

# Juneau-Douglas High School

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Juneau, Alaska 99801-8529  
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[www.jsd.k12.ak.us/jdhs](http://www.jsd.k12.ak.us/jdhs)

## Physical Address:

1639 Glacier Avenue Juneau, Alaska 99801

Onward to victory!!!  
JDHS JDHS JDHS JDHS JDHS JDHS  
As her loyal sons go marching  
Onward to victory!!!

**School Mascot: Crimson Bears**

**School Colors: Red & Black**

Welcome to Juneau-Douglas High School, where students, teachers, administrators, support personnel and parents are dedicated to academic excellence. The mission of Juneau-Douglas High School is to develop a healthy community of learners and to prepare our culturally diverse student population for global citizenship.

We provide a comprehensive educational program, including prescribed competencies in communication, thinking skills and mathematics. We encourage students to become involved with our numerous (over 40) activities and athletic programs. Students are encouraged to attend the many school and community events that take place here at JDHS. Have fun and make the most of your opportunities at JDHS.

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## ADMINISTRATIVE STAFF

Mr. Jim Kuhlmann, Principal  
Ms. Paula Casperson, Assistant Principal  
Dr. Dale Staley, Assistant Principal  
Ms. Sandi Wagner, Activities Director

## SCHOOL SONG

Bum jigger  
Hoe potato  
Half-past an alligator  
Boom, boom, boom-a-gator  
Chick a wah cha.  
Juneau-Douglas rah, rah, rah!!!

Cheer cheer for ole' Juneau's fame.  
Hear all the echoes calling her name.  
Send the red and black on high,  
Shake down the thunder from the sky.  
Although the odds be great or small,  
Ole' Juneau's fame will win overall.  
As her loyal sons go marching

## SCHOOL DIRECTORY

Main Office.....	523-1501
Main Office Fax .....	523-1616
Activities Director.....	523-1580
Activities Office.....	523-1614
Activities Fax.....	523-1648
Alternative High School.....	523-1800
Attendance .....	523-1623
Auditorium.....	523-1619
Career Center .....	523-1606
Counseling Office .....	523-1613
Counseling Fax .....	523-1640
Library.....	523-1621
Library Fax .....	523-1643
Registrar .....	523-1622
Registrar Fax.....	523-1640
Teen Health Center .....	523-1634
Teen Health Center Fax.....	463-2536

## STUDENT INFORMATION

**This handbook attempts to cover the basic expectations, rules, and policies governing the way students, staff, and others relate within the high school community. Our hope is to provide for the general welfare of all involved, while respecting the rights and aspirations of the individual.**

In order for students to become effective citizens in a democratic society, they need to practice and understand their rights and responsibilities. One of those responsibilities is to be aware of school policies and procedures, as well as the consequences that may be a result of breaching them. The school staff and administration has the responsibility to ensure that all policies are administered fairly and equitably, and that all members of the school community have an opportunity to be heard. Through various advisory groups (student, parent, staff), this handbook will surely evolve and improve over time. We encourage students and parents to become familiar with the principles incorporated in this handbook.

## ACADEMIC DISHONESTY

Cheating does not allow for any type of true analysis and is not tolerated. Cheating is defined as, but not limited to:

1. Procuring, possessing, using, or distributing test, quizzes, answer keys, teacher manuals or teacher textbooks and the like;
2. Any attempt to tamper with or alter a teacher's record or grades;
3. Representing the work of others as one's own work; including materials from the Internet.
4. Making use of notes, homework assignments, information slips ("crib sheets") except for those notes a teacher specifically authorizes for student use during a particular test or quiz, and;
5. Obtaining or offering unauthorized information;
6. Plagiarism

The *academic penalty* for all parties involved in cheating is a zero or failing grade for any copied or plagiarized assignment, exam, or quiz. Students will not be allowed to make-up the work. Also, the *disciplinary penalty* for cheating may include an office referral for disciplinary action. Possession and/or unauthorized distribution of materials or altering a teacher's records call for severe disciplinary consequences. **Repeat offenses could result in loss of credit for an entire course.**

## ACADEMIC INFORMATION

**Admission:** A student who initially enrolls at Juneau-Douglas High School is required to provide: evidence of a current physical examination and immunizations; the name and address of the school the student last attended if any; and official copies of transcripts from previously attended schools (Board Policy #5310)

**Responsibility to Homeless Students:** No homeless child will be deprived of any of the opportunities or benefits offered by the district because of a family living situation. Provisions will be made to help homeless students continue to attend school. Transportation will be provided to homeless students comparable to that received by other district students. Additional information can be obtained by calling the Registrar's Office at 523-1622.

**Graduation Requirements:** Students and their parents must be responsible for keeping track of the student's graduation requirements. They can request their counselor's assistance in determining the answers to particular graduation questions. In order to earn a diploma from Juneau-Douglas High School:

1. A student must satisfactorily complete a prescribed program, which meets graduation requirements of 21.5 credits.
2. A student must pass all three sections of the Alaska High School Graduation Qualifying Exam (HSGQE) by the graduation date.

Students **who do not meet** the graduation requirement of 21.5 or more credits will not graduate or be permitted to participate in the commencement ceremony. Students **who do meet** graduation credit requirements, but have not passed one or more sections of the High School Graduation Qualifying Exam, may participate in the commencement ceremony and receive a **Certificate of Achievement**.

*Former students may elect to take the HSGQE during the test administration dates in order to receive a high school diploma. They may do so for an indefinite period of time.*

## GRADUATION REQUIREMENTS

<u>Credits</u>	<u>Subject</u>
4	English
1	Algebra
1	Geometry
1	World History
0.5	Government
1	U.S. History
1	Physical Science
1	Biology
1	Fine Arts
0.5	World of Work
0.5	Frosh Seminar
1	Physical Education
0.5	Fitness Concepts
0.5	Health
0.5	Alaska Studies (class of 2010)
<u>6.5</u>	Electives
21.5	Total Credits

Students who have failed to pass the High School Graduation Qualifying Mathematics subtest **twice** must be enrolled in an approved mathematics course until they pass that HSGQE (Board Policy 5460).

### Grade Level Goals:

<u>Grade</u>	<u>Class</u>	<u>Goal</u>
9 <sup>th</sup>	Freshmen	3.5 – 6 Credits
10 <sup>th</sup>	Sophomore	6.5 - 11 Credits
11 <sup>th</sup>	Junior	11.5 - 16 Credits
12 <sup>th</sup>	Senior	16.5+ Credits

## General Education Program / College Ready:

### Freshman Recommended Courses

Six Periods of Classes

- \_ English (1 credit)
- \_ Algebra (1 credit)
- \_ Physical Science (1 credit)
- \_ Physical Education (.5 credit)
- \_ Fitness Concepts (.5 credit)
- \_ Health (.5 credit)
- \_ Frosh Seminar (.5 credit)
- \_ \*Elective (1 credit)

### Sophomore Recommended Courses

Six Periods of Classes

- \_ English (1 credit)
- \_ Geometry (1 credit)
- \_ Biology (1 credit)
- \_ World History (1 credit)
- \_ Physical Education (.5 credit)
- \_ \*Elective (1.5 credit)
- \_ consider Alaska Studies (.5 credit)

### Junior Recommended Courses

- \_ English (1 credit)
- \_ American History (1 credit)
- \_ \*Electives to meet graduation requirements
- \_ consider Alaska Studies (.5 credit)
- \_ *Additional Science course (college ready)*
- \_ *Additional Math course (college ready)*

### Senior Recommended Courses

- \_ English (1 credit)
- \_ Government (.5 credit)
- \_ \*Electives to meet graduation requirements
- \_ consider Alaska Studies (.5 credit)
- \_ *Additional Science course (college ready)*
- \_ *Additional Math course (college ready)*

\*Within the electives selected, student must complete one credit of World of Work, one credit in Fine Arts, and one-half credit of Social Studies elective.

**Graduation Eligibility:** If a student fulfills graduation requirements by the end of the last term of their senior year, they may participate in commencement ceremonies.

### **Commencement Ceremony Requirements:**

1. **Each participating student must attend commencement ceremony practice.** Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisors.

2. Caps and gowns will be worn in the proper manner as designated by the school administration and class advisor.
3. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the commencement ceremonies.
4. **Participation in the ceremony of commencement is a privilege, not a right. Seniors who have been disruptive in assemblies/activities, or who have been involved in vandalism/pranks may be denied participation in graduation ceremonies. (Board Policy #1430).**
5. Failure to comply with the above requirements will automatically forfeit a student's privilege to participate in the commencement ceremonies.

### ACCESSORY TO AN ACT

Any of the following behaviors constitutes being an accessory. Disciplinary actions range from administrative detention to recommendation for expulsion depending on the progression and severity of act(s) committed.

1. Knowingly withholding information that endangers the health, safety, or welfare of others, or withholding information resulting from the commission of a crime, or withholding information known beforehand that may prevent a criminal act from taking place is a serious offense. Students who withhold information, which results in injury, mental anguish or a criminal act will be considered as an accessory to such acts.
2. When a student acts as an accomplice, instigates, incites, or is otherwise involved in the occurrence of any unacceptable behavior, that person is considered an accessory.

### ANTI-DISCRIMINATION POLICY

Discrimination includes, but is not limited to, the exclusion of any person from participation in school activities, denying any student a benefit under any program, or granting any student discriminatory consideration or advantage on any basis other than merit. Discriminatory harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, stereotyping, sexual harassment, physical assault or other forms of verbal or physical harassment which adversely affect a student's education. Students who believe they have been subject to discrimination, harassment, assault or abuse are encouraged to contact any school official with whom they feel comfortable discussing the matter. Students are encouraged to follow the procedures established under Board Policy #1120, Prohibition Against Harassment and Discrimination in

Education. A copy of this policy may be obtained in the main office or from the District's website.

### **ASSEMBLIES**

Assembly programs will be conducted when there is a need or reason for the program. Assembly attendance is mandatory for all JDHS students. Students are required to sit by class, such as seniors, juniors, sophomores or freshmen. In the auditorium students must remain sitting by the classroom teacher. Students are expected to attend all programs and conduct themselves in an appropriate manner and show courtesy and respect for others in the assembly. Disruption or inappropriate behavior during assemblies will result in disciplinary action.

### **ATTENDANCE**

Successful educational advancement (both in terms of academic achievement and general socialization) is related directly to regular school attendance. While the responsibility for regular attendance lies with the parents/guardians and students, Juneau-Douglas High School also recognizes an obligation to promote and assure such attendance. **Students who are truant/skipping class are subject to receive truancy tickets which may result in court fines.** Excessive absences, even when excused, may impact a student's learning and grades, and may result in loss of credit. It is the intent of this plan to encourage regular attendance and deter excessive absenteeism and tardiness of all students. Juneau-Douglas High School students are expected to take six (6) classes per semester. Students on a shortened day must leave campus directly following their last class or report to the designated off-campus area. Off-campus students must abide by the passing time for all students. Students must be enrolled in a minimum of four (4) classes to be considered for honor roll and student activity participation such as non-traveling groups. For traveling activities, see pages 19 & 20 under "Requirements to Participate".

#### **Minimum Attendance Requirements:**

1. JDHS students may be absent no more than ten (10) days per semester whether excused or unexcused. An extension of eight (8) days maximum is given for pre-approved family travel and/or school excused absences. **Aggravated tardies (AGT) are counted as absences. (An AGT is a tardy to class by more than five minutes).** The administration may grant exceptions, on a case-by-case basis, due to extenuating circumstances.
2. On the day of an unexcused absence (UNV), the school will attempt to notify parents/guardians by

our automated telephone caller to inform them of the classes missed. Parents / guardians may designate which phone number the automated caller uses by contacting the attendance office. Parents / guardians are responsible for updating contact information if it changes. If a parent/guardian wishes to not be called, this request must be submitted in writing.

3. When a student reaches five unexcused absences (other than family travel and/or school excused) in any class, the student and parent will be notified by mail. **Students who are truant/skipping class are subject to receive tickets, which may result in court fines.**
4. **Following the eighth unexcused absence, the parents and/or guardians will be notified by mail that their child is in danger of losing credits for the affected classes.** Parents/guardians of students under 16 years old may be asked to attend an "**Intervention Team**" meeting. The purpose of this meeting is to assist the student and their parents/guardians in determining the reasons for the absences and developing strategies for improving attendance.
5. When the **Absence Cap** is surpassed, JDHS administration may withhold credit from the affected class. Students may be allowed to remain in the affected class on an ATTENDANCE CONTRACT. Students and parents will have the right to request that the JDHS administration evaluate special and extenuating circumstances related to the absences, and credit status may be reinstated at the discretion of the school administration.
6. Disabled students may receive waivers on attendance requirements as detailed in their IEP or 504 plan.

**Daily Attendance Procedures:** Please note that all absences (excused or unexcused) count against the absence cap. For record keeping and parental information, parents may request that the following absences (which meet the state regulations and/or those approved by the Board of Education) be excused: illness, injury, death in the immediate family, religious holiday, family travel, school sponsored travel/activities, and emergency reasons. **Parents should call the attendance office by noon to report an absence.** The attendance phone is 523-1623. The answering machine is always available so please feel free to leave a message at your convenience. Please provide the following information:

- \*Student name
- \*Student JDHS 5-digit I.D. number

- \*Date of absence
- \*Reason for absence
- \*Parent / Guardian's names
- \*Daytime contact number

Parents have five (5) days to excuse an absence before the absence stands as unexcused. Students whose absence is excused are responsible to complete any missed work according to the teacher's academic plan. Students with unexcused absences may not be able to make up work.

**Tardies:** Students are considered tardy if they are not in the classroom at the beginning of the class period. Students who are tardy, or are in the halls during class time without a valid pass, may be issued a Saturday School ticket for the Saturday immediately following the infraction. A student will be marked aggravated tardy if their arrival is more than 5 minutes after the ringing of the bell. Aggravated tardies count toward the absence cap.

**Early Departure Check-Out Procedures:** Leaving school before the normal dismissal time is permitted provided that students bring a note from a parent or guardian requesting early departure. If students are ill, they are to clear through the nurse prior to leaving the building. The nurse needs to speak personally with a parent or guardian before excusing a student to go home. Students who leave campus without checking out at the attendance office will have their absences marked "unexcused" and their parents will be notified the following day by phone.

**Field Trips:** Throughout the year students have a variety of opportunities to participate in field trip activities. In order for the absences to be taken from the eight (8) day family travel/school activities bank, students must secure teacher approval on a form provided by the field trip teacher:

1. The hosting field trip teacher provides students forms for securing teacher approval for all classes to be missed.
2. If there is no teacher signature, students will not be excused for that period.
3. If the field trip is such that the students cannot attend classes for part of the day and they have not received full release, the students are to attend the regular school day.
4. In order for parents to be informed as to their students' school activities and progress, the students are to secure parent signature after they have secured all teacher signatures prior to attending the field trip.
5. Hosting field trip teachers will collect all permission forms and submit them to the attendance office to

be deducted from the students' family travel/school activities bank.

6. For field trips longer than one (1) school day, students must use the pink slip form.

**Family Planned Absence:** When students know they will be absent from school in advance for family travel, extended medical or dental procedures, or club sport trips, they should complete a Family Planned Absence form, regardless of the number absences. Students are allowed eight (8) additional absences in family travel or activities beyond the absence cap of ten (10).

The student should bring a note to the attendance office **about one week** prior to the departure. The note should outline the dates of the absence, the reason for the request, the students' and parents' names, and contact information. Where possible, families should plan extended travel during school breaks. If, due to circumstance, it is impossible to plan it during school breaks, families should check in with their child's counselor and / or teachers at the beginning of the semester to see if it is possible to complete the course with the absence. Extended absences may require a student to take a correspondence courses or alter his / her schedule for that particular semester.

1. Students present the note to the attendance office and pick up the form.
2. The student is responsible for getting the signatures of their teachers. Teachers will fill in the current grade and provide homework assignments.
3. Parents / guardians sign the form, acknowledging the student's grade and the homework their child needs to complete. Excessive absences, even when excused, may impact a student's learning and grades.
4. The student then secures the signature of their administrator as listed on the form.
5. The completed form must be given to the attendance office prior to departure or the absence will be taken from the student's absence bank of 10 days per semester.

## **ASSAULT**

Any assault, or threat of assault, directed toward a student or staff member is strictly forbidden. Suspension or a recommendation for expulsion may result.

## **AUDIENCE ETIQUETTE**

Please observe performance and audience etiquette during any school performance. Performers who are not performing, but wish to enter the auditorium are asked to use the balcony to watch peers, friends and

siblings in performances. Audience members are asked to enter the auditorium on time for performances and not leave until intermission, or until a performer has completed any monologues, ensemble or solo work. Please do not take flash pictures during performances. Applaud to show your appreciation at the end of a performance. **Screaming, whistling, howling, unnecessary applause, and entering or exiting during a performance are strongly discouraged.** Please turn off all cell phones or beepers before the performance begins. Please use the crying room or leave the auditorium when a child becomes disruptive. Please ensure that all children are seated during performances. **Children under the age of 14 are prohibited from entering the balcony area without adult supervision.**

### **BUILDING HOURS**

Main Office..... 8:00 AM to 4:15 PM  
Attendance Office ..... 8:30 AM to 4:30 PM  
Activities Office..... 8:00 AM to 4:15 PM  
Counseling Office ..... 8:00 AM to 4:15 PM  
Library ..... 7:30 AM to 4:00 PM

The JDHS building is open Monday through Friday from 8:00 AM until 5:00 PM. Classrooms are opened at 8:45 AM each morning. A member of the JDHS staff must supervise any student or group of students in the building before 8:00 AM and after 4:00 PM.

**END OF DAY:** All students should be off school grounds 45 minutes after the final bell, unless the student is involved in an extra-curricular activity that day and/or is under the direct supervision of a staff member. Students refusing to leave the building or re-entering the building without a valid reason may be subject to disciplinary action. Students waiting for rides must remain in the Commons area. **All hallways are locked by 5:00 pm each day.**

### **BULLYING/HARASSMENT**

Harassment on any basis of any member of the school community is strictly prohibited. Any student subject to or witnessing harassment should report it immediately to an administrator or school counselor. (Board Policy #1120)

### **CELL PHONES / ELECTRONIC DEVICES**

Cell phones, iPods, CD players, and other electronic devices are to be turned off and out of sight during class unless the teacher has given specific permission for their use. If an item is confiscated for violation of class rules, it may be retrieved from the teacher on the first offense. For subsequent offenses, the item will be

turned over to the department administrator, for the retrieval of the item with the student and/or parent(s).

### **CLASS RANK**

Class rank is determined from the student's Cumulative Grade Point Average. When two or more students have the same cumulative grade point average they are awarded the same rank in class with the next number being dropped so that the last ranked number equals the number of students in the class. For example, if two students have a 4.00 G.P.A., they both will be ranked number one and there will be no number two rank.

### **CLOSED CAMPUS**

Juneau-Douglas High School is a closed campus for freshmen and sophomore students. Students who are found off-campus, without a valid contract (such as a note from the doctor, note from a parent, internship or community service arrangements) will be subject to school discipline.

### **CLUBS, STUDENT-ORGANIZED**

Clubs may be formed at the request of students interested in a particular activity that is not related to instruction. Examples of such clubs include, but are not limited to:

- Amnesty International
- Fellowship of Christian Athletes
- Gay-Strait Alliance

Student-organized clubs are expressly prohibited from interfering with the orderly conduct of the educational program, and activities of the school; promoting, encouraging, or sanctioning activities that are unlawful; or abridging the constitutional rights of any person. The school principal retains the right to prohibit activities and meetings and to disband clubs which engage in the above-listed conduct. The procedures and rules for club formation, operation and participation are listed below.

1. Students may organize clubs provided that the club formation and activities are student-initiated and voluntary.
2. Membership requirements shall not discriminate on the basis of any classification protected by law.
3. Parent or guardian permission is required before a student may participate in clubs that involve activities outside school hours or off school grounds.
4. A student-organized club shall have a school monitor to help ensure compliance with school rules. The monitor may not sponsor or participate in club activities except as a monitor.

5. Non-school persons (i.e., persons who are neither students nor employees of the District) shall not direct, control, conduct, or regularly attend the meetings or activities of student-organized clubs.
6. Approved clubs may place announcements in the bulletin, hang posters and hold events on school grounds on the same basis as school-sponsored clubs.
7. Students must apply to organize a student-led club by submitting a written request to the school principal.

**Clubs, School Sponsored:** School groups may be organized by the school for educational and school purposes. Examples of such clubs include, but are not limited to:

Auto Club	Art Club
Cercle Français	Close-Up
Home Builders Club	Metals Club
Model United Nations	Physics Club

### **CODE OF CONDUCT**

**Acceptable behavior is expected of all students while in school, on school property, traveling in district-provided or arranged transportation, and at all school activities. A student's conduct is a personal matter of self-discipline that demonstrates respect and concern for others. All students have the freedom and encouragement to express their individuality as long as it does not infringe upon the rights of others. Students who choose to interfere with or disrupt the educational process will face disciplinary measures. Disruptions of educational programs caused by inappropriate behavior will not be tolerated.**

### **COMBATIVE BEHAVIOR**

Physical aggression and/or verbal exchanges that include extortion, intimidation, fighting, loud or disruptive behavior, verbally abusive arguments, posturing/challenging behavior, or inciting others to engage in aggressive acts, is detrimental to school order and the learning environment. Such behavior will be addressed as outlined on the JDHS Discipline Grid and School Board policy.

### **COMPLAINT OR CONCERN**

A student or parent who has a complaint should follow the procedure outlined below:

1. Contact the teacher with whom you have the complaint to discuss the matter.
2. If the outcome is not satisfactory, arrange a conference with the assistant principal or principal in charge of the teacher's department.
3. If the outcome of a conference with an assistant principal is not satisfactory, the student or parent

can request a meeting with the building principal. The student/parent should submit in writing the reason for the meeting, stating clearly the complaint. (See Board Policy #5710, Student Grievance Policy, or #9130, Public Complaint.)

### **CORRESPONDENCE COURSES**

Juneau School District Policy states that credits earned by a student who has completed approved courses through Correspondence Study shall be applied to the student's high school graduation requirements. Courses must be pre-approved by a student's counselor with an "Alternative Credit Form" filled out and submitted to the Registrar.

### **COUNSELING AND GUIDANCE SERVICES**

As part of a school counseling and guidance program, a complete student record is maintained beginning in kindergarten and continuing through high school. All grades, test scores, health records, personal data, and the like are included in this confidential record. All students are given nationally standardized tests. The objective evaluations of each student's achievement assist the school in making decisions, which will help provide a more adequate program of instruction. In addition, career information is made available through computer software, Career Day, internships, and mentorships. Each student who enters Juneau-Douglas High School is assigned a counselor, and that counselor is a professionally trained person in the areas of guidance and counseling and may be of assistance to students in the areas listed below:

1. **Counseling** - Counseling is a student-counselor relationship in which the student has the freedom to express his/her ideas and feelings. The student is encouraged to seek information and examine alternative courses of action. Counseling seeks to help the student assume responsibility for making educational plans and decisions. **Student-counselor or student-teacher communications are generally confidential, but if a student reveals harm to self or others, by state law it must be reported to the appropriate authorities or agencies.**
2. **Student Appraisal** - The counselor gathers and organizes information about students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. The guidance counselor interprets this information to the student and his/her parents to help the student deal with needs and problems that may arise.
3. **Referral** - The counselor may refer students to specialists in the school system or in private and public agencies. Since counselors are not trained psychologists or psychiatrists, making referrals is a

part of their work activity. Students are referred to a professional counselor in the community for help with more serious emotional and personal problems.

4. **Educational & Occupational Planning** - The counselor shows how interest, aptitudes, and abilities work together through various opportunities for post high school career opportunities. S/he provides facts about the many available technical schools, apprentice programs, and vocational programs. S/he assists students in college planning, selection of schools and applications for admission.
5. **Counseling Assignments:** Students are assigned counselors by alphabetical grouping and learning community. This is done in order to permit the counselor to work with a student and his/her family throughout high school. It is hoped that this format will help establish better communication between the home and school, and provide for better long range planning. Counselors can be reached by calling 523-1613.

### **COURSE CHANGE REQUESTS**

To request a schedule change students must see their counselor. Schedule changes are made through a petition process. Decisions about schedule changes are made by the counseling administrator, with input from the student's counselor. Changes are made for the following reasons **only**:

1. An error was made on the schedule.
2. A student failed a prerequisite, which no longer makes him/her eligible for a course.
3. A student has a medical condition verified by a physician, which prevent him/her from participating in a course.
4. Inappropriate placement: a course is not appropriate for a student due to personal ability or skills. Strong evidence from the student, parent, school personnel, and/or cumulative record is required.
5. Requests for teacher changes are not considered.

### **CUSTODY DISPUTES**

Every year there are parents who become involved in a custody dispute over their children. School staff, including teachers, principals, counselors, nurses and others, are asked by one parent to keep the other parent from coming to school to see the child, from picking up the child after school, or from obtaining the child's school records. Under Alaska law, both parents have equal rights and access to their children and to participate in their child's education, **unless there is a court order requiring something different**. The Juneau School District and staff will not honor any request from one parent to keep the other parent from a

child unless they are provided with a certified copy of a court order. The court order must clearly establish that the other parent is not allowed to have access to the child, or is restricted or limited in some way in exercising parental rights over the child.

### **DANCES**

School dances are designed to provide a healthy, safe, respectful and enjoyable environment for students to socialize. It is the responsibility of each student to read, understand and abide by the school dance policy. JDHS dances are held in the high school commons between the hours of 8:00 PM and 11:00 PM, unless there is a conflicting activity. The following procedures have been established to allow continuation of dances at JDHS and to ensure the enjoyment and safety of all students.

1. Students are only admitted into a dance during the first hour and a half of the dance.
2. Upon entry the student must show his / her current student identification card.
3. Students are required to leave coats, purses, bags etc. in the designated area. **Students are encouraged to refrain from bringing valuables to dances.**
4. If a student leaves during the dance, he/she **will not** be allowed to re-enter the dance.
5. Regular high school behavior policies apply to all school dances as outlined in the JDHS Handbook and other applicable policies. This includes the JDHS dress code.
6. The JDHS dance policy prohibits freaking / grinding, dancing from back to front, or any dancing styles that involve touching of the breasts, buttocks, genitals, rubbing genitals against people or objects, removal of clothing on the floor dancing, lap dancing, front to back dancing with legs up or legs intertwined or dancing that simulates sexual activity.
7. Any student or guest who does not abide by the dance policy will be taken to an administrator who will confiscate his / her ID and punch it to indicate the infraction, and return the ID the following school day. Students with two punches in a school year will not be allowed to attend dances for the remainder of the school year, including Prom. Students asked to leave school dances must leave school property. Parents will be notified, wither by phone or follow-up letter, that their son or daughter was asked to leave the dance and the reason why.
8. Any student on suspension may not participate in school dances.

**Bringing a guest to a dance:** JDHS students may invite a guest who is of high school age, or no older than 19. The following guidelines must be followed:

1. Register the guest with the activities office by noon of the day of the dance and obtain a guest pass along with a copy of the dance policy.
2. All guests must show a picture ID at the door. The ID must include a date of birth.
3. Invited guests are expected to arrive with and remain with their host while attending the dance.
4. Guests must follow all school rules.
5. Other JDS high school students may attend JDHS dances and bring a guest, provided they follow the JDHS dance policies.

**Role of Chaperone or School Administrator:**

Chaperones volunteer to help ensure the dance is a healthy, safe respectful environment where parents, school staff and students are assured that appropriate school behavior and the dance policy are enforced. Chaperones are given a written copy of the JDHS dance policy and are required to attend a briefing prior to the dance. Chaperones will refer students who violate the dance policy, or who are suspected of drug or alcohol use, to the designate staff.

**DIRECTORY INFORMATION**

Student directory information may be released at the discretion of the school unless the District has been notified in writing by the student or parent/guardian that some or all of this information shall not be designated as directory information. Directory information includes: student's name, address, date of birth, dates of attendance, date of graduation, height and weight (for athletic team rosters). If you do not wish to have this information released, please contact the Counseling Office.

**DISRUPTIVE BEHAVIOR/DISOBEDIENCE**

Disruptive behavior is student conduct or appearance that interferes with the normal school program or school activities, and is not permitted. Students engaging in disruptive or disobedient behaviors will be subject to disciplinary action. Students who are acting inappropriately will be taken to an administrator. Said administrator will confiscate their ID, punch it to indicate the infraction and return the ID to the student the following school day. Students with three punches in a school year will not be allowed to attend activities and / or dances for the remainder of the school year.

**DRESS CODE**

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise standards of health, safety, and decency for a public school. Students are not allowed to wear clothing, jewelry, buttons, haircuts, or other items or markings

which are offensive, suggestive, or indecent, associated with gangs, alcohol or drug related, encourage violence or support discrimination of any kind. (See Board Policy 5511) Specifically, the following are **prohibited** at school, school activities, or school-sponsored events:

1. Clothing that advocates or promotes the use of tobacco, alcohol, or illegal substances;
2. Sexually provocative or revealing attire (i.e., bare midriff, spaghetti strap tops, low-cut/plunging neckline/revealing tops, tube tops, halter tops, sagging pants, or any item showing undergarments);
3. Clothing that may damage school property or other persons or be readily used as a weapon (i.e., chains hanging from pockets, spiked or studded necklaces/jewelry);
4. Clothing with graphics or wording that advocate or promote violence;
5. Any items that are gang related or that display gang graffiti;
6. Eyewear that distorts or masks the pupils;
7. Sunglasses, except for health purposes;
8. Hoods worn inside the building.

**DRUGS AND ALCOHOL**

The actual or attempted sale, use, or possession of alcohol, illegal drugs or inhalants, drug paraphernalia, substances designed to look like illegal drugs or alcohol, or substances purported to be illegal drugs or alcohol, while under the jurisdiction of the school is prohibited. Being under the influence of alcohol or illegal drugs and the sale or misuse of prescription drugs are also prohibited.

***Cumulative Nature of Violations: Violations of the drug/alcohol policy in grades seven through twelve will constitute prior offenses which carry over from year to year, subjecting the student to greater discipline for later violations. (Board Policy #5530)***

**ELEVATOR**

Use of the school's elevators is restricted and to be used by faculty, and staff. Students who have disabling or temporary medical conditions requiring assistance between levels may check with the office for elevator privileges.

**FEES**

Art, Music, Metals/Woods and Family/Consumer Science have an established fee. Other fees include World Language workbooks. These fees are due at the beginning of each semester. Under special circumstances these fees may be waived, or school-sponsored. Students with outstanding fees, fines, locks, library books or other materials, will

have grades, diplomas and/or transcripts withheld until the debt is cleared (Board Policy #5513)

### **FIGHTING**

Students are not allowed to make physical or verbal threats, start fights, or use physical force against another person. If two students are involved in an altercation, both students may face disciplinary action, regardless of who started the fight. Students who encourage or otherwise passively participate in fights are also subject to discipline.

### **FIRE ALARM PROCEDURES**

At the sound of the fire alarm all students are to exit the building in an orderly fashion. The exit routes are posted in each room. Staff will remain with their class and take attendance. Students and staff are to re-enter at administrative direction.

### **FIRST AID & ILLNESS**

Students who have been given written permission may go to the nurse's office during class. If the nurse's office is closed, and it is an emergency, students report to the main office. Students must have signed parental permission on file with the nurse in order to receive medications.

### **GANG ACTIVITY**

Any group of two or more persons who associate in whole or in part for the purpose of committing violent, illegal, threatening, or intimidating acts, is considered a gang (Board Policy #5550). Any student engaged in gang activities will be subject to suspension and/or expulsion from the Juneau School District.

### **GRADING POLICY**

Grades are a measure of student accomplishment. Students will be evaluated fairly and consistently by the teacher based upon the achievement of specific course objectives. A copy of each course's academic plan, including grading requirements and expected student outcomes, is shared with students at the beginning of each course. JDHS academic/class grades are defined as follows:

#### ***A = 90-100%***

Indicates excellent or outstanding performance. The subject matter is fully grasped, and the course objectives have been mastered.

#### ***B = 80-89%***

Indicates the student has met all the objectives in the course and has shown an above-average grasp of the subject matter.

#### ***C = 70-79%***

Indicates the student has met the requirements and objectives of the course satisfactorily and has grasped the subject matter at an average level of competency.

#### ***D = 60-69%***

Indicates the student has met a minimum number of the course objectives to satisfy requirements for the course, but his/her grasp of the subject matter was below average.

#### ***F = 59%-and below***

Indicates the student's achievement is considerably below the average and has failed to complete classroom and outside assignments.

#### ***I = Incomplete***

Indicates the student's work is incomplete. This grade is to be used only when student work is incomplete because of illness or other extenuating circumstances. In such cases, the student must complete the work to a passing grade level, before the end of the following semester, in order to earn credit. After ten (10) days the Incomplete becomes an F, which may be changed by the teacher within the semester time frame. Failure to complete the required work to a passing grade level will result in an F grade and no credit, and will be computed in the grade point average.

#### ***P = Pass***

Indicates the student has satisfactorily met the course objectives in a pass/fail system. The student will receive credit if they pass, but no grade will be computed in the grade point average. If the student does not pass, they will receive the grade of F **which does** compute in the grade point average..

**Withdraw Fail (WF)** - After the 5<sup>th</sup> day of the semester, any class dropped by a student will result in the grade of "WF" (regardless of the grade earned at the time of the drop). "WF" is calculated as an "F" in the student's GPA. Books and materials must be returned to the teacher(s) of the class(es) being dropped or fines will be assessed and grades withheld.

**Withdraw Pass (WP)** - A student can petition for a withdraw pass (WP) if there are extreme extenuating circumstances surrounding why a student leaves a class before the end of a grading period (ex: death of immediate family member, hospitalization). The student must complete the appropriate JDHS form, which they can pick up from their school counselor. **NOTE:** To receive a withdraw pass (WP) a student must be passing at the time they withdraw from the class.

**Audit** - Indicates a student is auditing a course for his/her benefit. This does not count towards credit for graduation and must be approved prior to the 10<sup>th</sup> day of the class.

**Changing Grades** - All grade changes must take place within ten (10) days of the close of a semester. A

grade change will only be allowed in the case of teacher error or for an Incomplete.

**College Credit** – JDHS students can receive credit for certain courses through accredited institutions of higher education. The student must submit an Alternative Credit Form before starting the class. College courses must be a three (3) credit course at the 100 level and above. For each three (3) credit course a student will receive .5 high school credit.

**Repeating Classes** - Students may repeat a class with the approval of their guidance counselor. **All course work, grades and credits are shown on the official transcript.** All grade entries remain on the student's record, but only the highest grade earned will be calculated in the student's grade point average. "RTK" will be noted beside the course being retaken. No course may be repeated twice for credit. The higher of the two grades will be used to calculate the Grade Point Average.

Mid-Quarter, quarter and semester grades are mailed home. Families and students will be notified, per board policy, if their student is in danger of failing prior to the semester end.

### **GRADE POINT**

The cumulative grade point average (GPA) is computed at the end of each semester and is based on the semester grades of all "earned credit" course work beginning with the ninth grade. The total number of credits earned divides the total number of grade points earned. Each course grade shall be based on a numerical system as follows: **A=4, B=3, C=2, D=1** (Board Policy # 5420). Graduating seniors achieving an overall grade point average of 3.5 or better shall be designated as Honor Graduates.

### **HALL PASSES**

Students must be in class during class time. Whenever a student, including a teacher's aide, is out of a classroom during a class period he/she must have a valid hall pass. It is the student's responsibility to obtain a hall pass from the teacher before leaving the classroom. Student in the halls should expect school administration and other staff members to check their hall passes and should comply with those checks in a polite manner. Saturday School tickets will be issued for students in the hall without a valid pass.

### **HAZING/INITIATION**

Hazing includes any act that endangers the health or safety of a person or subjects that person to physical discomfort or embarrassment because of the person's participation or membership in, or as a condition of

attaining or maintaining membership in or a position with or affiliation with, any classroom, grade level or school-sponsored activity. Hazing will not be tolerated under any circumstances. Hazing / initiation will not be tolerated under any circumstances. Any student who witnesses bullying or hazing is required to report it immediately to any supervising adult, parent, coach, administrator, or counselor. Students involved in the hazing or bullying of others are subject to discipline, up to and including expulsion. (Board Policy #5560).

### **IMMUNIZATION COMPLIANCE**

Immunizations provide a way to protect our children from preventable diseases. **The State of Alaska requires all students entering school in the fall of 2001 to have begun the immunization schedule for Hepatitis A & B prior to the start of the school year.** Hepatitis vaccine is available from Juneau Public Health Center and physician's offices. The school nurse can provide vaccines for hepatitis to complete the series during the school year. Tuberculin testing is required for all new students entering the Juneau School District.

### **INTERFERING W/ SCHOOL AUTHORITY**

Any attempt by a student to block or hinder a school official from carrying out his/her responsibilities, influence an investigation, or divert attention to others to avoid detection is a serious offense. Lying, false accusations, withholding information, or inciting others to prolong conflicts wastes precious time and disrupts the school environment.

### **LIBRARY**

The JDHS Library is open from 7:30 am to 4:00 pm each school day. The JDHS Library provides support for students and staff in many ways. A wide variety of materials in the library collection are available. Students are welcome in the library with their class, with a pass from their classroom teacher or on their own time before school, during lunch or after school. The computers in the library are for students and staff who need to perform internet research or for word processing assignments. The Business Department teachers and the JDHS Librarian collaborate together during the ninth grade Frosh Seminar course and a "Freshman Library Project" is assigned in order to orientate students to the library and all that it offers. The library staff is available to work with individual students. Students may work, study, and read in the library, but socializing will be kept to a minimum. The library provides access to materials housed at JDHS and throughout the Juneau community through an on-line computer system. Students must have a student ID

in order to check-out materials. Library cards are available at the JDHS Library. Books from other libraries may be requested and delivered to JDHS for use within a few days.

**Off-Campus Contract:** Students who wish to visit the library during an "Off-Campus" period must complete a "Library Off-Campus Contract" at the beginning of each semester. Once the contract is signed by the student and parent the student must sign in when entering the library next to his or her name on the contract list. It is expected that the Off Campus student has school work to perform and will stay in the library the complete class period.

### LOCKERS

Lockers are pre-assigned to students at the beginning of the school year. They can be accessed during the regular school day. **Students are not authorized to change lockers without permission of school administration. Doing so may result in loss of locker privileges. Students are not permitted to share lockers. Students are responsible for the locker they are assigned and the contents in them. There will be a \$15.00 charge to any student who fails to clean out their pre-assigned locker at the end of the year. Juneau School District, JDHS and staff members are not responsible for articles lost or stolen from lockers.** Students are responsible for the condition, security of lockers, combinations and general use of their assigned locker. Students will report any problems with their lockers or locker combinations to the activities office. Students are to do this reporting before school, during lunchtime or after school, not during class. **The school reserves the right to search lockers, which are defined as school property.**

### LOCKER ROOMS

The locker rooms are for use by PE students and athletic team members only. Students enrolled in physical education classes may have a school-issued lock and small locker. Athletes, contact your coaches for school issued locks and lockers. Use the large lockers during class only to lock up purses, wallets, books, and clothing. **DO NOT LEAVE BELONGINGS OUT ON BENCHES OR IN UNLOCKED LOCKERS.** If a lock is missing, notify the teacher immediately. If the lock cannot be found, the student will be charged \$10.00 for another lock. Do not keep large sums of money or other valuables in lockers. **Juneau-Douglas High School and staff members are not responsible for lost or stolen articles.**

### LOST & FOUND

The school cannot be responsible for lost items. Items turned in to the office that are clearly marked will be returned to the owner. Unmarked items will be placed in Lost and Found (located in the Commons). Please check with the main office if you have lost something. Unclaimed items are donated to charities at the end of semester/school year. Unclaimed items will be disposed of at the end of each quarter.

### LOST OR DAMAGED INSTRUCTIONAL MATERIALS / TEXTBOOKS

Students who willfully refuse to return loaned materials or who deface or otherwise make unusable real or personal property will have their grades, diplomas, and transcripts withheld until the debt is cleared. (Board Policy #5513).

### LOW LEVEL AGGRESSION

Teasing, shoving, horseplay, spitting, running, screaming, rumor mongering, and taking another's belongings are some examples of low-level aggression. Students engaging in low level aggression will be subject to discipline.

### MAKE-UP WORK

Students who have an excused absence from school will have the same number of days missed to complete makeup work.

### MEDICATIONS

Students who are taking prescription medications are required to turn the medication over to the school nurse, who will dispense the medication according to the printed directions, unless the student has received prior authorization to possess and personally administer the medication. Students with unauthorized medication found on their person or in their belongings are subject to disciplinary action.

### MESSAGES / DELIVERIES

Parents are requested not to call the school with messages for students unless it is an *emergency*. Flowers, balloons, birthday greetings and other items cannot be delivered to students at school. **Please do not use the school as a delivery address for these items.**

### NOTIFICATION OF DISCIPLINARY PROCEDURES

The District has an obligation to inform students and parents of the consequences of inappropriate behavior at school or at school activities. A review of the student handbook, which is made available to each student at the beginning of the school year, provides a summary of the disciplinary procedures of the Juneau School District. The complete text of all board policies and administrative regulations is available on the District's website. Parents are encouraged to discuss acceptable and unacceptable behavior with their children. **It is the responsibility of each student to read, understand, and abide by the rules and regulations contained in the JDHS handbook.**

### **OBSCENITY / PROFANITY**

Students are to use discretion in their choice of language. Profane and/or inappropriate language and/or gestures will not be tolerated. Obscenities include spoken or written profanities and obscene or sexual messages (implicit or explicit). Students addressing profanity to any staff member will be subject to disciplinary action.

### **OFF CAMPUS**

Students of Junior or Senior ranking can obtain an Off Campus Release. Students with Off Campus must be off campus 5 minutes after the last class/and no sooner than 5 minutes before the first class of the day.

**Shortened Day/Off Campus Request:** Students are encouraged to take full advantage of their public education opportunities. JDHS promotes the concept of students taking a full load of classes throughout their high school years. When a situation arises, however, in which a student does not take a full load, a parent signature is required which indicates that the student and the parent both understand the limitations placed on a student's off-campus status.

Students on a shortened day must leave campus as outlined above and **must abide by the passing restrictions** for hall traffic. There are times when a student who is assigned off-campus needs to use the library during the off-campus period. This is permissible if the student has a signed library off-campus agreement.

### **PARKING**

Parking on school site parking lots is **assigned only to JDHS staff, and visitor or handicapped vehicles.** Space near the main entrance is reserved for handicapped and VISITOR vehicles. There are no student parking spaces. Vehicles not registered and displaying the **current year JDHS parking sticker** may be issued a parking ticket and/or towed. Vehicles parked in assigned stalls or parked in the center lane of

the upper main lot will receive a ticket and/or be towed. If towing occurs, it is at owner's expense. **THERE IS NO STUDENT PARKING ON SCHOOL GROUNDS.** Repeated parking violations may result in suspension. (Board Policy #5514)

### **PEER MEDIATION**

JDHS is committed to restorative justice within its discipline grid whenever feasible. Peer mediation may be offered to students for a reduced suspension when the precipitating infraction is related to interpersonal conflict. For example, if a student agrees to mediation, his/her 10-day suspension may be reduced to 7 days. Peer mediation opportunity is always voluntary among all parties involved.

### **PERSONAL PROPERTY**

JDHS assumes no responsibility for the damage, theft or loss of personal property on school grounds. Individuals are cautioned not to bring large sums of money or other valuables to school. Do not leave items, including backpack or clothing, unattended. Students who have items lost or stolen should notify the police.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be said in school on a daily basis. Students may recite the following salute to the flag of the United States or maintain a respectful silence. ***"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."***

### **POSTERS AND FLYERS**

All posters and flyers should be school-related, and will be subject to administrative approval prior to being placed or distributed in the school. Posters and flyers are expected to be in good taste and exhibit accurate spelling and grammar. One designated bulletin board in the main entrance is for non-school related posters and flyers.

### **RESPIRATORY SENSITIVITY**

Use of fragrances including perfumes, colognes, and hair sprays can cause difficulties for individuals who suffer from asthma or other respiratory illnesses. Students should minimize the use of fragrances and consider others when using these products.

### **SAFE LINE**

The school "Safe Line" is a convenient and confidential means through which individuals may anonymously report unsafe or illegal activities on or around the school campus. The "Safe Line" affords individuals the opportunity to share information concerning drugs, graffiti, and threats of violence, weapons, theft, vandalism and any other safety security issues with school officials. **523-1555**

### **SEARCHES AND SEIZURES**

Under the Constitution, all citizens are protected from unreasonable searches and seizures. No student will be searched without his or her consent unless there is reasonable ground to suspect that a search will reveal evidence of a violation of law or school rules. In all searches, the means employed shall be reasonable under the circumstances.

Searches of a student's person or possessions shall be authorized by the Principal. Student consent to the search shall be sought, but is not required. When practicable, the Principal shall notify the student's parent and consult with one or more of the student's teachers and/or another administrator before authorizing a search. Wherever reasonably possible, a search of a student's person will be conducted in the presence of the student's parent or guardian, and a staff member in addition to the principal.

The following guidelines apply to searches of school property assigned to students (locker, desk, etc.):

1. Lockers and other school property may be searched anytime there is reasonable cause to suspect that the search will reveal evidence of a violation of law or school rules or anytime a search is necessary, in the judgment of school officials, to protect the health, safety or welfare of the student body.
2. School authorities may seize illegal items or other possessions that are reasonably determined to be a threat to the safety or security of others.
3. Items that are used to disrupt or interfere with the educational process may be removed from the student's possession.
4. Search and seizure also may occur when there is reason to believe that a student has abandoned the use of an assigned locker.
5. School authorities may seize items for health and sanitation reasons.

### **SEXUAL BEHAVIOR, INAPPROPRIATE**

Inappropriate sexual behavior includes, but is not limited to, departing, attempting to depart a student, indecent exposure, entering an opposite sex locker or restroom facility, possession and/or display of sexually explicit material in printed, photographic or electronic

form, and excessive public displays of affection, as well as sexual contact. Students engaging in this type of behavior will be subject to disciplinary action.

### **SMOKING / TOBACCO**

Smoking is not allowed on school grounds as specified in state statutes. Students are not allowed to use or possess tobacco products, including cigarettes, cigars or tobacco in a container. Violations of this policy will result in student discipline as well as referral to the Juneau Police Department.

### **SPECTATOR CODE OF ETHICS AND SPORTSMANSHIP**

All students must realize their importance in good sportsmanship. This refers to students who may be spectators as well as to those involved in play. According to the Alaska School Activities Association High School Handbook, if a spectator or player is guilty of unsportsmanlike conduct, the school will take appropriate action that can include but is not limited to suspension and/or barring from future contests/events.

#### **All spectators are expected to:**

1. Remember that the game is for the players. They are here because they want to play and enjoy the experience. Good sportsmanship will enhance this educational experience.
2. Refrain from distracting the players during play.
3. Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's performance is a demonstration of generosity and good will.
4. Treat the officials with respect before, during, and after a contest. A game cannot be played without officials as they are an integral part of the game; they should be considered impartial arbitrators.
5. Display good conduct. Even though you paid admission, the management has the authority to remove any spectator who does not conduct him/herself respectfully. Abusive language is to be avoided.
6. Remember the spectator's view of the game could be quite different from that of the official.
7. Recognize the fact that spectators represent the school, as do the athletes.
8. Respect, cooperate, and respond enthusiastically to cheerleaders.

### **STANDARDS OF BEHAVIOR**

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

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

**The assignment of consequences begins with the teacher. Any reasonable consequences related to an incident of student misconduct may apply. Students who fail to fulfill teacher assigned consequences are referred to the office. Teachers will contact parents prior to referring behavior problems to an administrator.**

### **STUDENT GRIEVANCE POLICY**

"Student Grievance" is any complaint of a student that arises out of the acts or policies of JDHS. At all steps in the grievance policy, the student has the expectation of privacy.

A student grievance will be resolved in the following manner:

1. Every effort should be made to resolve the dispute informally as soon as it arises. A student should make the grievance known to the staff member most closely involved, or to a guidance counselor. The person to whom the grievance is presented must meet with the student as soon as possible and, in good faith, attempt to resolve the matter informally and directly. That staff member must provide the student with a written response within ten work days following the student's initial notification to the staff member of the grievance.
2. If a grievance is not resolved informally, the student may, within ten work days after receipt of the staff member's decision, prepare a written statement to the Principal and include a request that any adverse action is suspended. The Principal must, within ten work days following receipt of the grievance, meet with the student, conduct an investigation and issue a decision, which can be appealed in writing to the Superintendent within ten work days (Board Policy #5710).

### **STUDENT EXPRESSION**

Students have rights of speech and expression that are protected at school. At the same time, the special needs of the school environment require some restrictions on student speech to protect the rights of others, to protect students' safety and well-being, and to prevent disruption to the educational process. Student expression that materially disrupts instruction; creates a hostile environment or interferes with others' instruction; bullies others; advocates the use of substances that are illegal to minors; incites violence; or urges the violation of law or school rules is

specifically prohibited. Refer to Board Policies for more information including 1120, 5511, 5520, 5550, 5721, 5722, and 5560.

### **STUDENT IDS**

All Juneau-Douglas students will be issued a Student Identification Card during orientation. After orientation they can be issued at the Activities Office. Student ID's are required to attend school dances and to receive a student discount for all athletic events during the school year. Lost or stolen IDs should be reported immediately to the Activities Office. A replacement fee of \$5.00 will be charged.

### **TEACHER AIDES**

Only 10<sup>th</sup>/11<sup>th</sup>/12<sup>th</sup> grade students are eligible to be aides. Students must complete the requirements of the student aide contract, which is done by the staff member who is requesting the aide. Attendance is a major part of the student's grade. Grading is Pass/Fail only. The Principal may remove an aide at any time.

### **TEXTBOOKS**

Textbooks are distributed at the beginning of each semester. The teacher will keep a record of the assignment of each textbook. The student must return the same textbook at the end of the year or pay for the replacement of the book, which ranges from \$10.00 to \$150.00. **Any student changing a subject after books have been issued must return the books already received for the subject being dropped.**

### **THREAT TO SELF OR OTHERS**

A student who threatens to harm others is subject to disciplinary action and may be removed from school pending the outcome of a risk assessment in conjunction with that action and an appropriate due process hearing.

### **TRANSCRIPTS**

The transcript is the official record of all courses taken and credit earned as well as the student's immunization record. It is maintained by the school and updated each semester. Only semester grades appear on transcripts. In addition, all test data from the **ACT** and **SAT** and **HSGQE** reported to JDHS, as well as cumulative grade point averages are included on transcripts.

***Transcript Request:*** Transcripts may be requested by completing the "Authorization for Release of Records" form. This form should be returned to the Registrar's Office located in the Counseling Office or faxed to 523-1640. Please allow a 24 hour wait period for transcript issuance. Call 523-1622 for additional

information. To expedite your transcript request, please provide the following information in writing:

- Full name
- Date of Birth
- Graduation Date
- Mailing address transcript is to be sent to.

### **VANDALISM/PRANKS**

This includes, but is not limited to, removing, misusing, destroying, defacing, or mutilating objects or materials belonging to the school, school personnel, or other persons. Pranks may also be defined as anything that creates a substantive disruption. Seniors engaging in acts of vandalism or pranks may be denied participation in graduation ceremonies.

### **VENDING MACHINES**

Machines dispensing snacks and drinks are available but may not be used during class time. Use these machines at your own risk; money will not be refunded. Students caught mis-using the machines are subject to disciplinary procedures.

### **VISITORS / GUESTS**

Individuals not currently enrolled at Juneau-Douglas High School must report to the main office upon entering the building. Failure to comply with this provision may result in prosecution for trespassing. Students from other schools, friends or siblings are not allowed to visit during school hours.

### **WEAPONS**

Students bringing weapons of any sort into a school or on school grounds will be suspended or expelled from the District for up to one calendar year, in accordance with the District weapons policy (Board Policy #5540).

***Prohibited weapons include:*** guns, bombs, explosives, firearms, axes, clubs, bludgeons, knives, leathemans, artificial knuckles, slingshots, firecrackers

or similar devices, mace, pepper spray, stun guns, air guns, pellet guns, and any item the purpose of which is to inflict bodily harm or to cause serious physical discomfort (laser pointers, bullets, etc.).

### **WITHDRAWAL FROM SCHOOL (EARLY)**

Students who must withdraw early are required to have their parents contact the school for a parent conference.

***Transfer Procedures:*** Students who transfer from school ten or more school days prior to the last day of school will be transferred with grades earned to date. It is expected that the student will be enrolling in another school district and that final credit earned will be determined at the new school. Credits will not be issued by Juneau-Douglas High School.

***Withdrawal Procedures:*** Students who withdraw less than ten school days prior to the end of the school year will be issued withdrawal grades and semester or year-long grades, as they apply. All work must be made up in advance before the student withdraws or credit will not be granted. **The Principal must approve this early withdrawal.**

### **YEARBOOKS**

Juneau-Douglas High School students produce the *Totem*, the school's yearbook for which they receive an elective credit. Orders for the yearbook are taken in the fall semester at the Activities Office. **Seniors are responsible for getting their senior portraits to the Totem staff by the announced deadline. The yearbook is a student publication. Some errors or omissions will inadvertently occur.**

### **YOUTH COURT**

Students involved for the first time in a suspendable offense, other than drugs, alcohol or violence, may, in lieu of part or all of a suspension, have the option of appearing before the Juneau Youth Court to be assigned consequences. Parent consent is required.

# DISCIPLINE GRID

## JDHS DISCIPLINE PLAN

### CATEGORY I

#### Minimum penalty of 1-10 days out of school suspension.

Definition: infractions which constitute a significant danger to the health, safety and well being of people or property within the school community. The following acts are prohibited on school grounds or other district property at any time; in transit to or from school or a school-sponsored/sanctioned activity in transportation provided by or arranged for by the district; at any school sponsored/sanctioned activity, or at any location or time in which a student's act affects the school community.

- |  |  |
|--|--|
| <u>1.01:</u> Possession or use of a deadly weapon:<br>a. firearms (includes guns, bombs and other items as provided in BP 5540)<br>- <b>recommend minimum one year expulsion</b><br>b. deadly weapons other than firearms (includes knives and other items as provided in BP 5540)<br>- <b>minimum 30 day suspension</b> | students, or other members of school community.  |
| <u>1.02:</u> Possession or use of commercial defensive devices (mace, pepper spray, etc.) or other potentially dangerous items (laser pointers, bullets, etc.)   | <u>1.07:</u> Arson, attempted or committed   |
| <u>1.03:</u> Abuse of Technology: unlawful or unauthorized access, theft, vandalism, fraud, etc.   | <u>1.08:</u> False alarm: fire, bomb threats, 911 calls  |
| <u>1.04:</u> Assault/battery/fighting/attempt to do bodily harm, passive supporters and participants   | <u>1.09:</u> Extortion   |
| <u>1.05:</u> Vandalism, destruction of personal or public property, graffiti, pranks   | <u>1.10:</u> Theft   |
| <u>1.06:</u> Verbal or physical harassment, intimidation, bullying, initiation, hazing, threats to staff,  | <u>1.11:</u> Distribution of controlled/illegal substance or paraphernalia<br>- <b>refer to Drug Use Discipline 5530R-2</b>      |
|  | <u>1.12:</u> Possession or use of controlled/illegal substance or paraphernalia<br>- <b>refer to Drug Use Discipline 5530R-2</b> |
|  | <u>1.13:</u> Motor vehicle violation   |
|  | <u>1.14:</u> Unsafe, defiant, disruptive behavior at assemblies or other school events   |
|  | <u>1.15:</u> Inappropriate sexual behavior, including public exposure of genitals, anus or female breast, and or sexual contact. |
|  | <u>1.16:</u> Multiple or repeated Category II infraction   |

### CATEGORY I CONSEQUENCES AND GUIDELINES

#### A. All sub-categories require the following actions:

1. An initial conference with the student and phone or written contact with parent or guardian;
2. Police referral/consultation for infractions that may constitute violations of law;
3. Minimum penalty of 1-10 days out of school suspension (minimum higher for many weapon, drug offenses); maximum penalty is permanent expulsion. Expulsion is the presumptive penalty for offenses that result in serious bodily injury (medical attention required) or significant property damage (felony degree offenses) and offenses of similar seriousness, including threats or attempts to cause serious injury or death.
4. Conference at school with parent(s), teacher(s), student and administrator and/or counselor before readmission to class.

#### B. Additional actions: In appropriate circumstances the following actions may be required in addition to, or in lieu of, other consequences:

1. Restitution/relevant community service.
2. Psychological evaluation or referral to outside agency.
3. Review of appropriate program placement.
4. Adoption or review of behavior plan.
5. Participation in educational program (anger management, etc.).
6. Exclusion from participation in activities.

#### C. Guidelines:

1. Failure to comply with assigned consequences will result in increased penalties.
2. A lesser or greater penalty than the minimum or maximum prescribed may not be imposed in any sub category of Cat. I or Cat. II, except by authorization of the JDHS Principal or the Superintendent. Expulsion may be imposed only by action of the Juneau School Board.
3. Administrators and teachers are expected to use sound judgment in ensuring that all consequences fit the degree, nature and other circumstances attending an infraction, including the disciplinary record of the student. Staff is charged with the duty to maintain consistency, fairness, and objectivity in all disciplinary matters, and to demonstrate the same thorough, appropriate documentation in every case.
4. Administrators will enforce teacher referrals for infractions of approved individual teacher disciplinary plans.

**Definition:** Infractions which constitute violations of school rules, policies, or teacher discipline plans. The following acts are prohibited on school grounds or other district property during school hours; in transit to or from school or a school-sponsored/sanctioned activity in transportation provided by or arranged for by the district; or at any school sponsored/sanctioned activity.

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| <p><u>2.01:</u> Failure to follow safety procedures (shops, labs, etc.); creation or possession of disruptive or unsafe materials</p> <p><u>2.02:</u> Failure to serve teacher-assigned detention</p> <p><u>2.03:</u> Failure to possess or use passes appropriately</p> <p><u>2.04:</u> Unauthorized presence in a restricted area</p> <p><u>2.05:</u> Unsafe, defiant, disruptive behavior, (non Category I)</p> <p><u>2.06:</u> Trashing/littering, improper use of and displays on or in lockers (pictures etc.)</p> <p><u>2.07:</u> Refusal to identify self or to respond to staff directive regarding behavior, bolting</p> <p><u>2.08:</u> Refusal to cooperate/assist in investigation</p> <p><u>2.09:</u> Forgery, misrepresentation (parent notes, academic dishonesty, etc.)</p> | <p><u>2.10:</u> Aiding or encouraging infractions, providing false alibis</p> <p><u>2.11:</u> Misbehavior while substitute present</p> <p><u>2.12:</u> Profanity or offensive language; violation of speech restrictions, including Board Policies 5511, 5520, 5550, 5721, 5722.</p> <p><u>2.13:</u> Excessive tardies</p> <p><u>2.14:</u> Misuse of technology (non-Category I)</p> <p><u>2.15:</u> Possession or use of tobacco, gambling</p> <p><u>2.16:</u> Truancy, skipping class, closed campus violation</p> <p><u>2.17:</u> Excessive display of affection or inappropriate sexual behavior (non-Category I)</p> |
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**CATEGORY II CONSEQUENCES AND GUIDELINES**

- A. All sub-categories require the following actions:**
1. An initial conference with the student and phone or written contact with parent or guardian.
  2. Detention, 1-8 hours.
- B. Additional actions:** The following actions may be required in addition to or in lieu of other consequences:
1. *Saturday detention (4 hours = 1 day) may be assigned for multiple infractions or for aggravated (extreme) infractions in any sub-category. Repeated or multiple infractions may be treated as a Category I offense (1.14 Cat. I). In addition, out of school suspension may be imposed for a single infraction where the nature and severity of the infraction warrant such discipline.*
  2. Confiscation of disruptive/unsafe materials.
  3. Restitution/relevant community service.
  4. Citation (tobacco offenses).
  5. Participation in education program (smoking cessation, anger management, etc.).
  6. Loss of credit for offenses involving academic dishonesty.
- C. Guidelines:** see Category I Guidelines

**DISCLAIMER**

**School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.**

**NOTE:** If you are interested in obtaining copies any of the board policies mentioned in this handbook, please contact the District Office at 523-1700, or send your request in writing to Juneau School District, 10014 Crazy Horse Drive, Juneau, Alaska 99801. Board policies and administrative regulations are also published on the District’s website.