DEVICE WILL RESULT IN AN INSUBORDINATION REFERRAL.**

- **1st offense confiscation/** submitted to administration/ lecture by administration stating that subsequent confiscations require parental phone call and pick up.
- **2nd and subsequent confiscations /** submit to administration/ call to parent and they must pick up device. Multiple confiscations may result in referral for insubordination.

## **BYOD**

Bring Your Own Device (BYOD). The same policy will be in place, however, there will be a specific responsible technology use guidelines for students to follow. Students not abiding by these guidelines will have their access restricted, temporarily revoked, or face disciplinary consequences depending on the circumstances. More information will be available to students and parents in the fall.

## **PRESS AND PUBLICATION GUIDELINES**

Standards of good journalism are expected in all student and school sponsored publications. Articles and editorials are expected to exhibit appropriate skill in writing and exemplify high ethical reporting standards. Students are encouraged to express opinions via student publications. Material will be censored which is judged to include the following: obscenity, profanity, libel, promotion of illegal activities, ads for any product not permitted for minors, partisan political endorsement, material which degrades or belittles any group, individual, national origin, gender, race, religion, or disability, or material which would cause a substantial disruption to the educational process.

## **PROHIBITED EXPRESSIONS AND ITEMS**

To preserve the integrity of the school, the educational process, but most importantly, the dignity, respect, and safety of everyone, certain items, dress, writings, drawings, gestures, symbols and utterances, whether expressed or implied, are strictly prohibited at school and at school sponsored events. Students who choose to violate this policy will face consequences as determined by school officials, guided by board policy. Prohibited items will be confiscated.

The following is not meant as an all-inclusive list; any questionable items or actions are subject to the judgment of school officials. Prohibited are:

- Drugs, Alcohol, Tobacco and related nicotine products, paraphernalia, or look-alike substances (see School Board policy 1049).

- Any type of explosive device, fireworks, stink bombs, lighters, matches or like devices.
- Weapons, edged weapons or knives, ammunition (real or look-alike).
- Pagers, cellular phones, and portable musical devices, or speakers when class is in session.
- Two-way radios and similar devices.
- Laser pointers, wallet chains, chains, collars or clothes with spikes, exposed body piercing or any part of clothing with piercing.
- Water toys, aerosols or other objects that are intended to be used as a projectile.
- Clothing, mannerisms or symbols associated with gang affiliation.
- Expressions that disparage or humiliates any group, individual, national origin, gender, race, religion, or disability.
- Expressions which depict the use of inappropriate language, drugs, alcohol, tobacco, violence, sexual behavior/innuendo, or suicide.
- Skateboards, roller blades, and roller skates are to be carried as soon as the student steps on campus. Their use is not allowed anywhere on campus.
- Hacky sacks are only allowed in the gym in the designated area as determined by school officials.
- Snow machines and four wheelers are not allowed on campus at any time.

## **SEARCH AND SEIZURE**

School administration has the right and duty to initiate a search if there is reasonable suspicion to believe that drugs, weapons, dangerous, illegal or prohibited matter, or stolen goods are likely to be found on the student's person, in lockers, desks and other items or spaces provided to the student, or vehicles which are parked on school grounds. When school officials determine reasonable suspicion, refusal by the student or parent to a search will result in a recommendation of expulsion for ninety days (See School Board Policy 1041.3 and Administrative Regulation 1053.31, 2c).

School Board policy regarding search and seizure permits the use of canine assistance. Be aware that West Valley High School may utilize canine assistance without prior notification.

## **SPIRIT ROCK**

The Class of '90 has donated a spirit rock for students to express class and school spirit. The senior class is charged with the responsibility for ensuring that any offensive material will be removed from the rock. Students are free to paint the rock, but are prohibited from painting or altering any other surface. Any damage to the building or grounds may result in a bill to those responsible to pay for damages and may involve other disciplinary action. All vandalism will be reported to the authorities.

## **STUDENT FREEDOM OF SPEECH**

Students have the right to express personal views in classrooms, during student activities and in publications. Students are expected to be responsible in the expression of such views and may not infringe upon the property and well being of others, or become a serious disruption to the educational process. Student speech may be suppressed if the speech (1) materially and substantially interferes with the requirements of appropriate discipline in the operation of schools; (2) invades or collides with the rights of others; (3) is vulgar, lewd, obscene, or is plainly offensive. Additionally, as with free speech rights in any context, school officials may impose reasonable time, place and manner restrictions on student speech.

## **STUDENTS RESIDING OUTSIDE THE ATTENDANCE AREA (OAA)**

West Valley students who reside outside of the West Valley attendance boundaries are required to provide their own transportation to school. They must arrive no earlier than 7:00 am and they must leave by 3:00 pm. Lack of transportation is not a reason to remain in the building beyond 3:00 pm. Out of attendance area students are expected to abide by all rules and regulations, including the attendance policy. Students who require an attendance or behavior contract will risk withdrawal from West Valley, should the student

fail to abide by the conditions of the contract. Students with excessive tardies or absences, or students with behavior concerns will be referred back to their home school. An out of attendance area student who is withdrawn from West Valley for non-attendance will not be permitted to re-enroll unless the student can show proof that he/she resides in the West Valley attendance area. **If transportation becomes an issue impacting arrival to and departing from school for an out-of-attendance area student, a transfer to the student's attendance area school will occur.**

## STUDENT RECORDS

Student records will be accessible to the students' parents or legal guardian or the student in accordance with law, yet be guarded as confidential information. For more information refer to School Board Policy 1080: Student Records.

## SUBSTITUTE TEACHERS

Substitute teachers have the same authority as regular teachers. Students are expected to treat substitute teachers with the same respect as they would their regular teacher.

## TELEPHONES

There is a telephone located in the administrative office is available for student use. Students are not allowed to use the phone during instructional time. Office telephones are available for student use with permission.

## TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks and other necessary materials are issued to students without charge. Students will be financially responsible for damages to or the loss of textbooks or other loaned materials (see Overdue Materials). Students may be expected to pay for projects or materials that become the property of the student upon completion. Fees will be charged for this purpose. All textbooks will be issued through the textbook depository.

## VISITORS TO WEST VALLEY

Parents of West Valley students are welcome to visit the school at any time. All visitors, including parents, to West Valley High School are required to check in at the office. The front office staff will record pertinent information. Visitors will be issued a wearable pass that must be worn at all times. Former West Valley students who wish to visit a teacher are asked to visit outside the school day. If that were not possible, then the school would appreciate the courtesy of scheduling an appointment with the teacher. West Valley students who wish to bring a high school age visitor must have written approval from the host student's teachers and administration at least 48 hours prior to the scheduled visit. Student visitors, upon approval, can visit for only one day. **A visiting student may not be from another school in the Fairbanks North Star Borough School District.** The host student must pick up a visitor approval form at the office for teacher signatures. The completed form is returned to the office; visitor passes are issued only on final approval from administration. School officials may speak to the host student's parent. High school aged visitors are expected to remain with their host student at all times and follow West Valley policies. Host students are responsible for such visitors for the entire school day. Student visitors must have picture identification. In the interest of the child's safety, children younger than 14 years of age are not accepted as student visitors under this policy.

## POSTERS AND FLYERS

All posters, including posters on lockers, and flyers are subject to administrative approval prior to being placed or distributed in the school, and an approved poster or flyer must have an administrator's initials on it. Posters and flyers are expected to be in good taste and exhibit accurate spelling and grammar. Material

that would be censored in student publications will not be accepted. Class bulletin boards will be designated for free speech activities. Material violating censorship standards will be removed from free speech bulletin boards. Sponsors posting approved posters and flyers are responsible for taking them down. Flyers about non-school activities must be approved by central office.