

**Ben Eielson**  
**Junior-Senior High School**

**Ravens & Lynx**



**Student Handbook**  
**2021-2022**

# **SCHEDULES**

## **Ben Eielson Junior-Senior High School**

675 Ravens Way  
Eielson AFB, AK 99702  
(907) 372-3110

School Colors: Red, White & Black  
School Mascot: Ravens & Lynx

**#RavenLynxPride #SmallMightyProud**

### **This handbook belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Email: \_\_\_\_\_



## TABLE OF CONTENTS



<b>Ben Eielson</b>	<b>1</b>
<b>Junior-Senior High School</b>	<b>1</b>
<b>Ravens &amp; Lynx</b>	<b>1</b>
<b>Student Handbook</b>	<b>1</b>
<b>SCHEDULES</b>	<b>2</b>
<b>Ben Eielson Junior-Senior High School</b>	<b>2</b>
<b>This handbook belongs to:</b>	<b>2</b>
Motto: "Small, Mighty and Proud"	7
<b>Mission:</b>	<b>8</b>
<b>Vision:</b>	<b>8</b>
<b>IMPORTANT PHONE NUMBERS</b>	<b>9</b>
<b>NON-DISCRIMINATION NOTICE</b>	<b>10</b>
<b>ACADEMIC CHEATING/PLAGIARISM</b>	<b>10</b>
<b>ACCIDENT REPORTS</b>	<b>10</b>
<b>SCHOOL ACTIVITIES</b>	<b>11</b>
<b>ACTIVITIES &amp; ATHLETICS</b>	<b>11</b>
<b>RULES OF CONDUCT GOVERNING PARTICIPANTS IN SCHOOL ACTIVITIES</b>	<b>11</b>
High School Activity Handbook:	11
Middle School Activity Handbook:	11
COVID-19 Mitigation Plan	11
PlanetHS	12
Attendance for Activities & Athletics	12
<b>ALCOHOL USE, POSSESSION, AND DISTRIBUTION ON SCHOOL PREMISES AND /OR DURING SCHOOL ACTIVITIES</b>	<b>12</b>
<b>ALICE (Alert, Lockdown, Inform, Counter, and Evacuate)</b>	<b>12</b>
<b>ASSEMBLIES</b>	<b>13</b>
ASSEMBLY OVERALL EXPECTATIONS	13
ASSEMBLY & AUDITORIUM EXPECTATIONS	13
ASSEMBLY GYMNASIUM EXPECTATIONS	14

<b>ATTENDANCE</b>	<b>14</b>
EXCUSED ABSENCES:	15
TRUANCY:	16
Disciplinary actions are as follows:	16
ABSENCES WITH PARENT CONSENT	16
PRE-ARRANGED ABSENCES:	16
TARDIES	17
<b>BACKPACKS, BAGS, PURSES, ETC.</b>	<b>17</b>
<b>BOMB THREATS</b>	<b>18</b>
<b>BUILDING ACCESS</b>	<b>18</b>
<b>BUILDING HOURS</b>	<b>18</b>
<b>BUS TRANSPORTATION</b>	<b>18</b>
BUS CONDUCT	19
BUS MISCONDUCT CITATION POLICY AND PROCEDURES	19
General Bus Policies:	19
<b>CODE OF CONDUCT</b>	<b>20</b>
ASSIGNMENT TO THE IN-SCHOOL INTERVENTION ROOM (ISI)	21
COMPUTER NETWORK & ACCEPTABLE USE	<b>21</b>
<b>COUNSELORS</b>	<b>22</b>
TRANSFER TO ANOTHER SCHOOL	22
WITHDRAWAL POLICY	22
<b>COURSE SYLLABUS &amp; GRADING CRITERIA</b>	<b>22</b>
<b>DAILY BULLETIN</b>	<b>23</b>
<b>DANCE POLICY</b>	<b>23</b>
DANCES:	23
DANCE GUEST POLICY:	23
CHAPERONES	24
DANCING STYLE	24
FORMAL/NON-FORMAL DANCE DRESS CODE:	24
<b>DRESS CODE</b>	<b>25</b>
BEJSHS Dress Code:	25
Allowable Dress & Grooming for school and school-related activities	25
Non-Allowable Dress & Grooming for school and school-related activities	25
Consequences for not following the dress code:	26
<b>DRIVING &amp; PARKING ON CAMPUS</b>	<b>26</b>
PARKING	27
1st Offense:	27
2nd Offense:	27

3rd Offense:	28
4th and Subsequent Offenses:	28
DRIVING TO SCHOOL-SPONSORED ACTIVITIES	28
<b>DISCIPLINE PLAN &amp; REFERRALS</b>	<b>28</b>
School Step Plan	29
T.A.H.I.T.I. (Time Away Helps Improve Time In-class)	29
<b>DRUG-FREE WORKPLACE</b>	<b>30</b>
<b>ELECTRONICS DEVICE POLICY &amp; CELL PHONES</b>	<b>30</b>
Office Step Plan:	31
1st offense:	31
2nd offense:	31
3rd and subsequent offenses:	31
<b>EMERGENCY PROCEDURES</b>	<b>31</b>
EVACUATION	31
DRILLS	32
<b>EXCUSED PERIODS</b>	<b>32</b>
<b>FEEES</b>	<b>32</b>
<b>FINAL EXAM POLICY</b>	<b>32</b>
<b>GRADUATION</b>	<b>33</b>
REQUIREMENTS:                      TOTAL CREDITS = 22.5	33
ACADEMIC DISTINCTION FOR GRADUATES:	33
<b>GRADUATION'S DRESS CODE</b>	<b>34</b>
<b>HALL PASSES</b>	<b>34</b>
<b>HOMEWORK POLICY</b>	<b>34</b>
<b>HONOR ROLL</b>	<b>35</b>
<b>LIBRARY GUIDELINES</b>	<b>35</b>
LIBRARY COLLECTION:	35
LIBRARY COMPUTERS/PRINTERS:	36
LIBRARY OVERDUE – LOST – DAMAGED BOOKS:	36
<b>LOCKERS</b>	<b>36</b>
<b>MESSAGES TO STUDENTS</b>	<b>36</b>
<b>NATIONAL HONOR SOCIETY</b>	<b>37</b>
(9th-12th Graders)	37
<b>NURSE'S OFFICE</b>	<b>37</b>
NO SHOTS—NO SCHOOL:	37
PRESCRIPTIONS AND OVER-THE-COUNTER MEDICATIONS:	37
TUBERCULOSIS TESTING:	38

<b>INSURANCE</b>	<b>38</b>
Extracurricular Activity Insurance	38
<b>NONDISCRIMINATION</b>	<b>38</b>
<b>NUTRITION SERVICES</b>	<b>39</b>
<b>OPEN CAMPUS</b>	<b>40</b>
<b>OVERDUE MATERIALS (FEES/FINES)</b>	<b>40</b>
<b>PERSONAL PROPERTY</b>	<b>40</b>
<b>PLEDGE OF ALLEGIANCE</b>	<b>40</b>
<b>POSTERS &amp; FLYERS</b>	<b>40</b>
<b>POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)</b>	<b>40</b>
What is PBIS?	41
Why PBIS?	41
Rewards	41
Students Recognize Teachers	42
<b>POWERSCHOOL PREMIER</b>	<b>42</b>
<b>PROHIBITED EXPRESSIONS &amp; ITEMS</b>	<b>42</b>
<b>SEARCH &amp; SEIZURE</b>	<b>43</b>
<b>SPIRIT ROCK</b>	<b>43</b>
<b>STUDENT PHOTOS</b>	<b>43</b>
<b>SUBSTITUTE TEACHERS</b>	<b>43</b>
<b>TARDY POLICY</b>	<b>43</b>
At the 5th Tardy:	43
At the 15th Tardy:	44
At the 20th Tardy:	44
21+ Tardies:	44
<b>TELEPHONES</b>	<b>44</b>
<b>TOBACCO-FREE CAMPUS</b>	<b>44</b>
<b>VISITORS TO BEN EIELSON JUNIOR HIGH/ HIGH SCHOOL</b>	<b>45</b>

# Welcome to Ben Eielson Junior-Senior High School 2021 – 2022!



Sr. High School Mascot: Raven  
Colors: Red, Black, & White



Jr. High School Mascot: Lynx  
Colors: Red & White

**Motto: “Small, Mighty and Proud”**

Dear Students:

Welcome back to Ben Eielson Junior-Senior High School. I hope you had a safe and enjoyable summer break.

This handbook is intended to give all students pertinent information that will prepare you for the 2021-2022 school year. Please take the time to read this handbook in its entirety. It is your responsibility to know, understand, and follow the policies and regulations set forth by the Fairbanks North Star Borough School District and Ben Eielson Junior-Senior High School. Your cooperation in adhering to the handbook will ensure you a safe and secure school environment in which to get a quality education.

The intent of this handbook is to address the topics that are relevant to both junior high and senior high students. When the handbook topic is specific to either a junior or senior high student, we have identified which grade levels are affected.

Please be aware that this handbook does not cover all school district policies and regulations. The Fairbanks North Star Borough School District “Student Rights, Responsibilities and Behavioral Consequences Handbook,” further defines student conduct. If you would like additional information, there is a copy of the Fairbanks North Star Borough School District Policy and Regulation Manual in the school library or it can be found on the school district website at <http://www.k12northstar.org>

I wish you great success and I hope you have a positive and productive school year.

Sincerely,

Bruce Bell, Principal

[Bruce.Bell@k12northstar.org](mailto:Bruce.Bell@k12northstar.org) | 907-372-3110, extension 30510

## MISSION, VISION & BELIEF STATEMENTS

### Mission:

Ben Eielson Junior-Senior High School is a small, caring learning community focused on the success of our students. *(Will be reviewed 21-22SY)*

### Vision:

We are a community dedicated to a culture of academic excellence and lifelong learning.

We also support and encourage a safe and healthy atmosphere of mutual respect among students, staff, and the community. The educational and social opportunities at Ben Eielson, fostered by staff and parents, are designed to help prepare students for success in the career path they pursue. In addition, the policies and regulations in this handbook support this mission and vision to provide a quality education for students. Students share in this mission by making a commitment to their education, supporting the rules, and serving as positive role models for their peers. *(Will be reviewed 21-22SY)*

### Belief Statements:

1. All students can learn, achieve, and succeed.
2. Diversity enriches the learning and teaching environment.
3. Student performance increases when students are actively engaged in a learning process with challenging expectations.
4. Each student is a valued individual with unique physical, social, emotional, intellectual, and cultural needs.
5. Students learn in different ways and at different rates. Students deserve the appropriate services and resources to help them succeed.
6. A safe, healthy, and physically comfortable environment promotes student learning.
7. All members of our school community share the responsibility of promoting respect, honesty, and positive relationships.
8. All members of our school community share the responsibility of advancing the school's mission.

### *EIELSON FIGHT SONG*

*All hail the mighty Ravens on the field tonight  
We will show the other team that red and black can*

***FIGHT FIGHT FIGHT!***

*And we will win the ball game, it's do or die,  
So fight all you Ravens for Eielson High!*





## **HISTORY OF BEN EIELSON JUNIOR-SENIOR HIGH SCHOOL**

Our school is named after Carl Ben Eielson, a famous military aviator who died in a 1929 plane crash while on a rescue mission in Siberia. He was also a high school science and physical education teacher who later became a principal. His flying skills were legendary. One of his greatest accomplishments was that he was the first pilot to fly to Antarctica and also across the Arctic Ocean.

Ben Eielson High School was originally built in 1963 and occupied the junior high wing of the current junior-senior high building. In 1978, the former Taylor Elementary School became Taylor Junior High. Also that year, an addition was built onto Ben Eielson High, the junior high moved, and the two schools combined to become Ben Eielson Junior-Senior High School.

Beginning in 1996 and continuing for four and a half years, Ben Eielson underwent a major renovation. During the 2001-2002 school year, the exterior portion of that project, including the demolition of the Taylor Building and the construction of our new softball and soccer fields, concluded the renovation.

We are a small school; our enrollment this year is projected to be 350. It is through our spirit, pride, and hard work that we have been able to successfully compete against our larger neighboring schools in the areas of academics and athletics. The library maintains a collection of school yearbooks that is available to students interested in the history of previous classes.

## **CONTACT BEN EIELSON JUNIOR-SENIOR HIGH SCHOOL**

Dial: 372-3110 and Listen to the Menu

- 0 Front Office, Attendance & Discipline, Bus Deviation & Student messages
- 1 Assistant Principal & Admin. Secretary
- 2 Counseling & Registrar
- 3 Nurse
- 4 Principal's Office
- 5 Activities & Athletics
- 6 Library
- 7 Kitchen
- 8 Custodial

## **IMPORTANT PHONE NUMBERS**

- Crisis Line (1-877-266-4357/HELP) or Lifeline: 211
- Fairbanks Counseling and Adoption 907-456-4729
- Office of Children's Services 907-451-2650
- Employment Services 907-451-5967

## **SUBJECT TO SCHOOL AUTHORITY**

Each student is under the control and direction of the principal/assistant principal and subject to school and district policy, regulations, and rules at the following times:

- During the time he/she is being transported to or from school on schools 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.

### **Pursuant to Board Policy 1042.1**

...student misconduct which occurs off school property or outside the school day may be subject to school disciplinary action provided that the misconduct is shown to be related to school order...

For the purpose of activities, "school order" is affected when students participating in activities exhibit undesirable behavior, resulting in a negative impact on their peers as well as the entire school community.

### **NON-DISCRIMINATION NOTICE**

The Fairbanks North Star Borough School District does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity or veteran status. The Fairbanks North Star Borough School District does not discriminate based on sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities which it operates. The Fairbanks North Star Borough School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities. Individuals requiring further information should contact the designated compliance director: Employment and Educational Opportunity Director Cari Jacoby 520 Fifth Avenue Fairbanks, Alaska 99701 (907) 452-2000 ext. 11466 Fax (907) 452-3172 [cari.jacoby@k12northstar.org](mailto:cari.jacoby@k12northstar.org)

### **ACADEMIC CHEATING/PLAGIARISM**

A student caught cheating or involved in plagiarism may receive a failing grade for the particular assignment. This decision rests with the teacher of the class/subject and administrator. Each case will be considered individually. It is the teacher's responsibility to call the parents/guardians and discuss the issue with them.

### **ACCIDENT REPORTS**

1. All injuries of students, teachers, or visitors must be reported to the nurse and/or the principal immediately. In her absence, make the injury known to an administrator. If more than one staff member witnesses an injury, only one report is necessary but should be signed by all staff witnesses.
2. Staff members **MUST** follow the procedures outlined in the school's **Emergency Plan**. See Emergency Procedures under **Emergency Plans**.
3. Accident report forms are available from the nurse's office and the front office or staff playbook.

4. Complete the accident form when the accident occurs and give it to the nurse; a delay may void insurance coverage.

# ACTIVITIES

## SCHOOL ACTIVITIES

All-State Music	Flag Football (Girls)	Signs of Suicide
Art Club	Football	Soccer
Band	History Day	Sources of Strength
Baseball	Hockey	Softball
Basketball	Ignition Program	Student Council HS
Cheerleading	International Club	Student Council JH
Choir	JROTC (Air Force)	Track and Field
Declamation/World Language	Musical Production	Volleyball
Diversity Club	National Honor Society	Wrestling
Drama Production	Orchestra	XC Running
Elementary School Mentors	Poetry Out Loud	Yearbook
HOSA	Science Fair	

## ACTIVITIES & ATHLETICS

### RULES OF CONDUCT GOVERNING PARTICIPANTS IN SCHOOL ACTIVITIES

#### **High School Activity Handbook:**

<https://www.k12northstar.org/cms/lib/AK01901510/Centricity/Domain/1729/High%20School%20Activity%20Handbook%202021-22.pdf>

#### **Middle School Activity Handbook:**

<https://www.k12northstar.org/cms/lib/AK01901510/Centricity/Domain/1729/MS%20Students%20Activity%20Handbook%202021-22.pdf>

#### **COVID-19 Mitigation Plan**

Coaches, Volunteers, Students, Parents/Guardians must please be aware that the FNSBSD has a district safety and COVID-19 mitigation plan in place that is FLUID and WILL change as necessary. You may view this plan by visiting the following link: <https://www.k12northstar.org/Page/9063>.

## **Sportsmanship Creed**

All contests are played under the authority of the Alaska School Activities Association (ASAA). ASAA rules provide for fair play and good sportsmanship among athletes and coaches. Since booing and jeering do not support anyone, we hope you will be positive in supporting your favorite team. As athletes, we ask that spectators promote the ideals of good sportsmanship by applauding fair play and showing respect for all participants and officials.

[https://www.k12northstar.org/cms/lib/AK01901510/Centricity/Domain/30/Student\\_Activities\\_Handbook.pdf](https://www.k12northstar.org/cms/lib/AK01901510/Centricity/Domain/30/Student_Activities_Handbook.pdf)

## **PlanetHS**

High school students participating in athletics are required to register with <https://PlanetHS.com> and complete the necessary acknowledgments and upload documents. Parents will also be required to create an account with a unique phone number and email address and complete the necessary acknowledgments and upload documents prior to student-athletes being allowed to participate in tryouts, practices, and games.

## **Attendance for Activities & Athletics**

### **School Board Policy 955.22 & Policy AR 1031**

#### **Student Attendance Requirements for School-Sponsored Student Groups**

Students who are absent from school, which includes out-of-school suspension, any time during the day of a school-sponsored student group activity shall not be allowed to participate in any meeting, practice, or competition of that group that day unless the absence is approved in advance by the principal. Students assigned to in-school intervention as a disciplinary consequence shall not be allowed to participate in any meeting, practice, or competition of that group that day. In order to be eligible for a weekend or holiday activity, students must be present in classes the ENTIRE day prior to the weekend or holiday. Extenuating circumstances, such as medical emergencies and unavoidable situations will be handled on a case-by-case basis by the building principal.

## **ALCOHOL USE, POSSESSION, AND DISTRIBUTION ON SCHOOL PREMISES AND /OR DURING SCHOOL ACTIVITIES**

The school district prohibits the possession, use, and distribution of alcohol on school premises or during school activities. Disciplinary procedures for possession, use, or distribution of alcohol during the school day, on school grounds, or during school activities may include suspension and/or expulsion. The use of disciplinary measures may be contingent upon the successful completion of an appropriate rehabilitation program and whether repeated violations of this regulation occur.

## **ALICE (Alert, Lockdown, Inform, Counter, and Evacuate)**

Nothing matters more to us than the safety of our students and staff, and unfortunately, recent events and news headlines require us to actively prepare to protect ourselves in the event of an aggressive intruder or active shooter scenario. Annual ALICE training is provided and has been provided for approximately 5 years.

In coordination with the Alaska State Troopers, Fairbanks Police Department, and North Pole Police Department, the school district is preparing for a shift in our active shooter response. A small group of district staff recently joined local law enforcement for training in ALICE, a response system specifically used for aggressive intruder or active shooter events. Alert, Lockdown, Inform, Counter, and Evacuate are the key components of this training which empowers individuals to make proactive response decisions rather than follow a passive, mandated, one-size-fits-all response protocol.

A borough-wide stakeholder group of school administrators, local law enforcement officers, and local agency representatives participated in ALICE training in January 2018. In August 2018 school crisis teams attended training with school staff being trained in September/October 2018. School operating procedures will include age-appropriate training describing how students and staff can most effectively respond to minimize loss of life. Understanding the options for response is key to the ALICE approach.

Parents can learn more about [ALICE implementations in a K-12 setting](#) at the ALICE Training Institute website.

[ALICE Lesson Information](#)

[\[BEJSHS\] ALICE Introduction](#)

## **ASSEMBLIES**

Assemblies can be held periodically throughout the school year. When an assembly is scheduled, an administrator-approved schedule will be followed. Teachers will be assigned a particular section in the gymnasium in which to sit in order to help supervise students.

### **ASSEMBLY OVERALL EXPECTATIONS**

- Every student attends the assembly or goes to the designated alternative location.
- No food or drink is allowed.
- Maintain respectful silence during the presentation of the colors and anthem.
- Remain standing until the color guard leaves the gym/stage.
- Remain quiet during announcements and presentations.
- Disruptive students will be given a verbal warning. Multiple disruptions may result in student removal from the assembly.

### **ASSEMBLY & AUDITORIUM EXPECTATIONS**

- Remain silent during performances.
- Indicate encouragement and appreciation with appropriate cheering and applause only.
- The audience may applaud individual or solo performances at their conclusions.
- During band performances, applaud when the conductor lowers the baton or both arms

### **ASSEMBLY GYMNASIUM EXPECTATIONS**

- Students fill from the center of the bleachers toward the end to make room for all.
- Remain quiet when someone is speaking into the microphone or performing.
- No negative spirit yells or negative actions/words toward other students/classes.
- **Attendance is MANDATORY at school assemblies and class meetings.** Skipping an assembly or meeting is treated as skipping a class. Students sit in designated areas by class status.

### **ATTENDANCE**

School Board Policies 973.3: Junior High/Middle School Grading Criteria and 974.2: High School Grading Criteria, each teacher will provide students with a course syllabus that includes procedures for makeup work and the effect of tardies and absences. The Fairbanks North Star Borough Board of Education supports student attendance. The School Board's intent is for students to attend school all day, every day until graduation. Research and school district data show that attendance matters. There is a direct relationship between a student's attendance and his or her academic performance: students with good attendance have higher academic achievement than students with poor attendance. With this in mind, we randomly reward students for good attendance. School Board policies 1031, AR 1031, 1031.5B2, and 1031.5H2a-c apply to students who do not come to school consistently.

Attendance is a jointly held responsibility between student, parent/guardian, and the school. Students are expected to attend a 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 within 48 hours of the absence, or it will be considered unexcused.

The School Board identifies the following important reasons for students to attend school:

1. Alaska Statute 14.30.010 requires it.
2. Attendance is a requirement of the Elementary and Secondary Education Act (ESEA)
3. Students attending school attain higher academic achievement.
4. Students attending school are more likely to graduate and in a timely manner.
5. Students attending school are in a safe place.
6. Students attending school are supervised.
7. Students attending school learn appropriate behavior.

8. Students attending school have the opportunity to be physically active and engage in athletics.
9. Students attending school are exposed to the arts, including theater and music.
10. Students attending school have access to a library or library resources.
11. Students attending school have the opportunity to participate in co-curricular and extracurricular activities, including student government and cultural events.
12. Students attending school regularly develop punctuality, self-discipline, and responsibility, all habits employers expect from employees.
13. Students attending school learn social and life skills, such as teamwork, tenacity, persistence, resiliency, proficiency through practice, and working with people different than themselves.
14. Students who graduate from high school have greater earning power, are healthier, avoid the criminal justice system, and create stronger communities.

The School Board directs the superintendent to implement the following policy:

1. Schools shall make student attendance a priority and direct appropriate resources to the management of student attendance.
2. Provide safe, welcoming schools staffed with caring, inspirational teachers.
3. Parents, students, and schools work together to achieve the expected attendance standard and comply with state and federal law.
4. Schools shall strive to attain student compliance with applicable compulsory education law.
5. A reasonable number of absences for reasons such as travel, vacations, hunting, athletic competitions, religious observances, cultural activities, illness, emergencies, extenuating circumstances, and natural disasters may be excused by parents through a process established in administrative regulation. For excused absences, students will be provided the opportunity to maintain continuity of instruction and achieve comparable credit. When the number of excused absences impacts a student's academics, the principal may initiate an intervention, which may include denying further excused absences.
6. For unexcused absences, the student's opportunity to achieve comparable credit for the classes missed is allowed per the teacher's discretion. It is the responsibility of the student to initiate makeup opportunities when they are available.
7. Schools shall notify parents of all absences in an efficient and effective manner and advise parents of the consequences of unexcused absences. Parents shall be invited to a conference to develop an attendance improvement plan when warranted by the number of unexcused absences.
8. Schools shall develop incentives for attendance and consequences for addressing unexcused absences and unexcused tardies that will motivate students and offer an alternative to out-of-school suspensions.
9. Truancy is addressed through appropriate interventions at the school, district, and community levels. The school and district must reasonably exhaust appropriate interventions prior to initiating the minor offense citation process or advancing to other legal action.

#### **EXCUSED ABSENCES:**

Absences due to illness or a health condition, a religious observance, school-approved activities, family emergencies, parental discretion, and disciplinary actions or short-term suspensions shall be excused. When deemed necessary, administrators will verify excused absences, or request a doctor's note. If the number of absences that are excused due to parental discretion becomes significant, an administrative conference may be

called to determine the impact that lack of attendance is having on the student's academic performance. This can also result in the administration denying future excused absences and/or reporting to truancy officers in regards to the review of possible violations regarding state compulsory attendance law.

## **TRUANCY:**

A student whose absence is not excused shall experience the natural consequences of his/her truancy, as well as disciplinary action. A truant student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is truant.

### **Disciplinary actions are as follows:**

- Tier 1 or Up to 5 absences-Violation 1:
  - A phone call home and conference with the student to discuss the Attendance Compulsory statute and process and log it
  
- Tier 2 - 6-10 absences Violation 2:
  - Notification sent out to parents + ISI or administrator's discretion
  
- Tier 3 -Violation 3:
  - Notification sent out to parents + medical/dental notes required for absences + ISI or principal's discretion
  
- Tier 4 - Violation 4:
  - Certified letter (if the student is 16 years or older, the letter is sent to the student, and the letter is sent to the parent. Must keep track of all letters being delivered, sent back, etc.)

**Next Level: All the documentation is sent to the school district or truancy officer**

## **ABSENCES WITH PARENT CONSENT**

To give consent to a student's absence, the student's parent or guardian must telephone 372-3110, or send a note to the attendance office within 48 hours of the absence. It is the student's responsibility to obtain an admit slip from the attendance office and present the slip to the teacher. Students who are absent from parent consent will be provided with 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 solely with the student.

## **PRE-ARRANGED ABSENCES:**

A pre-arranged absence form (up to ten days) is required for long-term, planned absences from school. Students are expected to give teachers as much advance notice as possible. Students may be required to turn in assignments in advance and are expected to be ready to submit completed make-up work when they return. To pre-arrange an absence, a student **MUST**:



- Read the teachers' grading policies relating to pre-arranged absences.
- Pick up the pre-arranged absence form at the attendance office.
- Obtain the required signatures.
- Return the completed form to the attendance office prior to the absence.

For off-campus appointments during the school day, a student must secure an Out-of-School Pass BEFORE leaving school. Parents may call into the office or send a note stating what time their student must leave school and whether or not the student will return that day. Students are not excused from a classroom if a parent texts the student directly because the office, upon verification, will issue the Out-of-School Pass. Out-of-School Passes will not be issued after the fact. In these cases, the absences will be considered unexcused. Therefore, it is imperative that prior arrangements have been made.

The student must present the Out-of-School Pass to the teacher to be released from class and may proceed directly to the appointment. When the student returns to school, he/she MUST check into the office to have their return time verified on the Out-of-School pass by the front office. A verified Out-of-School 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 and then the front office to obtain an Out-of-School Pass. If the nurse is not available, the student will check in with the front office. Leaving campus without checking with the nurse or front office will result in an unexcused absence.

*FORGED NOTES, OR IMPERSONATING A PARENT OR GUARDIAN OVER THE TELEPHONE IN AN ATTEMPT TO EXCUSE AN ABSENCE WILL RESULT IN DISCIPLINARY ACTION.*

## **TARDIES**

Classes begin promptly. Teachers should minimize the need for hall passes by explaining what students need to come to class prepared. This could be explained in the syllabus and by meeting students at the door and asking if they have brought books, etc., A student who is more than 10 minutes late to class will be considered absent. **Teachers should not give passes to students during the first and last 10 minutes of class. Emergency situations are an exception.**

## **BACKPACKS, BAGS, PURSES, ETC.**

**(Subject to change if lockers are deemed off-limits during COVID19 mitigation plan)**

Given that student health and safety is a high priority, the practice of carrying backpacks, book bags, duffel bags, fanny packs, purses no larger than 6"x6"x2", or similar items into the classroom or student restroom is prohibited. Students must keep those items stowed in their locker during the school day and take to class only those items needed in the classrooms. Backpacks must not be left in the hallways or commons when classes are in session.

## **BELL SCHEDULES**

**Daily Bell Schedules:** These vary depending on the day of the week. Bell schedule can be found on the school website.

## **BOMB THREATS**

Bomb threats can happen at any time. The principal shall be prepared to take appropriate action in such an event by using the intercom to call for a **SECURE THE BUILDING, CLEAR THE HALLS, LOCKDOWN, AND/OR EVACUATION**. Please make sure you familiarize yourself with the emergency procedure during our drills. Evacuations during a bomb threat will follow fire drill procedures. The office will notify appropriate agencies. Follow directions outlined in the BEJHHS Safety Plan teacher will practice with you.

## **BUILDING ACCESS**

To ensure our students have additional safety measures, the school will be implementing a new building access system. The building access from the outside will be locked five minutes after the start of the school day until five minutes before lunch. The building will be open access during lunch and will be closed 5 minutes after lunch ends until 5 minutes before the school day ends. The building will then be closed to outside access at 3:30 p.m.

During the times the building is locked, visitors and students will need to use the buzzer by the entrance door and provide an ID for access, or a school safety/office member will screen all public entries or building access during business hours. The visitor or student will then be escorted to check-in at the office.

\*\* Please note that the campus may remain closed during lunch if directed by the COVID19 mitigation plan. If our mitigation plan is put into place for a closed campus, doors will not be opened throughout the business hours and the buzzer system will be the protocol for building entry, or the school safety or office members will screen all public entries or building access during business hours.

## **BUILDING HOURS**

The building is generally open Monday through Friday from 7:15 am until 3:00 pm. Classrooms are opened at 7:30 am and the hallways and classrooms are closed at 2:05 pm. At 2:30 outside doors will be locked. Students scheduled to be in the building after that time will need to be let in by their club or activity supervisor. For our students' safety, a member of the staff must supervise any student or group of students in the building before 7:15 or after 2:00 pm. Custodians cannot assume this responsibility. Coaches, advisors, or teachers may supervise students in the library or provide after-school tutoring in one of the computer labs. Students involved in these activities are required to stay with their supervisor and may not roam the building.

During times of inclement weather outside, the inner doors of the school will be closed, and students may await their rides or coaches in the heated breezeway at the front entrance or main hallway under safety supervision.

## **BUS TRANSPORTATION**

## **BUS CONDUCT**

The primary responsibility of the bus driver is the safe and punctual transportation of students to and from school. Because of this, the bus driver has the authority to maintain the orderly behavior of students on school buses. Students involved in bus misconduct may be written up and referred to the student's principal, and a copy given to the transportation office.

The school principal/assistant principal has the authority to suspend the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges and/or other disciplinary actions.

The district's transportation coordinator has issued the following rules and procedures for student transportation.

- Alaska statutes do not mandate pupil transportation in this state.
- School bus transportation is provided as a courtesy and is a privilege, not a right.
- Students will be issued a School Bus Misconduct Citation by the bus driver for infractions of the rules.

The school bus driver and the school principal are responsible for handling behavioral problems occurring on the school bus, but only the school principal, or his/her designee, has the authority to suspend a student's bus riding privileges.

## **BUS MISCONDUCT CITATION POLICY AND PROCEDURES**

### **Recommended Bus Misconduct Consequences (renewed yearly)**

1 <sup>st</sup> misconduct	Warning, principal's discretion
2 <sup>nd</sup> misconduct	3 -days riding revocation, principal's discretion
3 <sup>rd</sup> misconduct	5-days riding revocation, principal's discretion
4 <sup>th</sup> misconduct	10- days riding revocation, principal's discretion
5 <sup>th</sup> misconduct	No bus privileges for the remainder of the year, principal's discretion

[Suspension from bus transportation does not excuse the student from school attendance]

### **General Bus Policies:**

- Students are required to ride the bus assigned to them and to board and disembark at their assigned bus stop. Students may be transported to an unassigned bus stop or on a different bus on an occasional basis or for a period of time of less than 30 days upon approval by the school office. Parents should contact the school office with their request. Requests for students to be transported to new bus stops or on different buses for more than 30 days must be directed to the transportation department. The student must give the driver a Bus Stop Deviation issued by the school office authorizing this transportation.
- The bus driver has full responsibility and authority for the safety of students while they are being transported on the bus.
- Parents may not remove a student from a bus, after the students have boarded, without the approval of a school representative
- Common Bus Infractions (to avoid) include failure to: obey the driver, stay in an assigned seat (especially when the bus is moving), keep hands/feet to self, use a classroom voice, and use appropriate language;

students should also avoid throwing/projecting objects, leaving a mess, chasing after a moving bus or any behavior which inhibits the bus driver's primary responsibility

## **BUS DEVIATIONS**

Bus deviations may be obtained from the front office. Parents must provide the office staff with the written or verbal consent of the student's correct route numbers and location of the scheduled stop.

## **CODE OF CONDUCT**

Not all rules of behavior can be written and inserted in a book; 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, please refer to the *Student Rights, Responsibilities, and Behavioral Consequences*, available on the school district website and PowerSchool.

Students and parents will acknowledge that they have downloaded or read it online. This handbook describes and defines school district regulations and policies. You will be held accountable for the information and your acknowledgment does not mean you agree or disagree with the regulations and policies; it signifies that you have read or downloaded the handbook.

The following is a brief, non-inclusive list of the subject areas included in the *Student Rights, Responsibilities, and Behavior Consequences handbook*:

Policies 1011 — 1045: Harassment, student fees, courses for graduation, collection of fees, attendance issues, freedom of speech and assembly, dress code standards, and search (including canine searches) and seizure, student behavioral standards, discipline consequences, aiding and abetting behavior, the authority to investigate, and contact with local law enforcement.

Policies 1046 — 1049: Disruptive behaviors, dishonesty, insubordination, flagrant disrespect, harassment, interference with school authority, theft, trespassing, vandalism, computer misuse/damage, hazing, bullying, fights, physical aggression, vehicle offenses, criminal offenses, arson, assault, false alarms, threats, blackmail, coercion, paraphernalia, dangerous actions, firearms, and other weapons, alcohol, and drug violations, tobacco violations.

Policies 1050 — 1080.1: Due process, administering medicines, non-prescription medications, reporting child abuse and neglect, criminal investigations.

Holding students to a higher expectation of conduct is another aspect of improving our learning environment. While the majority of our students are well-behaved and are a credit to their families as well as our school, students who disrupt classes, use inappropriate language, violate BEJSHS rules, and School Board policies are subject to disciplinary action. It is the goal of the BEJSHS Administration to ensure the safety of each student, staff member, and visitor while on school grounds. Any type of behavior that impedes that goal will be dealt with in a fair, firm, and expedient manner.

## **ASSIGNMENT TO THE IN-SCHOOL INTERVENTION ROOM (ISI)**

The In-School Intervention (ISI) room is open Monday through Friday during the school day as a preliminary alternative to Out-of-School Suspension (OSS) and is to be taken very seriously. The ISI room is considered the last step before OSS is assigned, and is also used as part of our Positive Behavior Intervention Support plan. The ISI room is designed to keep you in school and caught up on your academic work. It is not an area to socialize. While you are in the ISI room, you will be required to follow the rules listed below:

- Be on time.
- No food or drink is to be brought into the ISI room with the exception of lunch detention.
- You will be required to work on classroom assignments.
- You will not be allowed to sleep in ISI.
- You will not be allowed to leave the ISI room without an escort.
- Your parent/guardian will be notified of your assignment to the ISI room by a staff member or the administration.
- No electronic device usage is allowed in ISI.
- You may not participate or attend any school activity the day(s) you are assigned to ISI. If the activity or event occurs on a non-school day you may not be in In-School Intervention the day prior to the activity.
- Community service may be a part of ISI assignments.
- In the event a student fails to honor these rules, an out-of-school suspension will be written for insubordination.

### **COMPUTER NETWORK & ACCEPTABLE USE**

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 adhere to and comply with the District's Acceptable Use Policy. Choosing to access inappropriate material or violate the Acceptable Use Policy may result in disciplinary action and loss of computer privileges. The BYOD policy allows students to bring and use their own personal electronic devices-tablets, laptops, smartphones, etc., to school. With teacher approval, students may use their devices in the classroom to access and save information from the Internet, collaborate with other learners, and utilize the productivity tools, such as Google Drive, that are available to them. More information is located on the District webpage. The BYOD policy does not include gaming devices.

Parents will need to contact the school to provide approval for students to opt-in for use of Google's additional services, such as YouTube and Google Maps, for academic purposes.

## **COUNSELORS**

Counselors are here to assist you in many areas such as:

1. Developing long-range academic and career plans
2. Registering and scheduling classes
3. Improving study skills
4. Assessing vocational interests and aptitude
5. Registering, preparing for, and taking college entrance exams
6. Searching for, selecting, and applying to college, vocational/technical school or military service
7. Providing information on and applying for financial aid such as scholarships, grants, loans, and waivers
8. Searching, applying, and interviewing for jobs
9. Make informed choices that will lead to successful resolutions of conflict or to reach goals you have set

Counselors at Ben Eielson Junior-Senior High also serve teachers and parents as resources regarding the academic, physical, social and emotional needs of students.

Counselors can also assist you with various career and vocational inventories (Alaska Career Information System, ASVAB, etc.).

### **TRANSFER TO ANOTHER SCHOOL**

A withdrawal form must be completed before a student permanently leaves Ben Eielson. This allows for the speedy transmission of necessary records to the “new” school. Contact the counseling office to initiate this procedure. Parents or guardians need to sign a withdrawal form before a student may begin the checkout process. Students will give counseling and teachers a minimum of a 24-hour notice. Mid-semester transfers require district approval.

### **WITHDRAWAL POLICY**

Withdrawal within the first ten (10) school days of a new semester from any class may be student-initiated without penalty, after meeting with the building counselor. Withdrawal after the first ten (10) school days of a new semester from any class must be parent/student or counselor initiated with a teacher and principal approval or the withdrawal request will be denied. A grade of “WF” will be assigned to students who withdraw from a class after the first ten (10) school days of the term. High school principals will have the authority to grant exceptions to the use of the “WF” grade.

## **COURSE SYLLABUS & GRADING CRITERIA**

Students have the right to receive a description of the course, the grading criteria, and all other pertinent class information for each class in which the student is enrolled. These criteria should be outlined in the syllabus and given to the student within the first 5 days of the start of each semester/quarter class. (School Board Policies 973.3: Junior High/Middle School Grading Criteria and 974.2: High School Grading Criteria).

## **DAILY BULLETIN**

Bulletins are updated daily and contain much-needed information on upcoming events, scholarships, meetings, and other items of importance to students and staff members. Announcements are made via the BEJSHS Facebook, Website, Blackboard messaging, the principal's SMORE newsletter, or the PA system. Parents may check the Daily Bulletin via PowerSchool on the BEJSHS or FNSBSD website.

## **DANCE POLICY**

### **DANCES:**

The following dance policy is agreed upon by all FNSBSD High Schools. Student ID or status as a currently enrolled BEJSHS student must be verified at the door. Students must be in attendance in all scheduled classes (must not be in In-School Intervention) the day of or prior to the dance in order to attend. Students must arrive within the first hour of the start time, and anyone arriving after the first hour will not be allowed into the dance. All dances are "good night" dances; if you leave, you may not return. There will be no refunds for leaving a dance for any reason, including if you are asked to leave for an inappropriate style of clothing or dance. All school and district policies are in effect during dances, including the dress code. Non-formal dances held at BEJHHS are from 7:00 PM-10:00 PM, and students must arrive by 8:00 PM. Formal dances are from 8:00 PM-11:00 PM, and students must arrive by 9:00 PM. Students may not loiter about the school or parking lot at the conclusion of a dance. Your ride must pick you up promptly at the end of the dance. Parents of BEJHHS students are always welcome into dances free of charge.

### **DANCE GUEST POLICY:**

NO guests are allowed at regular (non-formal) school dances. Due to increased attendance at formal dances, ONLY Juniors and Seniors may buy tickets to the Junior/Senior Prom and ONLY Seniors may buy tickets to the Senior Ball.

- At the Junior/Senior Prom, if guests are allowed, they must be 20 years of age or younger, but not presently a K-8 student. Guests who are not currently enrolled in a high school or are not an FNSBSD graduate must provide a current driver's license or ID number, and a vehicle license plate number (if driving) at the time of ticket purchase. All guests must fill out a dance contract and have it approved by the Activities Director one week prior to the dance. All guests must be currently in good standing with their schools, have been in good standing at the time of their graduation, or be in good standing with the local community.
- The size of the dance venue could determine the number of guests permitted at a dance. All current BEHS students will have priority.
- At the point of sale, all guest ticket purchasers must sign an agreement outlining the expectations of dance participants. Guest sponsors must be in attendance, with their guests at all times, and are responsible for their guests while attending the dance.
- Overdue materials, fees, and/or fines owed to the school must be resolved before any formal dance ticket can be purchased. This policy also applies to former BEJHHS students who have outstanding or overdue materials, fees, and/or fines (See Overdue Materials).

- A student found to be under the influence of drugs or alcohol, or has a drug or alcohol infraction, and/or a student who gets in a fight at the dance will NOT be allowed to attend any other dances the remainder of the school year.

## CHAPERONES

All Dances will be chaperoned by BEJSHS Staff, District Approved Volunteers and Administrators.

## DANCING STYLE

Dancing must be appropriate and in good taste. Styles of dance such as moshing, surfing, slam dancing, or sexually suggestive/explicit dancing are not allowed. Students who are acting inappropriately will be asked to leave the dance and may not be allowed to attend future dances. If there is any inappropriate dancing, the DJ is to immediately turn off the music. Below are some examples of inappropriate dancing:

- *Freak Dancing/Twerking*: Students imitate sexual gestures or innuendo while dancing front to back or dancing front to front using the same gestures.
- *Moshing*: Students start intentionally bumping and jumping into each other.
- *Slam Dancing*: Students intentionally run at each other and collide.
- *Surfing*: Students are held above the crowd by a group of other students.

## FORMAL/NON-FORMAL DANCE DRESS CODE:

Senior Ball and Prom are formal events where formal dress and behavior are expected. Students MUST adhere to the following dress code at all school dances. Administrators will be at the entrance and will turn away inappropriately dressed students. Please adhere to the following guidelines for dances:

- Formal dances, formal attire is to be worn. Strapless gowns and gowns with spaghetti straps are permitted provided they do not exhibit exaggerated cleavage.
- Dresses that are both backless and sideless are not acceptable. A dress must cover the student's sides and must be above the waistline in the back.
- Tops that show bare midriffs are not allowed.
- Scarf-type tops with only string closures in the back and tops that show any bare midriff are not allowed.
- Mid-thigh skirts and dresses are allowed as long as they do not "fly up" or "ride up".
- Excessively short or tight dresses and skirts are prohibited as they do ride up while students are dancing. Slits in dresses or skirts must adhere to the mid-thigh rule.
- See-through clothing of any type is prohibited.
- If wearing dress shirts, they must stay on and buttoned.
- No baseball caps nor sunglasses.



## **DRESS CODE**

Administrative Regulation 1041.1 Symbolic Expression—Dress and Appearance: Students have the right to dress in a manner which expresses an ethnic, religious, or political point of view. Students also have a responsibility to dress and act in a manner that is appropriate for school.

Students' school attire should adhere to accepted standards of decency, should not pose a threat to the public or personal health and safety, or be disruptive or distracting to classroom activity or pupil behavior. Apparel with offensive slogans or designs printed on them will not be allowed. Whenever there is a disagreement between the school and the student about appearance, admission to the class will not be permitted until the problem has been resolved with the student's parent or guardian.

Life is full of choices. Students have the right to choose both their actions and their own style of dress every day. They also have a responsibility to make good choices. The school staff has the 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 "unusual" enough to distract either other students or the teacher from educational activities in the classroom or to disrupt the positive, safe climate on campus.

### **BEJSHS Dress Code:**

#### **Allowable Dress & Grooming for school and 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 a piece of fabric in the front, back, and sides for appropriate coverage.
- Clothing must cover undergarments.
- The fabric covering all private parts must not be see-through.
- Hats and other head-gear are not permitted to be worn inside the building.
- 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, the 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. There may also be exceptions to these rules for special event days approved by the building principal. 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.

THE ABOVE STANDARDS OF REASONABLE DRESS ARE NOT MEANT AS AN ALL-INCLUSIVE LIST; ANY QUESTIONABLE ARTICLES OR STYLES OF DRESS THAT MAY CAUSE DISRUPTION ARE SUBJECT TO THE JUDGMENT OF SCHOOL OFFICIALS.

#### **Consequences for not following the dress code:**

- Will require the student to change into garments, footwear, or accessories that are acceptable.
- Lost and found or will be checked for sweat pants or whatever is needed. The student may request that a parent bring appropriate clothing to school for them. The student will not return to class until the violation is resolved.
- Repeated infractions may be considered insubordination resulting in appropriate disciplinary consequences.

### **DRIVING & PARKING ON CAMPUS**

The school board encourages all students to properly use the transportation provided by the district. Students who wish to drive their own vehicles to school must realize that doing so is a privilege subject to the following regulations:

- **All student-driven vehicles must be registered with the Activities Office and have a BEHS mirror tag.**
- Students must comply with all state and local traffic laws, including Eielson AFB traffic laws.

- Unauthorized use of vehicles during class time is prohibited.
- Student vehicles must be parked in the designated student parking lot only. Students parking in an unauthorized area will forfeit their privilege to park on school grounds.
- Pedestrians and school buses always have the right of way.

## **PARKING**

**Students who drive to school must park in the designated student parking area at the end of the senior high school wing of the building**\_(designated overflow parking spaces are available upon request). Students must enter the parking area cautiously at no more than 10 mph and with a stereo volume level that cannot be heard or felt in the building. Failure to comply with these rules will result in loss of parking privileges on campus and/or discipline. All student vehicles parking on school property must have a mirror tag, which can be purchased for \$.50 from the Activities Office.

Suspension of driving and/or parking privileges will be assigned to students who fail to register their vehicles within the first 10 days of school. New drivers are expected to register their vehicles the first day they park on school property. School parking users must be aware of the following:

- Due to overcrowding in the parking lot, priority parking may be implemented.
- The parking lot is public property, which is monitored and under the control of the school.
- Display the parking sticker prominently in the proper place.
- All posted signs must be followed.
- Drive in a cautious and controlled manner at all times, following all posted speed limits, stop signs, parking signs, and traffic flow.
- Do not use the vehicle in violation of school policy or criminal/traffic laws.
- Using the school parking lot, whether the vehicle is/is not registered with the school, constitutes consent to search the vehicle when reasonable suspicion exists. Refusal of a student or parent to allow the search of a vehicle when the Administration has reasonable suspicion will result in a recommendation of long-term suspension. (School Board Policy 1041.3)

Moving violations such as racing, revving engines, squealing tires, brodie's, fishtailing, power turns, passing other vehicles, and driving over curbs or sidewalks is strictly prohibited and are moving violations according to AR1048.5, Vehicle Offense, and will result in:

### **1<sup>st</sup> Offense:**

- Revocation of driving privileges at the principal's discretion and law enforcement may be contacted. No parking on school property for 10 days.

### **2<sup>nd</sup> Offense:**

- May include suspension from school and/or revocation of parking privileges for a maximum of 15 days, at the principal's discretion, and law enforcement may be contacted.

### **3<sup>rd</sup> Offense:**

- May include suspension from school and/or revocation of parking privileges for a maximum of 20 days, at the principal's discretion, and law enforcement will be contacted.

### **4<sup>th</sup> and Subsequent Offenses:**

- May include suspension from school and/or permanent revocation of parking privileges for the remainder of the school year.

All drivers are responsible for the safety of passengers riding in their vehicles. Students are not allowed to loiter in parked vehicles. Unlicensed vehicles (dirt bikes, mopeds, snow machines, and ATVs) are banned from school grounds. Student Drivers, when parking your vehicle in the student lot, you must also remember:

- Keep your vehicle off the grass, fire lanes, curbs, and sidewalks.
- Park in the designated areas only – do not park beyond the marked areas of the parking lot.
- No parking in the visitor's parking from 7:00 AM to 3:00 PM. Doing so will result in a suspension of parking privileges for a period of 5-10 days.
- Please be respectful of your fellow students. Use only one parking space - - park BETWEEN the yellow lines.
- Do not park in the fire lanes or beyond the end of the row marks.
- Keep music and noise to a minimum.

Violations could result in the loss or suspension of driving/parking privileges. More serious infractions, such as endangering or injuring others, or property damage will be reported to the Base Security Forces. Repeat offenders will lose privileges indefinitely.

The Fairbanks North Star Borough School District does not assume liability for any property damage to a private vehicle parked on its property. The owners/operators of all private vehicles accept responsibility for their own property and agree that they are parking at their own risk.

## **DRIVING TO SCHOOL-SPONSORED ACTIVITIES**

Students are expected to travel to and from school-sponsored activities via transportation provided by the school. Students shall not transport other students to school-sponsored activities in private vehicles. Students planning to travel home from an event with a parent/guardian need to have a parent/guardian contact an administrator or athletic coordinator in advance (approximately 2 weeks prior to the event) for the request to be reviewed for approval. Students will only be released to a parent or guardian with advance approval from an event. Other students will need to ride the school-provided transportation back to the school of origin.

## **DISCIPLINE PLAN & REFERRALS**

Student discipline is the responsibility of the entire staff at Ben Eielson JH/HS. Each teacher will develop a discipline plan as part of the course syllabus that must be sent home to parents. Rules of behavior included in the plan must be reviewed with all students as well as the consequences for that behavior. Students are not to be referred to the office until the teacher has exhausted all consequences of his/her plan and the school step plan,

unless an emergency. Whenever possible, teachers should follow CHAMPS/Discipline in Secondary Classrooms (DSC) guidelines for classroom management, which is also part of [our school step plan](#). In cases of emergency, students should be sent directly to the assistant principal's office and may call the front office for assistance as needed. Teachers are expected to make every effort to contact parents to discuss behavior problems and referrals. Once a student is referred to the office, the administrator will review the information and circumstances surrounding the incident and has the authority to dispense disciplinary action he/she deems appropriate for the situation, according to the FNSBSD disciplinary handbook.

## School Step Plan



# BEJSHS C.H.A.M.P.S.



Classroom Discipline Steps	What warrants an immediate office referral?
<ol style="list-style-type: none"> <li>1. Positive Redirection/Reminder to expected classroom behavior</li> <li>2. Warning</li> <li>3. <a href="#">T.A.H.I.T.I.</a> (send to buddy room with pass)               <ol style="list-style-type: none"> <li>a. Rm: _____ or _____</li> <li>b. Max 5 minutes. Student returns. The teacher will either just let the student resume the activity or provide calm/polite information on what the class is currently doing. Students are allowed to put TAHITI on your desk or designated area and just jump in with the rest of the class as normal.</li> </ol> </li> <li>4. Call office for Safety Assistant escort               <ol style="list-style-type: none"> <li>a. The teacher will refer to <a href="#">STEP</a> plan (Send to counselor? Needs SST Referral? Is the student at an office referral?)</li> <li>b. Send the student with work for the rest of the period.</li> <li>c. Follow up with a phone call home, log in to PowerSchool.</li> <li>d. May result in Detention, ISI, or another discipline at the administration's discretion.</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>● <b>Flagrant disrespect</b> <ul style="list-style-type: none"> <li>○ Offensive behavior, gestures, language, threats, or acts directed at any staff member, student, or another person on school grounds</li> </ul> </li> <li>● <b>Bullying or harassment</b></li> <li>● <b>Racial comments</b></li> <li>● <b>Insubordination</b> <ul style="list-style-type: none"> <li>○ Intentionally disregards a specific directive given by any staff member or other adult in authority</li> </ul> </li> <li>● <b>Physical aggression/Fighting</b></li> <li>● <b>If a student places themselves or others in harm's way</b></li> <li>● <b>Anything Prohibited on School Campus (drug, vape, etc.)</b></li> </ul>

## T.A.H.I.T.I. (Time Away Helps Improve Time In-class)

**This form needs to be filled out by the student and documented by the teacher on the STEP PLAN REFERRAL at this point in case the next step is reached.**

- Ask Students to go to (Name of Teacher)'s room and complete a TAHITI form.

- If the student **just goes**, quietly watch the student go to the room (Should be a nearby colleague's room you have teamed up with for this).
- If a student **refuses**, gently and calmly explain that they can take a break to do a TAHITI with no consequence or a safety will be asked to come provide an escort to the office where you need to then make a parent contact.
- The student goes to the designated TAHITI spot in your colleague's room, completes the TAHITI, and raises the form to indicate when they have completed the form and are ready to return to their class. If it hasn't been between 2-5 minutes and the form is completed, visit briefly with the student about if they are able to rejoin your colleague's class.
  - If the student says **Yes**, sign and put the time the student is leaving your room. This will serve as a pass back to class.
  - If a student says **No or refuses to complete the form**, write on the form that the student refused to complete it, sign and put the time to use as a pass back to their class and encourage them to try their best and you would like to offer one more minute to prepare themselves to return.
- Upon return, the staff will allow the student:
  - To put the TAHITI form on their desk or in a designated return spot (even if blank or if what you feel the student wrote was untrue)
  - To resume normal activity or use a polite and calm explanation of current class activity (Allow time for Restart into the activity or lesson)

**Ben Eielson JH/HS**


**T.A.H.I.T.I.**


Time Away Helps Improve Time In-Class

Print your name: \_\_\_\_\_

Date: \_\_\_\_\_ Time/Period: \_\_\_\_\_

The negative behavior I chose that caused me to complete this TAHITI was \_\_\_\_\_

\_\_\_\_\_

The positive behavior I should have been exhibiting was \_\_\_\_\_

\_\_\_\_\_

By choosing to act negatively, I am not being \_\_\_\_\_

\_\_\_\_\_ Respectful \_\_\_\_\_ Responsible \_\_\_\_\_ Safe

The reason this expectation or protocol is important is because \_\_\_\_\_

\_\_\_\_\_

My positive actions for returning to the class and being more successful are \_\_\_\_\_

\_\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_

Student Signature Teacher's Signature

## **DRUG-FREE WORKPLACE**

When there is reasonable suspicion that a student is affected by, under the influence of, or in possession of alcohol or unlawful drugs, controlled substances, or hallucinogens during school day hours, on school premises, or during school-sponsored activities, the administrator will immediately have an investigatory meeting with the student and law enforcement, as directed by our district policy. Please also read the district policy regarding reasonable suspicion.

## **ELECTRONICS DEVICE POLICY & CELL PHONES**

USE AND POSSESSION BY STUDENTS OF ELECTRONIC DEVICES DURING SCHOOL HOURS: The BEJSHS environment is designed to foster quality academic experiences as well as healthy social relationships

and personal development. Because of this, the use of cellular telephones and other electronic communication devices, as well as other electronic games and players are limited during school hours. Students may only use their personal electronic devices during passing periods, and before and after school.

A teacher may allow students to use their electronic devices for academic purposes in the classroom. If a student is in violation of the teacher's classroom electronic use policy, the teacher will follow the school's Step Plan. Continued misuse of devices may result in devices being confiscated and sent to the front office, where the consequences are listed below. Students assume all risks of loss, damage, or theft of their electronic devices.

### **Office Step Plan:**

#### **1st offense:**

- Student Conference, ISI for the remainder of the period, and parent contact

#### **2nd offense:**

- Confiscation of device and student may choose (1) to take the phone home the same day and serve 2 lunch detentions; or (2) leave cell phone with Administration until the end of the following school day. Plus parent contact.

#### **3rd and subsequent offenses:**

- Electronic devices must be picked up at Ben Eielson Junior High/ High School by a parent or guardian. Student Support Team Referral with a parent/guardian meeting.

At school and school-sponsored activities, students will comply with the administrator or staff directives regarding the use of electronic devices. An electronic device may be confiscated by school authorities, and its contents may be searched upon reasonable suspicion that a school or district rule, regulation or policy, or law has been violated with the electronic device. When no longer needed for the investigation, unless the device has been turned over to law enforcement, the electronic device will be returned to the student's parents/guardians or, as appropriate, to the student. Student's non-allowable use of electronic gear during regular school hours will result in disciplinary consequences.

## **EMERGENCY PROCEDURES**

For student safety and the safety of the entire staff, at any time an emergency procedure is initiated, students 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 passing period or during lunch, 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. Fire lanes must remain clear at all times.

## **DRILLS**

Drills for fire; emergency evacuation; earthquake; Alert, Lockdown, Inform, Counter, and Evacuate (ALICE); and securing the building are practiced throughout the year.

## **EXCUSED PERIODS**

Seniors allowed to take one excused period each semester must either have permission to be in the library and present in the library prior to the start of the excused period or leave the building during their excused period. Seniors that are on track to graduate must be enrolled in a minimum of four classes and be passing all classes. (See Activity Eligibility).

## **FEES**

There are various fees for some offered courses. Please be sure to read your child's syllabi for further information regarding any course fees that he/she may incur. Lost and/or damaged textbook materials, instruments, and/or electronic devices checked out to the student will result in a replacement fee. All extracurricular activities may have additional costs. The coach/club sponsor will have additional information as it relates to the specific activity.

## **FINAL EXAM POLICY**

Final examinations will be given in all classes. Final examinations are given during the last three days of each semester and are scheduled for two (2) hours each. Final exams are administered under the following conditions:

- NO EXAM IS TO BE GIVEN EARLY. A student without an excused absence for the final examination will receive a zero for the exam.
- The front 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 exam.
- No students will be permitted to leave early from a final exam without verifiable parental consent that is received no later than 24 hours in advance.

If a final examination must be missed, the exam will be given after the scheduled time, by arrangement with the teacher. Please note that missing semester finals may result in affecting a student's eligibility for the following semester, loss of credit for the class, and/or a negative impact on a student's overall GPA. If a student is withdrawing from school early, the School Board policy will determine the circumstances and requirements for completion of the semester.



## GRADUATION

### REQUIREMENTS:

**TOTAL CREDITS = 22.5**

Students attending Ben Eielson High School will be required to complete 22.5 credits in the following areas to earn a diploma:

<p><b><u>English Credits</u></b>                    <b>- 4.0</b></p> <p>1.0 credit of English 9 Options            1.0 credit of English 10 Options            0.5 credit of American Lit. Options            0.5 credit of Brit/World Lit. Options            1.0 credit of English Electives Options</p>	<p><b><u>Mathematics Credits</u></b>            <b>- 3.0</b></p> <p>1.0 credit - Students MUST complete Algebra I            2.0 credit of Math Electives</p>
<p><b><u>Social Studies Credits</u></b>            <b>- 3.5</b></p> <p>1.0 credit of US History (1yr. course)            0.5 credit of American Government            0.5 credit of Alaska Studies            0.5 credit of Economics            1.0 credit of World History (1yr. course)</p>	<p><b><u>Science Credits</u></b>                    <b>- 3.0</b></p> <p>1.0 credit of Life Science options            1.0 credit of Physical Science options            1.0 credit – additional Science options</p>
<p><b><u>Physical Education Credits</u></b> <b>- 1.5</b></p>	<p><b><u>Health Credits</u></b>                      <b>- 0.5</b></p>
<p><b><u>Elective Credits</u></b>                      <b>- 7.0</b></p>	

Please see your counselor for the most up-to-date information regarding the Alaska Performance Scholarship (APS).

### ACADEMIC DISTINCTION FOR 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 to 3.99 through seven semesters of high school.
- Cum Laude honor cords are awarded to graduates with a grade point average between 3.4 to 3.69 through seven semesters of high school.
- National Honor Society stoles are worn by students who earn a 3.5-grade point average through all eight semesters of high school and are members of the National Honor Society. (See Honor Roll and National Honor Society for other requirements and more information).
- Medallions of Honor are awarded to graduates who have earned 24 or more credits during their four years of high school.

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 fees, fines, 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.

### **GRADUATION'S DRESS CODE**

Participation in the graduation ceremony is voluntary and is a privilege, which students must take seriously. Attire worn under the gown will consist of the following:

- Long slacks, dress or skirt, dress shirt with collar or blouse, dress shoes, and minimal jewelry.
- Cultural ceremonial attire that represents an individual's cultural heritage to include but not limited to cords, sashes, stoles, vests, footwear, and gowns, or those affiliated with academic school groups, may be worn during the commencement ceremony along with, or in lieu of, the traditional cap and gown. (SB 985.4)

Absolutely NO decorations, adornments, or unauthorized sashes are permitted on graduation caps and gowns.

### **HALL PASSES**

Students are required to have an official hall pass, signed by a teacher, with the time and destination clearly stated if they are to be out of class during class time. Hall passes will not be given out the first 10 minutes of class and the last 10 minutes of class. Students are encouraged to utilize their passing period appropriately. Possession of a forged pass will result in disciplinary action. Not having a hall pass can result in disciplinary action.

### **HOMEWORK POLICY**

Doing your homework results in higher grades. Homework serves to reinforce the present day's lesson, prepare for the next day's lesson, practice and reinforce acquired skills, develop study habits, help develop a sense of responsibility, prepare students to face the demands presented through life, and teach students independent learning. Allotted time for home study should be part of a student's daily life, regardless of whether specific assignments have been given. Students should realize that homework is not just written assignments, but that studying is an integral part of the education experience.

#### **STUDENTS' RESPONSIBILITIES FOR HOMEWORK:**

1. Homework is the responsibility of the student.
2. Students should ensure that the required materials are taken home, and completed homework is returned to the teacher when due.
3. Students should allocate a time and place for homework, free from distractions.
4. Homework should be completed by the student within the assigned time frame.
5. Students can access assignment information by logging in to various online resources. Please see the teacher for further information.

6. When a student misses a class, it is his/her responsibility to complete the work assigned.

### **PARENTS' RESPONSIBILITIES FOR HOMEWORK:**

1. Parents should demonstrate an interest in their student's homework and monitor their work habits.
2. Parents should ensure that students have a time and place for homework, free of distractions.
3. Parents are urged to attend information meetings and parent conferences in order to become aware of the homework and testing schedules in their student's classes.
4. Parents are encouraged to check on class expectations and students' progress by periodically logging in to various online resources. Please see the teacher for further information.
5. Parents should periodically review homework and contact the teacher to discuss concerns and ways to help their students.

### **HONOR ROLL**

Outstanding academic achievement is recognized by an Honor Roll, which is published each semester. Students with a grade point average (GPA) of 3.0 or higher will be listed if their yearly FERPA paperwork is updated.

### **LIBRARY GUIDELINES**

The BEJSHS library is for student use. Librarians will assist with research, answer computer questions, or help locate a good book to read.

#### **LIBRARY SERVICES**

The library is open and available to all students during open school hours. It is a place for studying, researching, or reading—and for checking out books and other materials. The library staff welcomes suggestions for ways to improve its collection or its services.

The Library is a place to work. No phones, music, or headphones are allowed during instructional time, which is Periods 1-6 and SSP. Students may use phones and headphones during lunch, before and after school. Students caught using phones or headphones during instructional time will be returned to their classrooms. Students on a free period must abide by instructional time rules.

Computers in the Library Lab are reserved for work at all times, including lunch and before and after school. Personal computer use for gaming, watching videos, personal web browsing, and shopping is limited to the workstations outside the lab.

#### **LIBRARY COLLECTION:**

The library collection includes a wide variety of books, magazines, computer databases, and internet access. Through fundraising efforts, we also have a variety of comic books, Manga fiction, and teen magazines for personal enjoyment. The library staff is always available to assist students in using any part of the collections—and we also love to talk about good books to read!

## **LIBRARY PASSES:**

Students are welcome to use the library before and after school, at lunch, and during class time. If coming out of a class, students must present a pass to the library staff and sign in at the information desk. The use of the library is a privilege that requires responsible behavior. Students acting inappropriately will be asked to leave and may face other disciplinary action.

## **LIBRARY COMPUTERS/PRINTERS:**

The library has a small MAC/IBM Computer research lab for educational use only. In order to use computers for research, each student must have on file a signed “ACT” (Acceptable Computer Use) form.

## **LIBRARY OVERDUE – LOST – DAMAGED BOOKS:**

Students are held financially responsible for all materials checked out. Checking out books for someone else is discouraged. Books (with a few exceptions) generally are out for three weeks and may be renewed once. Students not returning or renewing their books on time will receive an overdue notice. Students are also expected to pay for any lost or damaged books.

Note: Seniors must clear the library prior to end-of-the-year finals and may not take part in commencement until all books are returned or paid for.

## **LOCKERS**

Lockers are provided to students for the storage of textbooks and materials needed in class. Students are responsible for the contents of their lockers as well as for the overall care and appearance of the assigned locker. Sharing of lockers is prohibited. Sharing locker combinations with others is also prohibited.

Lockers are not designed to store valuables and the school is not liable for theft of valuables. Lockers are the property of the Fairbanks North Star Borough School District and are governed by Board Policy 1041.3, Search and Seizure found in the Student Rights, Responsibilities, & Behavioral Consequences Handbook. A fee may be charged to students who do not thoroughly clean out their locker at the end of the year or when withdrawing during the year or if vandalism requires additional cleaning/repair methods.

## **MESSAGES TO STUDENTS**

Board policy prohibits the office from relaying messages to students, except for parents or guardians. All emergency messages for students will be delivered as soon as they are received.

## NATIONAL HONOR SOCIETY

### **(9th-12th Graders)**

Students become eligible for membership in the National Honor Society after 5 consecutive semesters and a minimum cumulative GPA of 3.5. Admission to the National Honor Society is also based upon student service to school or community, leadership, character, and scholarship.

## NURSE'S OFFICE

Students must have an official pass from a teacher or administrator to go to the nurse's office. Once there, students must sign in. The school nurse provides emergency and non-emergency care during the school day. 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.

### **NO SHOTS—NO SCHOOL:**

All students must have a current immunization record. A student cannot attend classes until the school nurse has received and verified the student's official immunization record and the record complies with the current State of Alaska immunization requirements.

During the course of the school year, students who are already enrolled and attending school may need additional immunizations. The parent/legal guardian will be notified in writing of the needed immunization. The parent/legal guardian will have two weeks to update the child's immunizations and provide official written documentation to the school nurse. **If the required shots are not obtained within two weeks, the student will not be allowed to attend school until proof of immunizations(s) is provided to the school nurse.**

### **PRESCRIPTIONS AND OVER-THE-COUNTER MEDICATIONS:**

The parent/legal guardian must advise school personnel of student medications that will be taken at school. Whenever possible, the medication should be administered outside of school hours.

Long-term (more than 10 school days) administration of prescription medications requires a *Request for Administration of Medication* form completed and signed by a physician/medical provider and signed by the parent/guardian. All long-term medications must be delivered (by a parent/legal guardian) to the nurse or the principal's designee.

Short-term (10 days or less) administration of medications: For middle/high school students, short-term prescription medications may be self-administered if the parent and school administration feel the student can safely do so. Students should bring only the amount of medicine needed during school hours\*. A *Request for Administration Medication* form will need to be delivered to the nurse's office. (See the school nurse for details regarding nonprescription medications and middle/high school students).

Over-the-Counter Medications: With written permission from the parent/legal guardian, the school nurse is authorized to administer certain over-the-counter medications (Tylenol, Motrin, Tums). The *Over-the-Counter Medication* form is valid only for the current school year and must be renewed each year.

Students with long-term inhalers for asthma and other vital medications may possess and self-administer as needed with proper documentation (*Request for Administration of Medication*) and patient education to ensure proper usage of medication.

**\*Note that all medications must remain in their original bottle/packaging and have a current printed prescription label. Students are not authorized to share medications and it is a violation of district policy to do so.**

### **TUBERCULOSIS TESTING:**

All 7<sup>th</sup> graders and new students to the district will be tested for Tuberculosis (TB). The parent/legal guardian will sign a consent form at the time of enrollment that authorizes the school nurse to administer this shot. Please inform the school nurse if your child has recently (less than 6 months) received a TB test (also known as PPD), or if your child has tested positive for a TB test in the past.

## **INSURANCE**

At the beginning of the school year, parents are offered the option of purchasing medical insurance for their students. The school district is not required to make insurance programs available and does not profit from this arrangement. The program is offered only as an option since the school district's insurance policy is limited to accidents or injuries deemed to be a result of negligence on the part of the district. Historically, very few parents take advantage of this option. One possible reason is many parents believe the school district has insurance coverage for students regardless of the reason for the accident or injury. This is not true. This information is not meant to encourage or discourage parent participation in the optional insurance program, only to present the facts about the limitations of the district's insurance coverage.

### **Extracurricular Activity Insurance**

Students who participate in school-sponsored extracurricular sports activities are covered under a separate insurance policy, through the Borough, for the district. The policy covers "reasonable and customary" fees. This is a secondary policy that takes effect after the parents' primary insurance, if any, has provided initial coverage. Questions regarding Extracurricular Activity Insurance should be directed to the Fairbanks North Star Borough Risk Manager (459-1344).

## **NONDISCRIMINATION**

The Fairbanks North Star Borough School District does not discriminate on the basis of race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity or veteran status.

The Fairbanks North Star Borough School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities in which it operates.

The Fairbanks North Star Borough School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

Individuals requiring further information should contact the designated compliance director:

- *Ms. Allison Baldock |Employment and Educational Opportunity Officer | 520 Fifth Avenue |3rd Floor, Suite A |Fairbanks, Alaska 99701 |(907) 452-2000 ext. 11466 |Fax (907) 451-6008*  
[Allison.baldock@k12northstar.org](mailto:Allison.baldock@k12northstar.org)

## **NUTRITION SERVICES**

Since the district's food service operates on a computer system, all students must use their student ID number to purchase any item from the kitchen. School IDs have a barcode that can be scanned for student ease, as well. Applications for free and reduced meals are available from the counseling office, the kitchen, as well as online at <https://meals.k12northstar.org/Register.aspx>. Each fall, you must reapply for this program within the first 30 school days.

Breakfast and hot lunch will be available for purchase to both junior and senior high school students. Students may also bring lunch from home. The price for a full breakfast is \$2.25 and free for reduced. A full lunch is \$3.75 and \$.40 for reduced.

We offer cold sandwiches, nachos, pretzels, pizza, and other hot lunch items. All snacks are served a la carte and are not considered part of a full lunch.

Students may purchase one lunch at the full price rate. The full lunch comes with a vegetable, fruit, and milk. Any additional lunch items are at the a la carte rate only for all students.

You are encouraged to prepay for meals, and meals can be prepaid for both breakfast and lunch. Checks are accepted for prepaid meals or meal costs; however, checks cannot be cashed for currency. Not paying for your meal or taking extra portions is considered theft and subject to discipline. Parents also have the option of paying online through School Cafe. Please see kitchen staff for information or check online at <https://www.schoolcafe.com/>.

All students are expected to clean their tables and put trash in the trash cans. Students leaving trash, throwing food, and making a mess, and not cleaning it up will be assigned lunchroom clean-up or another discipline as appropriate. Our schools are public buildings and our school community takes great pride in keeping them immaculate. Lunchroom behavior is expected to be orderly and well-mannered. No pushing, shoving, kicking, throwing, running, yelling or general horseplay will be tolerated.

Vending machines are not a part of the kitchen. Please bring correct change for their use. The kitchen staff cannot make a change for use in the vending machines.

## **OPEN CAMPUS**

Only senior high students (9th-12th graders) have an open campus for lunch. Junior high students have closed campus for lunch and may not leave campus. Senior high students who choose to leave campus during lunch are expected to maintain the same standards of behavior as expected at school. They assume full responsibility and risk for their actions during that time. Students must return from lunch on time; failure to do so will result in an unexcused tardy or absences and will be subject to disciplinary measures.

## **OVERDUE MATERIALS (FEES/FINES)**

Students who wish to participate in school activities, including dances, may do so only after clearing outstanding books, fines, or fees, provided they also meet other eligibility requirements. Graduating seniors must resolve any outstanding books, fines, or fees before graduation or they will not be allowed to participate in the graduation ceremony.

## **PERSONAL PROPERTY**

Each student is responsible for the security of his or her 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. Individuals are cautioned not to bring large sums of money or other valuables onto school grounds. Lockers are not designed to store valuables and are subject to search without prior notice.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be recited every day in compliance with Alaska state law. Proper flag etiquette is expected of all students reciting the Pledge including standing at attention, removal of hats, and appropriate recitation. Those who do not wish to recite the Pledge may sit in respectful silence with hats removed.

## **POSTERS & FLYERS**

All posters 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. Sponsors posting approved posters and flyers are responsible for taking them down. The district office must approve flyers about non-school activities.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

**School-wide PBIS** is a multi-tiered framework to make **schools** more effective places. It establishes a social culture and the behavior supports needed to improve social, emotional, behavioral, and academic outcomes for all students ( [www.pbis.org](http://www.pbis.org) ).



## What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed.

## Why PBIS?

Our school mission and vision guide our school's decision in how to support and provide positive interventions to encourage our students in their daily successes. In addition, with the transiency of the military population, our team identified the need for consistency to help provide less confusion moving from base to base and classroom to classroom, as well as from junior high to the high school level.

The teachers will have the opportunity to recognize students based on the Student PRIDE rubric and students will have the opportunity to recognize teachers based on the Teacher PRIDE rubric on a google form. The ones recognized will receive "points" they can spend on the PBIS rewards. The idea follows the positive incentives and rewards for recognizing correct behaviors to have a positive influence on behaviors versus punitive reactions to misbehaviors.

Ben Eielson Jr./Sr. High School	P.R.I.D.E.				
	<b>Preparation</b> How ready are you?	<b>Respect</b> How do you treat others?	<b>Instructional Support</b> How prepared am I to provide support to students?	<b>Dependable</b> Can students count on me?	<b>Encouraging</b> Are you being your best you?
Students	I am: <ul style="list-style-type: none"> <li>Starting and ending class on time and was respectful of the student's time.</li> <li>Comfortable using technology and helping students with technology issues.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Polite and courteous to students.</li> <li>Having a positive attitude during class time, showing respect, and interest for students.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Easy to get in touch with when a student needs to ask a question or needs clarification on a concept.</li> <li>Easy to schedule time outside of class to meet with for additional help with concepts and for questions on assignments.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Actively participating in class with students and provides help when needed.</li> <li>Available when students have questions or need additional help on concepts.</li> </ul>	I am: <ul style="list-style-type: none"> <li>Encouraging students to put forth their best effort and participate in class.</li> <li>Helping others who might need assistance.</li> </ul>

## Rewards

Students earn reward points to redeem for prizes on the PBIS app store. In addition, we will hold raffles where students have entries for each week they have perfect attendance with no absences (excused or unexcused) and no tardies! For example, a student with perfect attendance for 3 weeks then has 2 weeks with a tardy or an excused absence will have 3 entries for a 5 week period. We will do larger prize drawings at the end of each semester, so having good attendance with no tardies will increase the number of entries a student has for a chance to win the drawing.

Teachers earn points from student recognition, as well, which allows the teachers and staff to redeem their points from students for prizes!

## **Students Recognize Teachers**

Students also get an opportunity to recognize teachers for being Prepared, Respectful, Instructional Support, and Encouraging using the Google Form Students use to recognize teachers:

[https://docs.google.com/forms/d/e/1FAIpQLSc9rk08-e3RHowyKKrriilomZSdRg\\_rVQYOA0zOrhC\\_hrg5A/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc9rk08-e3RHowyKKrriilomZSdRg_rVQYOA0zOrhC_hrg5A/viewform)

## **POWERSCHOOL PREMIER**

PowerSchool Premier is a web-based resource for teachers, parents, and students, offering secure access to information such as school calendars, announcements, assignments, and grade information. Students will have a 24/7-communication link to their schools and to their assignments. Please take advantage of Premier's tools and quick access to grades, assignments, attendance, school calendar, and message center.

To log in to PowerSchool, go to <http://premier.k12northstar.org/public/> or use the link located on the High School Home page, with the user name (your "S" number) and password given to you from your school. Parents will have their own user ID and case-sensitive password. For password reset, please contact the counseling secretary. More information about using PowerSchool Premier is available on the FNSB School District website <http://www.k12northstar.org>.

## **PROHIBITED EXPRESSIONS & 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 on school grounds, on school-sponsored transportation, and at school-sponsored events. Students who choose to violate the 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 paraphernalia (see School Board policy 1049).
- Any type of explosive device, fireworks, stink bombs, lighters, matches, or like devices.
- Weapons, edged weapons, knives, ammunition (real or look-alike).
- Cellular phones, pagers, or portable music devices, or other electronic devices, while class is in session unless specifically used for academic purposes as directed by the teacher.
- Two-way radios and similar devices.
- Laser pointers, wallet or other chains, collars or clothes with spikes, or exposed body 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 humiliate any group, individual, national origin, gender, race, religion, sexual nature, 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.

## **SEARCH & 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 of a student or parent to search will result in a recommendation of long-term suspension. (See School Board Policy 1041.3). School board policy regarding search and seizure permits the use of canine assistance. Be aware that our school may utilize canine assistance without prior notification.

## **SPIRIT ROCK**

The class spirit rock is for students to express class and school spirit. Offensive material is not permitted. 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 PHOTOS**

A designated photographer at the school takes individual student photos each fall. Students may purchase these photos in a variety of packages. All students are required to have pictures taken at this time for the purpose of student identification cards, a photo ID is mandatory. The photo ID and student numbers are also used to purchase food in our cafeteria and may be used for book and material checkouts.

## **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 teachers.

## **TARDY POLICY**

Ben Eielson Junior High/High School 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. Students will be marked tardy if arriving late to class. Students who arrive 10 minutes or later to class will be marked absent. The best way to avoid consequences is to arrive in class on time. The consequences of excessive tardies are as follows. Also, see the impact of tardiness on PBIS Rewards. (Updated 4/4/21)

### **At the 5th Tardy:**

- Teachers will mark a student tardy in class.

**At the 10th Tardy:**

- The student will be assigned 1 lunch detention + parent communication.
  - Miss lunch detention=2 lunch detentions
  - Miss 2<sup>nd</sup> attempt = ½ day ISI

**At the 15th Tardy:**

- Students will meet with the administrator for a conference and will be assigned ½ day In-School Intervention.
- Student’s parents/guardians and counselors are notified.

**At the 20th Tardy:**

- The student will meet with the administrator for a conference and be assigned 1-day In-School Intervention. The student, parent/guardian, counselor, and administrator will meet to discuss placing the student on an attendance contract.

**21+ Tardies:**

- Student conference with administrator, counselor, and parent/guardian to discuss the effectiveness of the 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

\*\* Work missed due to an unexcused tardy may or may not be eligible for make-up, per the teacher’s discretion.

\*\* Students who are tardy multiple times throughout a day may be subject to receive ISI for the rest of the school day.

NOTE: Tardies are cumulative across each semester. However, tardy consequence accumulation will reset each quarter.

**TELEPHONES**

(Main Office Desk Telephone only): The main office desk telephone is limited to three (3) minute conversations and may be used ONLY between classes, during lunch, and before and after school. Only in the case of an emergency may students be excused from class to use a telephone.

**TOBACCO-FREE CAMPUS**

In accordance with the school district’s comprehensive tobacco and nicotine policy, (see School Board Policy 170: Tobacco and Nicotine-Free School District), it is a violation for students, staff, visitors, contractors, and others to use, distribute, or sell tobacco or nicotine, including any smoking, electronic cigarette or vapor device, on district property (including grounds, buildings, and parking areas), at district-sponsored activities on or off-campus, and in district vehicles, whether owned, rented or leased. This policy is always in effect, 24 hours per day, seven days a week, 365 days per year. In accordance with Alaska's smoking law, the right to clean, smoke-free air supersedes the rights of smokers. (Policy Revised December 2, 2014)

## **VISITORS TO BEN EIELSON JUNIOR HIGH/ HIGH SCHOOL**

All visitors to BEJSHS are required to check-in at the office after having verified his/her identity via the buzzer system during locked hours. The school secretary will record pertinent information. Visitors will be issued a pass that must be worn at all times. Parents of BEJSHS students are welcome to visit the school at any time and are asked to verify their identification and check-in at the main office.

Former BEJSHS students who wish to visit teachers need to do so outside of the school day. Exceptions may be made on a case-by-case basis and only if the alumnus is sponsored/escorted by a current staff member.

In the interest of the child's safety and the educational process, non-BEJSHS school-aged students are not allowed at BEJSHS during the school day.

(Updated 5/4/21)