

Metlakatla High School
STUDENT HANDBOOK

2024-2025



Table of Contents

1-0 Operating Information (Revised 5-23-18)

- 1-1 Letter from the Principal
- 1-2 Annette Island School District Vision and Mission Statements
- 1-3 Metlakatla High School Core values
- 1-4 Annette Island School District School Board/Superintendent
- 1-5 Metlakatla High School Staff (Revised Annually)
- 1-6 Metlakatla High School Business Hours
- 1-7 Metlakatla High School Bell Schedule (Revised Annually)
- 1-8 School Calendar (Revised Annually)
- 1-9 Metlakatla High School Course Offerings

2-0 Basic Expectations

- 2-1 Students Rights (Revised 11-15-15)
- 2-2 Student Responsibilities (5-23-17)
- 2-3 School Safety (Revised 8-13-14)

3-0 Attendance (Revised 5-23-18)

- 3-1 Compulsory Education (State Statute 12.30.010)
- 3-2 Absences (Revised 5-23-23)
- 3-3 Excused Absence and Make-up work
- 3-4 Planned Absences
- 3-5 Tardies (revised 5/23/23)
- 3-6 Detention (revised 5/15/23)

4-0 Grading (Revised 5-23-18)

- 4-1 Graduation Requirements (Revised 5-23-18)
- 4-2 Advanced Diplomas (Revised 8-13-14)
- 4-3 Graduation Cords (Revised 8-13-14)
- 4-4 Academic, Athletics, and Achievement Banquet (Revised 5-15-23)
- 4-5 Marissa Yliniemi Award (Revised 5-30-23)
- 4-6 Sarah Booth Servant Leadership Award (revised 5-30-23)
- 4-7 Honor Roll
- 4-8 Incompletes
- 4-9 Repeated Classes
- 4-10 Schedule Changes (Revised 5-15-23)
- 4-11 Summer School
- 4-12 PE Waiver
- 4-13 Credit for Algebra Taken in Middle School
- 4-14 Valedictorian/Salutatorian (revised 5-30-23)
- 4-15 CTE
- 4-16 Grade Point Average
- 4-17 Teachers, Student Aids, and COOP Programs
- 4-18 Graduation Ceremony
- 4-19 Common Grading Guidelines (Revised 5-23-18)
- 4-20 Advanced Placement, Honor Courses, and Dual Credit

5-0 Extracurricular and Co-curricular Activities (Revised 6-14-18)

- 5-1 Extracurricular Activities Start/ End Dates (Revised annually)
- 5-2 General Eligibility (Revised 5-30-23)
 - 5-2a: ASAA Participation Requirements
 - 5-2b: Local Participation Requirements (revised 5-28-24)
- 5-3 Student Council (Revised 5-31-23)
- 5-4 Behavioral Expectations Ferry/Plane/Hotel/Group Housing (Revised 6-25-15)
- 5-5 Youth Code of Conduct (Revised 8-30-16)
- 5-6 Class Extracurriculars

6-0 General Information

- 6-1 Field Trips
- 6-2 Volunteers (Revised 8-26-13)
- 6-3 Student Drivers (Revised 8-26-13)
- 6-4 School Boundaries
- 6-5 Drug Free School
- 6-6 Passes for Leaving School/How to Check Out
- 6-7 Lunch (Revised 6-25-15)
- 6-8 Dress Code (Revised 1-10-23)
- 6-9 Fees
- 6-10 Locks and Lockers
- 6-11 Visitors Guests (Revised 8-26-13)
- 6-12 Food and Beverages
- 6-13 Public Displays of Affection
- 6-14 Cell Phones, Pages, MP3 Players & Other Electronic Devices (revised (5-30-23))

7-0 Discipline Guidelines

- 7-1 Harassment and Sexual Harassment
- 7-2 Bus/Van Conduct (Revised 6-25-15)
- 7-3 Technology Guidelines
- 7-4 Detention (Revised 5-30-23)
- 7-5 Suspension (Revised 6-25-15)
- 7-6 Consequences for Unacceptable Behavior (Revised 8-30-16)
- 7-7 Inappropriate Behaviors

8-0 Student Health and Safety

- 8-1 Medications (Revised 8-30-16)
- 8-2 Infectious Diseases (Revised 8-30-16)
- 8-3 Immunizations (Revised 8-30-16)
- 8-4 Emergency Drills (Revised 8-30-16)
- 8-5 Student Illness/Injury at School (Revised 8-30-16)

9-0 Counseling Services

- 9-1 Guidance Program (Revised 8-30-16)
- 9-2 Scheduling Classes
- 9-3 Post Secondary/Dual Enrollment/ Independent Study
- 9-4 Withdraw and Summer Checkout Form

1-0 Operating Information

1-1 Letter from Principal

Principal's Message

I hope you are enjoying a wonderful summer! I am so delighted that you are part of our amazing learning community. I welcome and value your positive energy and dedication to excellence in education, and I look forward to working with you and your children.

2024-2025 is going to be an amazing school year! On behalf of the faculty and staff, I would like to welcome you all and encourage you to be involved and active in the amazing things that we have to offer here at MHS. We are truly going places and impacting the world around us.

This revised student handbook provides a guide to the rules and basic procedures that govern our school. Families are encouraged to contact the school with any questions concerning this handbook or addressing the needs of their students. This guideline helps our school to provide a structure for the daily operation of our student body and may require additional communication on our part with a family to navigate situations that are as special as our students.

Thank you to all who are helping prepare for the new school year. Your commitment to ensuring that Metlakatla High School remains a celebrated and successful school is awe-inspiring. I eagerly look forward to greeting students and families as the principal and hope to carry on a tradition of engagement and awareness that is unique to Alaska. Please stop by and say hello. Together, I know we will make this school year one of growth and achievement for all children.

Our focus continues to be on the Annette Islands School District's Vision Statement:

Sagayt k'üülm goot

(All of One Heart)

Pulling together to foster compassionate, resilient, culturally empowered and mindful citizens while promoting high academic expectations to ensure success within a changing world.

Annette Island School District
Metlakatla High School

Wayi Wah!

Mr. Mike Nigus
Principal, Metlakatla High School
mnigus@aisdk12.org

1-2 Annette Island School District (AISD) Vision and Mission:

Mission Statement:

Sagayt k'üülm goot (All of One Heart)

Pulling together to foster compassionate, resilient, culturally empowered and mindful citizens while promoting high academic expectations to ensure success within a changing world.

1-3 MHS Core Values:

1. Work hard
2. Do the right thing
3. Care about others
4. Carry your name

Ayaawgm wap suwilaay'nsgm (Rules of our school) translated by Mevia Nelson & Shu Guyna

1. Sgüü dm k'wilo'ogn. (You should be industrious/hardworking)
2. Gyiloom dza libagayt waan. (Do not do the wrong thing.)
3. Amaniidzn txá'nii gyet (Care/look after all people)
4. Sa'aamł waan (Make your name good)

1-4 District Information

Annette Island School District
PO Box 7
Metlakatla, AK 99926

Administration:

Superintendent: Mr. Taw Lindsey 886-6332
K-5 Elementary Principal: Mrs. Shannon Hudson 886-4121
6-8 Middle School Principal: Mr. Kevin Younger 886-6095
9-12 High School Principal: Mr. Mike Nigus 886-6000
Athletic Director: Kevin Younger

School Board Members:

Darcy Booth, Franki Williams, Lucione Leisholmn, Colleen Brendible, Gatgyeda Haayk

1-5 2024-2025 High School Staff (Revised 08-16-21)

Mrs. Linnea Ott: Secretary
Mrs. Chelsea Martinez: School Counselor
Mr. Josh Gifford: English
Mrs. Sally Hayward: Math
Mr. Tony Scott: Math/Health/PE
Mr. Tadd Yliniemi: Wood Shop
Mr. Brian Leask: Science

Mr. John Hudson: Native Art
Mr. Owen Fulton: Social Studies
Ms. Victoria McCoy: Tsmishian Culture Teacher
Mrs. Amanda Schoolland: Music
Mr. Tyson Hayward: Welding
Mr. Mark McCarty: Scuba
Mrs. Missy Nigus: Special Education
Mrs. Brielle Byman: HS Custodian
Mr. Dan Hewson: HS Custodian
Mr. Shelby Milne: HS Custodian
Ms. Brandi Patterson: Para
Ms. Katrina Anderson: Para
Mrs Faison Marsden: Para
Mrs. Kristen Johnston: Para
Mr. Franklin Dundas: Para
Mrs. Ann Clark: Food Services Manager
Mr. Marty Vera: Food Services
Mrs. Richelle Johnson: Food Services
Mrs. Stacy Leask: Food Services
Mrs. Cynthia Hudson: Nurse

1-6 Business Hours

School Office Hours: 7:45 AM - 3:45 PM Monday-Friday
Library: 5:00 PM - 9:00 PM Monday-Wednesday
5:00 PM - 9:00 PM Friday
10:00 AM - 2:00 PM Saturday

School Contact Information

Cell (907)617-6197
Office (907)886-6000

REMIND # text 81010
type a text @metla to sign up

1-7 Bell Schedule: Metlakatla High School (Revised 8-15-23)

MHS Schedule: Regular Day
Monday-Thursday
2023/24

	Breakfast	8-8:40
	1 st Period	8:45-9:35
1 +	2 nd Period	9:40-10:30
	3 rd Period	10:35-11:25
	MS Lunch	11:30-12:00
	MS 4th Period	12:05-12:55
	HS 4th Period	11:30-12:20
	HS Lunch	12:25-12:55
	5th Period	1:00-1:50
	6th Period	1:55-2:45
	7th Period	2:50-3:40

**Friday Schedule for MHS
 TEMPLATE
 Growing Leaders will rotate every week which period is doing it**
 Pathful****

Breakfast-Teacher Prep	7:45-8:05
1st Period	8:10 Attendance
Assembly Time	8:15 -8:40
1st Period	8:45-9:20 Growing Leaders (week 1)
2nd Period	9:25 - 10:00
3rd Period	10:05 - 10:40
4th Period	10:45 - 11:20
5th period	11:25 - 12:00
HS Lunch	12:00 - 12:30
6th Period	12:30- 1:05
7th Period	1:10 - 1:45

MS Lunch 11:30 - 12:00

1-8 2024-2025 School Calendar

2024-2025 SCHOOL CALENDAR

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4th Independence Day

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st New Year's Day
 6th Teacher In-Service
 7th Teacher Work Day
 8th Students back to school
 17th End of Quarter 2

Number of In-service Days: 2
 Number of Student Days: 18
 Number of Teacher Days: 21

August 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19th-23rd Admin & Secretaries
 26th-30th In-Service
 31st Teacher Work Day

Number of In-service Days: 5
 Number of Student Days: 0
 Number of Teacher Days: 6

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17th Presidents Day no school
 21st In-Service

Number of In-service Days: 1
 Number of Student Days: 18
 Number of Teacher Days: 20

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2nd Labor Day
 3rd 1st Day of School

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

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st Early Out Spring Break
 10th-14th Spring Break
 21st End of Quarter 3

Number of In-service Days: 0
 Number of Student Days: 16
 Number of Teacher Days: 16

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Number of In-service Days: 0
 Number of Student Days: 23
 Number of Teacher Days: 23

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9th-10th PT Conferences Early Release
 14th -18th State Testing
 25th Early Out Good Friday

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

NOVEMBER 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1st End of Quarter 1
 6th-7th PT Conferences
 22nd Early Out Thanksgiving Break
 28th-29th Thanksgiving Break

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

May 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

24th High School Graduation
 26th Memorial Day no school
 29th 8th Grade Promotion
 30th Last Day of School

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

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15th Early Out Christmas Break
 23rd -Jan. 3rd Christmas Break

Number of In-service Days: 0
 Number of Student Days: 15
 Number of Teacher Days: 16

JUNE 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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

Early Release: Students are released only
 Early Out: All staff & Students

***Every Friday is an early release unless listed as an out**

1-9 2024-2025 School Year Course Offerings ((Revised 8-15-22)

Disclaimer: Classes may change based on student need

Alaska History, Economics, US Government, US History, World History, Ts'msyen Studies, Marine Biology, Chemistry, Advanced Marine Biology, Algebra, Business Math, Geometry, Algebra II, Pre-Calculus, Language Arts, Health, PE, Weight Training, Band, Choir, Coding, Woodshop, Metals, RHINO Production, Scuba Diving Freshman & Senior Seminar, and Native Art, Sewing, and Theater.

2-0 Basic Expectations

2-1 Students' Rights (Revised 5-23-18)

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

- To attend classes offered by the Board of Education
- To have access to appropriate learning materials
- To receive quality instruction
- To be informed of assignments, assessments, and learning expectations through a syllabus for each class.
- To have access to the privilege of participating in school activities
- To be guaranteed "due process" in disciplinary matters, including, 1) an opportunity to hear the alleged facts against them 2) an opportunity to tell their side of the story 3) an opportunity to contest the alleged facts against them 4) an opportunity to appeal decisions made against them 5) an opportunity to include parents-guardians in the process.
- To exercise the "Opt Out" right to direct my school and school district shall not release my name, address, and telephone number listing to military recruiters, college recruiters, and/or universities without prior written consent. To exercise the "Opt Out" right, students may use the "Opt Out" form provided in the student registration packet, contact the school directly and speak with the principal or counselor at 907-886-6000, or email the principal at mnigus@aisdk12.org

2-2 Student Responsibilities (Revised 5-23-17)

Students enrolled in the Annette Islands School District have the responsibilities:

- To be present and actively engaged in all of their classes
- To refrain from disrupting the teaching and learning process
- To show courtesy and respect for all others
- To refrain from derogatory statements against students, staff, and the school through social media.
- To follow all school and classroom rules
- To be cooperative and helpful
- Respect and courtesy shall be shown to all persons who come to our schools to speak or work with students. The rules of common courtesy will always apply.

2-3 School Safety (Revised 8-13-14)

The following safety protocols shall be enforced:

- According to school board policy, BP 5131.7, **NO WEAPONS** of any kind are allowed on campus.
- Weapons are defined by the Board, by regulation, as "deadly weapon", "dangerous instrument", and "firearm".
- "Deadly Weapons", "Weapon", and "Dangerous Instruments" are defined by the Board, by regulation, as: anything designed and capable of causing death or serious physical injury, including, to the extent they are not already included in the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or other explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, bass knuckles or artificial knuckles of any kind, any axe or club.

- Harassment, sexual harassment, & bullying shall not be tolerated and are subject to disciplinary action.
- The school and school grounds are monitored by video and audio surveillance for student, staff, community, and property safety and security.
- **Lockers are a permanent fixture of the school and are subject to search by school officials.** It is the responsibility of each student to keep his/her locker locked. The school is not responsible for lost or stolen items. Students are encouraged not to bring valuable or expensive personal items to school or to store them in their lockers. Lockers are a privilege and access to them is at the beginning of the day, end of the day, and during the passing period only.

3-0 Attendance (Revised 5-23-18)

3-1 Compulsory Education (State Statute 12.30.010)

School attendance is required under the Compulsory Education Statute. Every child between seven and sixteen years of age shall attend school at the public school in the district in which the child resides during each school term. Every parent, guardian or other person having the responsibility for or control of a child between seven and sixteen years of age shall maintain the child in attendance at a public school in the district in which the child resides during the entire school term, except as provided in (b) of the state statute.

The expectation of Annette Islands School District is that students will attend all classes daily, consistently demonstrate on-time behaviors, and follow the rules of common courtesy. [Board Policy 5113a] The responsibility of regular school attendance lies with the student and his/her guardians. Efforts will be made to work with families to address excessive attendance issues. However, if these efforts are not successful, excessive absences may be reported to Social Services. Maximum success in school is highly correlated to a total commitment to attendance at school. The following Attendance Policy is based on this major factor.

3-2 Absences

Students are allowed a maximum of 15 days total absences, not including school activities, per semester. This includes excused and unexcused absences. The main issue is not whether the absence is excused or not excused. It is that the student is not in class. **On the 16th day of absence, the student can lose credit for that class. All missing work is to be coordinated by the student partnering with the teacher and aligned with the teacher's late/missing work policy in their syllabi.**

The absences will be tracked per class and parents/guardians will be notified and reminded of the policy on Students receiving no credit for non-attendance will have a “NC” recorded on their transcript and counted in the grade point average as an “F”. Therefore, according to the Student Extracurricular Activities section of the handbook, they will be ineligible to participate in extracurricular activities, including scrimmages, games, and travel.

- The waiver committee, consisting of the principal, counselor, and two teachers may, for exceptional circumstances (serious medical condition), grant a waiver to exceed this number. A waiver for attendance must be requested in writing, dated, and signed by both the parent(s)/ guardian(s) and the student. All waiver requests (including supporting documents) must be submitted before the last day of the semester. In granting a waiver, the following criteria will be considered.
 - Reason for the absence including documentation and circumstances beyond the student’s control.
 - The amount of work completed, including make-up work, as verified by the teacher or teachers.
 - If the parents/ student does not agree with the decision, they can go through due process procedures and appeal to the superintendent.

- Students who are 16 years or older and who miss 16 days of school are required to meet with the principal and their parents to discuss attendance options.
- Students who are under the age of 16 are required by law to attend school, even though they might not earn credit.
- Students who have 10 or more consecutive unexcused absences will automatically be dropped from the school roster per state regulation.

3-3 Excused Absence Makeup Work

Students who have an excused absence from school will be expected to make up work missed in each class.

Late work policy will be handled in each teacher's syllabus.

3-4 Planned Absences

Planned absence requests, including family vacations & any commercial fishery, are required to be submitted to the principal a minimum of one (1) week prior to departure and may be considered on a case-by-case basis.

Approved absences for family vacations & any commercial fishery will count towards the 15 days maximum absences per semester. Check out forms can be found at the office to notify staff a week in advance.

3-5 Tardies (revised 5-28-24)

It is the responsibility of each student to be in his/ her seat when the bell rings. Students shall have a pass from their previous teacher or from the office when tardy during the school day. After two tardies in a given quarter, the student will receive a 15 minute detention for every tardy thereafter. If a student reaches a fifth tardy, they will no longer be eligible for open lunch, and will receive a 30 minute detention for every tardy after. Students who are 20 minutes or more tardy for class will be considered absent from that class. Regardless of whether the absence is Excused or Unexcused, the student will go to class. Eligibility for participating in after school activities could be affected.

3-6 Detention (revised 5-15-23)

Students can earn detention for behaviors or tardies. Students will serve detention after school and will not be allowed to have their cell phones during this time. They can work on physical homework or read a book, unless otherwise coordinated with the principal. Cell phones will be turned in at the beginning of the detention period, and returned as they depart.

4-0 Grading (revised 5-23-18)

4-1 Graduation Requirements (Revised 2024-2025)

Students shall receive a diploma of graduation from high school only after meeting all State of Alaska and Annette Island School District requirements. Students receiving these diplomas from Metlakatla High School will be required to be full time enrolled students.

Below are Metlakatla High School Diploma track offerings.

Alaska State High School Diploma Credit Requirements

To earn a Alaska State High School Diploma a student must show a level of academic skill and work ethic. This diploma is set to the state standard of education. The credits are outlined below.

Language Arts-4.0

Science-2.0

Social Studies-3.0

Electives-8.0

Math-3.0

Health/Physical Education-1.0

Total Credits to Graduate-21

Metlakatla High School Diploma Credit Requirements

To earn a Metlakatla High School Diploma a student must show a level of academic skill and work ethic. This diploma is rigorous and sets the standard of students being prepared for entry level careers and college programs. The credits are outlined below.

- Language Arts-4.0
- Social Studies-3.5
- Math-3.0
- Science-3.0
- Health-0.5
- Physical Education-1.5
- Vocational/Fine Arts-1.5
- Electives-6.5

Total Credits to Graduate-23.5

Metlakatla High School Advanced Diplomas Credit Requirements

To earn an advanced diploma a student must show a high level of academic skill and work ethic. The advanced diploma is aligned with the Alaska Performance Scholarship (APS) and is an honor awarded to students who go above and beyond in their academic studies and take rigorous courses. To receive an advanced diploma a student will need to receive a grade point average of at least 3.5 and complete a minimum of 27 credits. The credits are outlined below.

- Language Arts-4.0
- Math-4.0
- Health-0.5
- Vocational/Fine Arts-2.5
- Social Studies-4.0
- Science-4.0
- Physical Education-1.5
- Electives-6.

Total Credits to Graduate-27

4-3 Graduation Cords (revised 5-15-23)

Cords	Activity	How to Earn
Pink	Music	Cords are awarded for participating in band or choir for all four years of high school
Blue & White	DDF	Completion of 1 full season
Yellow	Advanced Diploma	Earned an Advanced Diploma
Red and White	Scuba	Master diver with 50 dives
Green	Student Government	Holding a position for a complete year
Purple	College Credits	Earned college credit during high school

4-4 Academic, Athletics, & Achievement Banquet (revised 5-15-24)

This honors banquet will be held in April or May to honor the Academic and Activities achievements of that year. This is open to the public.

4-5 Marissa Yliniemi Award

During Marissa's high school career she was an outstanding student-athlete. Her accomplishments set her apart and her work ethic is one that should be acknowledged and modeled. Here is the criteria:

3 Sport

4 time Varsity Letter

4.0 GPA

4-6 Sarah Booth Servant Leadership Award

Designed by Principal Mike Nigus. Sarah Booth was a servant leader in Metlakatla Indian Community who's contribution to others is still present today. Criteria for this award is students who are seen as "we before me", they are the first to step up and help, and model encouragement to others.

2023 Recipient Trinity Jackson Jr

2024 Recipient Sarai Buffalo

4-7 Honor Roll (Revised 8-16-21)

A student earning a 3.0 grade point average and no "F's" in a semester will be placed on the Metlakatla High School Honor Roll. A student earning a 3.5 grade point average and no "F's" in a semester grading period will be placed on the Metlakatla High School Principal's List.

4-8 Incompletes (Revised 6-25-15)

According to BP 5121/ AR 5121, an incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within six (6) weeks, the incomplete will become an F.

4-9 Repeated Classes (Revised 8-30-16)

With the approval of the principal or designee, a student may repeat a course in order to raise their grade. The student shall receive credit only for taking the course once. The highest grade received will be the permanent grade on the student's transcript (AR5121).

4-10 Schedule Changes (Revised 5/17/22)

Classes may be changed only during the first week of any given semester and then only under the following conditions:

- The change is possible in terms of the student's schedule.
- The change will not overload a particular class.
- The change keeps students on track to graduate.
- The principal, counselor, teacher, and parents approve the change.

4-11 Summer School (revised 5-15-23)

Students have the opportunity for credit recovery to earn up to a 60% D in a class they have previously failed.

4-12 PE Waiver

Students who complete a **full season** of a recognized sport can receive $\frac{1}{2}$ (0.5) credit towards their P.E. requirement. This will be limited to one (1) credit for a student's high school career.

4-13 Credit for Algebra taken in Middle School (Revised 6-25-15)

A student who completes and receives a passing grade in Algebra during Middle School may receive up to one high school credit that may be applied to graduation requirements. However, the student will still be required to complete and pass three additional high school math credits according to graduation requirements. The Algebra credit will count towards the Alaska Performance Scholarship.

4-14 Class Standings/Valedictorian/Salutatorian (Revised 10-17-17)

SHALL BE DETERMINED ACCORDING TO BOARD POLICY

Metlakatla High School definition of a full time student. A full time student is an individual who is enrolled and attends every class period during a school day and MHS is the primary source of their core credits.

4-15 CTE (Career and Technical Education)

It is recommended that Career and Technical Education (CTE) courses be followed in sequential order as outlined in course handbooks. Students should begin in level I and progress through level IV, based upon their completion of predetermined standards and skills. Some students may be able to advance through coursework faster than others. Teachers will determine when and how students show proficiency in each standard.

Curriculum will designate when each level is completed. Current CTE programs offered at Metlakatla High School are: Woods, Construction, Metals, Scuba, Native Art, and Radio Production.

4-16 Grade Point Average (Revised 8-30-16 and 1/10/23)

Grades will be calculated based on a 4.0 grading scale.

- A=4.0 B=3.0 C=2.0 D=1.0 F=0

The grade point average is determined by adding up the number received for each class and dividing by the number of classes taken.

- For Advanced Placement (AP) courses: A=5.0, B=4.0, C=2.0, D=1.0, F=0
- For Dual Credit courses: A=5.0, B=4.0, C=3.0, D=2.0, F=0 Must be supported by official college transcript.
- Rigorous classes also qualify for 5.0 scale: Pre Cal, 8th Grade Algebra, Chemistry

4-17 Teacher's Student Aides & Co-op Programs

Juniors and seniors may be permitted to be teacher aides and/or participate in a co-op class outside of school provided they received no "D" or "F" grades in the prior semester. Teacher's student aides and co-op students must receive approval from the principal.

4-18 Graduation Ceremony (Revised 5-31-2024)

Students shall complete all graduation requirements from the State of Alaska and the Annette Island School District prior earning a diploma from Metlakatla High School and participating in the graduation ceremony. Students are allowed to decorate their graduation caps in accordance to cultural, college, and/ or career related themes and in accordance with dress and grooming guidelines. In addition, traditional regalia shall be allowed in place of graduation caps and gowns.

4-19 Common Grading Guidelines (Revised 5-23-18)

Teachers shall consider multiple points of data when assigning grades and are encouraged to allow for trends in the quality of student work (AR 5121). At a minimum the following guidelines shall be implemented:

- Formative Assessments (homework, bell ringers, reading logs, etc.): 40%
- Summative Assessments (exams, tests, quizzes, projects, etc.): 50%
- Career Readiness (problem solving, professionalism/ work ethic, leadership, organization): 10%
- According to board policy, teachers may consider significant changes in student progress later in the grading period and adjust grades accordingly (AR 5121).

4-20 Advanced Placement/ Honors Courses/ Dual Credit (Revised 1/10/23)

According to AR 5121, the District wishes to encourage high school students to take advanced placement and honors courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses.

- For Dual Credit courses: A=5.0, B=4.0, C=3.0, D=2.0, F=0 Must be supported by official college transcript.

5-0 Extracurricular and Co-curricular Activities (Revised 5/17/2022)

Research shows the most common indicator of success for adults, after they leave school, is having participated in school and community activities. Students going to college or who want to apply for scholarships for their post-secondary education will find that participation in school and community activities counts heavily toward their selection. In recent years, there has been a proliferation of scholarships aimed toward students who do extensive volunteer and community service and who have participated in these activities.

The most active students appear to be the happiest. While you are planning your four years of course work, you should also plan to be involved in the many opportunities provided by the school such as sports, student government, band, and special clubs and organizations. From your activities, as well as your classes, you will learn important skills for the “real” world, such as leadership, time management, cooperation, and social skills. Great enjoyment can come with your willingness to get involved and be active!

5-1 Extra Curricular Activities

ACTIVITIES CURRENTLY OFFERED AT MHS FOR 2024-2025:

Activity	Start Date	First Event	End Date
Cross Country	July 31	Aug 15	October 5
Native Youth Olympics			
DDF	August 30	September 16	February 28
Volleyball	September 11	September 26	December 7
Wrestling	October 2	October 17	December 21
Boys Basketball	December 4	December 19	March 15

Girls Basketball	December 4	December 19	March 15
Pep Band	August 30	February 11	March 8
Pep Club			
Cheer	December 4	February 11	March 8

5-2 General Eligibility (Revised 5/17/22) 2.0 & NO F's

5-2a Current State Guidelines (ASAA) for Participation 2024-2025 School Year

Age:

- If a student is 19 years of age on or before August 1, 2024, the student is INELIGIBLE. Students can apply for an age waiver if in good standing.

Maximum Participation:

- If previously participated in four seasons of a specific activity, the student is INELIGIBLE OF THAT ACTIVITY.
- If first enrolled in 9th grade prior to the 2024-2025 school year, the student is INELIGIBLE.

Academic: In order to be eligible, a student must:

- (Except for first semester freshmen) have passed at least five (5) semester units of credit, or equivalent during the previous semester, with an overall 2.0 GPA for the semester. Students who passed the required number of classes but who did not maintain an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system. And
- Be enrolled in at least five (5) semester units of credit or the equivalent during the current semester and maintain an overall 2.0 GPA for the semester. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system

5-2b Local (AISD) Requirements and Procedures for Participation (Revised 5-23-18 and 5/17/22, 1/10/23)

Activity and Athletic Eligibility Determination Process

Annette Island School District Eligibility Requirements: (Revised 1-10-23)

For all freshmen, sophomores, and juniors, as well as seniors who are not on track to graduate, must be enrolled in a minimum of courses needed to receive 2.5 units of semester credit or equivalent at School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting credit toward graduation from the school district or School of Eligibility.

Must maintain at least an overall 2.0 GPA with no F's during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA and no F's may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA and no F's within the school's grading system.

Must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program).

The requirements for Special Education students participating in Unified Sports, as “Athletes”, will be determined by the student's IEP team.

The eligibility ran for the regional competition will be the check for the state competition as well to allow for travel and planning for the district and coach.

Process for Determining Eligibility: (Revised 5-28-24)

- The first Eligibility Check of the 2024-2025 School Year will be determined at the beginning of the year.

September 13th
September 27th
October 11th
October 25th
November 8th
November 20th (this is a Wednesday)
December 6th
Christmas Break
January 3rd
January 17th off of Final 1st Semester Grades
February 7th
February 21st
March 5th Determines Regional & State (this is a Wednesday)
SPRING BREAK
March 22nd End of Quarter
April 4th
April 18th
May 2nd
May 16th

- All student work will need to be turned in on September 13th, 2024
- NO WORK WILL BE ACCEPTED BY TEACHERS FOR THE PURPOSE OF DETERMINING ELIGIBILITY AFTER SEPTEMBER 13TH.
- The Principal will review grades and will notify Coaches/Advisors of those students that are ineligible to participate in Athletic and/or Activities.
- Eligibility Checks will be made every 2 weeks on Fridays thereafter.
- Student work will always need to be turned in by 3:30pm on the Thursday before the Friday Eligibility Check.
- Should the Eligibility Check fall on a week where there is no scheduled school on Friday, the check will be done on the last day of that week. For Example: On a week where there is no school on Thursday and Friday, work will need to be turned in by Tuesday and the Eligibility Check would take place on Wednesday.
- Eligibility check will run Friday @ 3:30pm

- The Eligibility Status of a student goes into effect on the Monday after the Eligibility Check.
- Students that are deemed to be ineligible may practice with the team, however they may not compete or travel with the team until they are cleared during the next Eligibility Check.

Academic Supports

- When a student is determined to be ineligible, the student is expected to be at school, working with their teacher(s) during Zero Hour & after school study hall.
- Students are responsible for logging into their PowerSchool every day and identifying missing work.
- Students are responsible for communicating and collaborating with their teachers and coach.

Students must fulfill all grade and legal requirements according to State guidelines (ASAA) for all activities, as well as the following AISD guidelines:

- **Academic:** Students are expected to maintain passing grades. Semester grade checks will be performed every two (2) weeks. In order to remain eligible to travel and/ or participate in any competition (scrimmage or actual game) students must maintain an **overall 2.0 GPA & no F's**, Students who do not meet the eligibility requirement at the time of the grade check will be considered ineligible. Students will remain ineligible until the minimum 2.0 GPA is met. Students who are considered ineligible will be referred to academic support.

Grades of “Incomplete” (I) and/ or “No Credit” (NC) are considered as not passing (F’s) until the “Incomplete” or “No Credit” is changed to a letter grade on official school records.

- **Paperwork:** Region V competitors must meet the following criteria before becoming eligible to participate in practice and/ or events:
 - Extracurricular Policies Agreement on file
 - Current Physical Examination on file (within current school year)
 - Consent for Student Travel and Participation of file
 - TAD Play for Keeps Acknowledgment Form on file
 - Parent/ Student Acknowledgment and Consent for Concussion Information on file
 - 10 days of practice before competition. However, if a student is currently eligible in another sport at the time of the season starts, the 10 day practice rule is reduced to 5 days to establish eligibility
 - Youth Code of Conduct on file
 - Emergency Contact and Consent-to-treat form.
 - Authorization to Release Medical Information
 -
- **Other Requirements:**
 - A student must join a team or organization within the first two (2) weeks from the first day of practice in order to be eligible to participate. Exceptions are overlapping sports, known medical leave, transfer students or sports falling before the first day of school.

Students in these exceptional circumstances must contact their coach/ advisor and make special arrangements within a week after their “exception”.

- Students in overlapping sports must declare their intention to join another sport within one week of the initial sport ending and have five (5) practice days from the termination of one sport to join another sport.
 - Students are expected to finish what they start; therefore, any student that has ten (10) practices in a sport is considered a part of that team for the remainder of that sport season. In addition, for students in overlapping sports that have declared their intention to join the new sport, accumulated the minimum five (5) practices, and/ or participated in at least one school sponsored event in that sport (at home or away) shall be considered part of the team for the remainder of that sport season.
 - Students are not allowed to quit one sport to participate in another. Any student that is considered part of the team and quits a sport may not participate in another sport until the first sport’s regional tournament is complete.
- **School Attendance/ Travel Requirements:** The expectation of Annette Island School District (AISD) is that students will attend classes daily, consistently demonstrate on-time behaviors, and follow common rules of courtesy. [Board Policy 5113a] [Alaska State Statute 14.30.010]
 - **Students must attend all of their classes on any given day or they will not be permitted to practice, dress and participate in a scheduled game, activity, or performance on that day, or travel to an activity on that day.** Packing the morning of is not an excuse to leave a class. AISD believes that if a student is too sick to be in school, then they are too sick to be at practice. In other words, whether an absence is considered “excused” or “unexcused” is not the issue. Rather, regular attendance in the classroom is expected on a daily basis. Two exceptions exist to this eligibility issue:
 - When a student must miss class to attend a medical appointment and submits to the principal a note signed by the appropriate medical personnel. **This exception only applies to the situation when a student must miss a small portion of the school day to attend a local appointment. Out-of-town appointments (i.e. Ketchikan) will be handled on a case-by-case basis by the principal.*
 - When a student receives approval from the principal to miss class to attend a funeral or in response to a family emergency.
 - Students caught skipping, truant, or leaving campus without permission (students must sign out in the office) will not be allowed to attend practices, games, or performances. A student who is suspended, either in-school or out-of-school, may not participate in practices or games during the suspension period.
 - Repeated absences and/ or tardies may result in a student’s loss of eligibility for a period of time specified by the athletic director and/ or principal.
 - **Travel Requirements:** All school rules apply while students are traveling with extracurricular activities.
 - Traveling students must be in all classes on the day of travel, up until departure, to be eligible for participation. If the departure time is scheduled before school starts, then students must be in all classes the entire day before travel. Traveling students must also be in all classes on the day after travel, unless they have a note from the doctor.
 - To be eligible for travel, students must submit a Homework Check Form from all of their teachers listing any work that they will miss. The Athletic Director and/ or High School Principal will perform the grade and behavior checks and will make all eligibility and travel decisions.

- If a student is not eligible at the scheduled time of departure for the team or group, that student will not be allowed to travel at an alternate time; he/ she is deemed ineligible for the entire trip.
 - Upon return from travel, all assigned work must be turned into the respective classes according to guidelines established in the student handbook.
 - Traveling students who violate laws or school rules may be sent home by the first available transportation, at the student's own expense. Students violating major school policies, including curfew and drug/ alcohol policies, may lose travel privileges for up to a calendar year.
 - If a student wishes to visit with family while on a trip, prior arrangements must be made in a written format to the principal and chaperone/coach. This written format should include a signature from the custodial caregiver. Family visitation must be coordinated with a chaperone/coach before leaving on the trip. **ALL TRAVEL AND SLEEPING ARRANGEMENTS WILL BE WITH THE SCHOOL/TEAM**
 - Upon returning from a school related trip, students and staff will be expected to be in attendance at the school within 1 hour of being dropped off at the school.
- **Good Standing:** Students representing Metlakatla High School and Annette Island School District are expected to behave in a mature and responsible manner. Participation in activities is a privilege, not a right. A coach or an administrator has the right to deny a student's participation in activities. Student's must be in "good standing" with the school in order to be eligible for practice, competition, or travel in extracurricular activities. Good standing entails all of the State and local requirements in addition to the following:
 - Students must attend practice regularly.
 - Students must comply with the Youth Code of Conduct.
 - Students must have no major office referrals or disciplinary issues prior to or during an individual event/ activity or season (this includes repeated behavior and attitude problems in and out of the classroom). Such incidents may affect eligibility to practice, participate, compete or travel.
 - Students found in violation of the ASAA's TADD (Tobacco, Alcohol & Drug Free) policy regarding using tobacco, alcohol, e-cigarette/vaping device or a controlled substance will be suspended from activities for 10 calendar Days and must complete TAD Online Drug and Alcohol lessons prior to regaining eligibility to participate in school activities. Additional penalties may be imposed by the coach, athletic director, or principal on a case-by-case basis. Infractions that occur within the school or while students are on a school trip will result in more serious disciplinary measures. (05/21)

- **Random Drug Testing Policy:**

AR 5131.61 STUDENT ATHLETE RANDOM DRUG TESTING

Random drug testing will be required during the athletic season for students athletes who participate in the following high school level sports: Cross Country, Swimming, Volleyball, Wrestling, Basketball, Cheerleading, Native Youth Olympics (NYO). Prior to the beginning of each sport season, each student athlete participant and, if the student is a minor (under the age of eighteen), his or her parent will be required to complete and sign the District Informed Consent Agreement. The agreement will state that the student, and his or her parent, if applicable, understand that by participation in the sport he/she agrees to subject himself/herself to the districts random drug testing policy. No student will be allowed to participate in practice or competition until this form is completed, signed and on file with the district. One signed form will be sufficient to

authorize testing for all covered athletic activities a student participates in during a given school year

● **Testing Procedure**

Random testing will be conducted weekly during the season for each sport.

- Approximately 10% of the students participating in covered sports will be tested each week.
- Students will be pooled together and randomly selected from all covered sports that are in-season. Students shall be randomly selected for testing from a testing pool of all students participating in covered sports. The superintendent or designee shall take
- all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not necessarily limited to, assuring that the names of all students currently participating in covered sports are included in the pool, assuring that the person selecting the names has no way of knowingly choosing or failing to choose particular students for testing, assuring that the identity of students drawn for testing is not known to those involved in the selection process, and assuring direct observation of the selection process by at least two adults.
- Testing will be performed for any controlled substance the use of which is prohibited by AS 11.71 in the absence of a valid prescription, alcohol, and tobacco, to the extent that students have consumed any of these substances illegally. Students shall not be tested for the presence of any substance other than an illegal drug, nor shall they be tested for the existence of any physical condition other than drug intoxication and/or the presence of illegal drugs in their systems.
- The district shall designate a certain area in the high school building as the collection
- site. Initial screening tests will be conducted by designated district personnel.
- Those personnel or “test administrators;” shall be trained in appropriate procedures for administering the test, recognizing adulteration of samples and evaluating test results.
- Students to be tested shall present verification of their identities to the test administrator, if they are not personally known to the test administrator. They shall be asked to remove any jackets or coats and to wash and dry their hands prior to collection of the specimen. Students must leave their purses or packs outside the collection site, but may remove and retain their wallets. Students shall not eat or drink for at least 10 minutes prior to testing. These procedures must be completed in the presence of the test administrator.
- A student shall be given a choice of at least two sealed drug-testing kits. The student's selected kit shall be opened in full view of the student. The student shall hold the test collector from the cap end and insert the sponge end into their mouth, making sure that it comes into contact with their cheeks, gums, and tongue until the sponge is fully saturated. The student will then carefully remove the collector from their mouth, without touching the sponge end, and place it into its container, sealing it securely.
- Designated District personnel shall then conduct a rapid drug test initial screening of the specimen. Such personnel shall be trained how to conduct a rapid drug test.
- If the rapid drug test is positive, the student shall be given a choice between two additional tests to be taken immediately.
- The district shall notify the student of a positive test result and shall provide an opportunity for the student to comment on or explain the result to the principal in a confidential setting prior to taking any action to exclude the student from participation in the sport.
- All testing will be scheduled by the administration. A parent of any minor student tested will be notified of the testing within 24 hours of the testing. A student and parent shall be provided an opportunity to discuss those results of initial screening and confirmatory testing as soon as possible after those results are available to the district. Students have the right to obtain the written results of their tests if they make a written request to the principal for those results within

six months after the date of the test. The principal shall provide those results to the student within five working days of receiving a timely written request for test results.

- **Refusal to be Tested**

Should a student refuse to be tested under this regulation, the student will be considered ineligible to participate in the sport for which the test was required and not be allowed to start a new activity until the end of season of the activity that they refused to be tested for.

Students who test positive shall be required to complete a substance abuse assessment by a trained substance abuse counselor, and to provide a trained substance abuse counselors, doctors of osteopaths certification that the student has successfully completed a course of treatment or otherwise resolved any concerns relating to the students use of prohibited drugs, in order to be eligible to participate in any future covered athletic activity. Students who test positive shall be subject to the consequences outline below and will be required to complete the educational component of ASAA's Tobacco, Alcohol, and Drug (TAD) rule.

Minimum Penalties for Violation of this Policy:

Minimum penalties for violations of the AISD Random Drug Testing Policy 5131.61 are:

- **First Offense** – Students who have committed a First Offense under the rule;
 - will be suspended from interscholastic competition and practice for ten (10) calendar days. If the offense happens in conjunction of a Regional Competition, then the student will be ineligible for State Competition.
 - must complete the First Offense Educational Component as assigned by ASAANote: The student may return to practice when the student and parent/guardian complete the First Offense educational component. Prior to returning to competition the students must also submit a negative drug test.
- **Second Offense** – Students who have committed a Second Offense under the rule;
 - will be suspended from interscholastic competition and practice for forty five (45) calendar days and there will be no forgiveness of calendar days of the interscholastic competition suspension.
 - Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition.
 - In addition, the student must complete 20 hours of community service and write an essay on what they learned about this experience. While under the period of suspension, the student may return to practice after completion of the educational component. Prior to returning to competition the student must also submit a negative drug test.
- **Third Offense** - Students who violate this policy for a third time have a significant problem. Students who have committed a Third Offense under the rule and wish to regain their eligibility will complete the following:
 - suspension from interscholastic competition and practice for six (6) months and there will be no forgiveness of calendar days of the interscholastic activities suspension.
 - seek assessment and counseling/treatment from a local health care professional,
 - successfully complete the recommendations of the care provider and submit a letter from the agency,
 - demonstrate a commitment to remain substance free,
 - make a presentation to the District School Board requesting reinstatement of interscholastic eligibility While under the period of suspension, the student may return to practice after completion of the educational component. A student may need additional

days of practice before returning to competition. Prior to returning to competition the students must also submit a negative drug test.

- **Fourth and Subsequent Offenses** - Students who violate this policy for a fourth or more time has a significant problem. Students who have committed a Fourth and Subsequent Offenses under the rule and wish to regain their eligibility will complete the following:
 - suspension from interscholastic competition and practice for one year and there will be no forgiveness of calendar days of the interscholastic activities suspension.
 - seek assessment and counseling/treatment from a local health care professional,
 - successfully complete the recommendations of the care provider and submit a letter from the agency,
 - demonstrate a commitment to remain substance free,
 - make a presentation to the District School Board requesting reinstatement of interscholastic eligibility,
 - make a presentation to the ASAA Board of Directors requesting reinstatement of interscholastic eligibility. While under the period of suspension, the student may return to practice after completion of the educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 7). These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities. Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such a policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed. the remainder of the season, and shall be excluded from all other athletic activities covered by this policy for a period of thirty days. The 30-day period of exclusion shall run from the first day of exclusion from the students current activity. For example, a student who commenced serving a term of exclusion during one activity and 20 days prior to the start of another activity would be excluded from participation in the subsequent activity for the first 10 days of that activity.
- The period of exclusion may be reduced to ten (10) days for athletic activities that have not yet commenced if the student completes a substance abuse assessment and provides certification of the students successful participation in any needed intervention, as provided above.
- Regardless of whether a students exclusion is due to a positive test, a refusal to submit to a test after being selected for random testing, or to a violation of the testing protocols, the student must produce at least one negative drug test prior to participating in future covered athletic activities. In addition, positive test results shall be reported to the Alaska School Activities Association (ASAA) as a violation of ASAAs citizenship rules and students who test positive shall be subject to any applicable period of exclusion required by ASAA rules and the Metlakatla High School handbook: student activities section, but shall not otherwise be excluded from activities. Students shall not be subject to any other form of discipline or penalized academically as a result of a

violation of these regulations, nor shall positive test results be reported to law enforcement authorities.

- **Restrictions on Disclosure and Use of Drug Test Results:**

- The results of a drug test will be considered medical records and held confidential to the extent permitted by law. The District will limit disclosure of information acquired in a drug test, including the positive and negative results, to the following individuals unless the student consents in writing to other disclosures: (1) the student; (2) the student's parents or appointed guardian; (3) the student's principal and other school officials with a need to know, including the eligibility report to the Alaska School Activities Association (ASAA); (4) the test administrator and laboratory personnel; (5) medical review personnel; (6) a counselor or other rehabilitation personnel if the student seeks or is required to use such service. The results of random testing will not be disclosed to criminal or juvenile authorities. (Note: The results of the drug test will not be disclosed absent a legal requirement to do so.) It will only be reported to ASAA that the student has violated the ASAA citizenship rule.
- When a student tests positive in response to a drug test administered as part of a series of required periodic drug tests and the positive test result is attributable solely to the fact that a drug the student had ingested prior to commencement of the series of tests has not yet cleared the student's system, the positive test shall not be treated as a second or subsequent positive test for purposes of imposing additional consequences on the student pursuant to this regulation.

5-3 Student Government (revised 5/30/23)

The name of this organization shall be the Metlakatla High School Student Government, hereinafter referred to as MHSSG. The sponsoring organization is the Alaska School Activities Association (ASAA). The purpose of this organization shall be to:

1. To convey such information as opinions, issues, and opportunities to and from Metlakatla High School Students.
2. To represent the concerns of Alaska secondary students on local, state, and national levels.
3. To train Metlakatla High School students to effectively perform leadership roles.

Elections will be held in September

AASG Travel events will be guided by ASAA eligibility requirements

Student Government will also have a member that serves on the School Board and regularly attends meetings and workshops.

5-4 Behavioral Expectations while traveling with the school Ferry/Plane/Hotel/Group Housing (Revised 5-15-19) School rules shall be followed while waiting for and riding on school provided transportation, while riding on other types of transportation for school sponsored events, at housing sites, and in host communities. General rules of common courtesy and safety shall also be followed.

5-5 Class Extra-curricular (5/1/22)

- **Senior Class Trip:** Metlakatla High School does not sponsor a senior class trip before/after graduation.
- **Class Responsibilities: CLASS ADVISOR JOB DESCRIPTIONS**

- **Senior Class**-Along with their class advisor and parents; are responsible for Hosting Homecoming usually in January/February
 - Advertising & Tickets
 - Decorations
 - Refreshments
- **Junior Class**- Along with their class advisor and parents; are responsible for Hosting Prom usually in May
 - Advertising & Tickets
 - Decorations
 - Refreshments
- **Senior Dinner**- Along with the principal, Junior Class are responsible for Hosting Senior Dinner in May
 - Decorations
 - Refreshments
 - SENIOR DINNER GUEST LIST (5 guests per senior)
 - Meal choice will be dependant on available funding

- **Homecoming/Prom Court:** In order to be eligible for the election of Homecoming or Prom Court students must be enrolled in at least one class with Metlakatla High School.

5-6 Youth Code of Conduct (Revised 8-30-16)

Printed name of participant: _____ Grade: _____

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

I understand and agree to the guidelines listed in the student handbook and in the Youth Code of Conduct. I realize and agree that if I do not abide by these rules, that I may lose the privilege of participating and/ or attending scheduled activities and, if traveling, may be sent home at the discretion of the adult leader. I will be responsible for all consequences of my behavior. I, as a participant, agree to abide by these guidelines.

Participant Signature

Date

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

Parent/ Guardian Signature

Date

6-0 General Information

6-1 Field Trips

From time to time our teachers like to take their students out of the building for spontaneous educational field trips for various reasons (cultural, environmental, etc.) to explore our local resources. A one-time permission slip should be filled out and kept on file in the HS office. Now powerschool registration form.

6-2 Volunteers

Volunteers shall check in at the office each day and shall submit a completed district volunteer form and fingerprints to the District Office, which is subject to approval according to Board policy.

6-3 Student Drivers

Students who hold a valid driver's license can drive to school and park in the designated student parking area. Students who drive four-wheel all-terrain vehicles (ATVs), motorcycles, or power scooters shall be required to hold a valid learner's permit according to Metlakatla Indian Community (MIC) laws.

6-4 School Boundaries

See building principal for more information. Metlakatla High School will make every effort to partner with parents or custodial care givers. Efforts will be made to contact parents in a timely manner to inform and share information that the school leadership values to share.

6-5 Drug Free School

Annette Islands School District is a drug and alcohol free school zone. There are NO areas on district property where alcohol, drugs, or cigarette use is permitted for any reason.

- Use or possession of any tobacco, alcohol, drugs, and paraphernalia is a violation of the law and will not be tolerated on school grounds.
- School grounds are defined as all grounds within the vicinity of any school building. This includes the area between the middle school and elementary buildings as well as the steps facing the street.
-

6-6 Passes for Leaving School/ How to check out

Students must get a pass from the main office before leaving school during normal operating hours or the student will be considered skipping class and may be considered truant. Permission from parents/ guardians must be obtained prior to the student leaving school. Students that are 18 years of age or older are not able check themselves in and out of school without parent permission.

6-7 Lunch (Revised 6/25/15)

Lunch is served in the high school commons. For high school students, **open campus during lunch is a privilege that may be revoked for attendance and/ or behavior issues.** Detentions for excessive tardies and/ or behavioral issues will be served during lunch in an identified classroom.

6-8 Dress and Appearance (Revised 1/10/23)

Appropriate student dress and appearance helps set the tone for respect for one's self and the school climate. This climate should be safe for students and staff, and demonstrate growth toward preparing for a future career. Dressing cleanly and nicely shows pride in yourself, family, and in your school. All attire should be free of any advertisement of drugs, alcohol, pornography or any controlled substance. Clothing that depicts any vulgarity or violence may not be worn. Students are to use good judgment in their personal appearance. Metlakatla High School's dress and appearance rules have been developed by the student advisory committee and will be enforced by the staff of MHS. It is our effort to allow choice, equity, and self-expression while following this dress code. Students should follow these guidelines:

- ◆ A student's body should be covered horizontally, from armpit to armpit to a mid-thigh level. Shorts should have an inseam and material should not be see through. The student's top must have straps.
- ◆ Pants, shorts, jeans, etc. should be worn at or above the waistband. Undergarments should not be visible. Students' bodies must be sufficiently covered, including midriffs.
- ◆ Clothing and personal possessions with objectionable wording, sexually permissive wording/pictures, inappropriate pictures/innuendos, or that which advertises alcohol, tobacco, drugs, or controlled substances, are deemed unsafe are not acceptable. Further, clothing that represents violence or vulgarity of any kind may not be worn. Playboy, Virginity Rocks, I Love (heart) Hot Moms and Dads will not be allowed.
- ◆ Appropriate headwear including hats, beanies, ball caps, and head scarves (except hoodies) can be worn as long as they are not a disruption to learning or safety.
- ◆ Bare or socked feet may not be worn at school, Shoes or slides must be worn in accordance with each classroom rules and outlined in the course syllabus. (Wood Shop, Welding, etc....).
- ◆ Blankets, bathrobes, and housecoats may not be used at school.
- ◆ Earbuds/headphones should not be on during classroom instruction unless it is approved by the teacher. If used, only one earbud at a time so that a student can be communicated with by an adult. (Will be outlined by the classroom syllabus by the individual teacher and their classroom policy).
- ◆ While attending school activities, appropriate uniform/dress use will be outlined by the coach or sponsor.

The principal or counselor shall make the final determination regarding the appropriateness of a student's appearance. Students who are inappropriately dressed will be required to change their clothing. Students representing the district in an elective or extracurricular activity, before, during, or after the school day, will be expected to adhere to the district dress and appearance policies as well as the requirements set forth by the coaches and sponsors of the activity. In these instances, the school will assume its delegated authority to protect the physical health, safety, and wellbeing of the students and to preserve its intended purpose as an educational institution.

Tact and functionality should be used when choosing attire for school activities and events. Determinations should be made by the coach or sponsor in order to create a safe space that is free of potential clothing mishaps or possible embarrassment.

6-9 Fees

Fees and/ or fines charged to students shall be handled through the District Office.

Computer
Charger

ATHLETICS/ACTIVITIES

6-10 Locks and Lockers

Each student is assigned a locker for the storage of books, school items, and personal effects. In addition, each student enrolled in physical education classes, sports programs, music programs, and/ or CTE programs may be assigned a locker. Since lockers are a permanent part of the building and remain school property, even when assigned to students, students are expected to keep them clean, orderly, and in good condition. It is the student's responsibility to ensure that his/her locker is kept locked at all times. Only school combination locks are to be used and students should never share their combinations with anyone else.

From time to time, locker searches for overdue library books, school equipment, and/or contraband may be conducted. **Students and parents should understand that lockers are subject to search by school officials and/ or law enforcement at any time if there is any indication that illegal, disruptive, or objectionable items are suspected.** Objectionable items are defined as, but not limited to, those which glorify and/or advertise sex, alcohol, tobacco, or other drugs. Official school action may be taken against a student who has illegal, disruptive, or objectionable items in their lockers.

6-11 Visitors/ Guests

Visitors and Guests shall check in at the high school or middle school office upon arrival and sign in with the appropriate secretary. Approval to visit individual classrooms and proceed beyond the office/ commons area must be obtained by principal. The building principal may or may not approve such a request.

6-12 Food and Beverages

No food or beverages in all classrooms shall be consumed on school carpets. Food and beverages may be kept in lockers in sealed/ capped containers but must be consumed in the commons area. All beverages must be capped during transportation in hallways.

6-13 Public Displays of Affection

Public displays of affection are not acceptable on school grounds. Relationships should be limited to hand-holding; beyond this, other types of behavior will be considered inappropriate and will be referred to the principal

6-14 Cell Phones, Pages, MP3 Players & Other Electronic Devices (Revised 8/21/24)

Cell phones and other electronic devices

Cell phones are prohibited from being used during school hours. Phones that are not off and away at all times will be confiscated and a parent must come pick it up. Students who continue to violate the policy will face discipline according to the school discipline matrix.

7-0 Discipline Guidelines

7-1 Harassment, Sexual Harassment, and Bullying

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

From StopBullying.gov:

"Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose."

7-2 Bus/Van Conduct (Revised 6/25/15)

School rules shall be followed while waiting for and riding on school provided transportation and while riding on other types of transportation for a school sponsored event. General rules of common courtesy and safety shall also be followed.

7-3 Technology Guidelines/Policy

Annette Islands School District offers students access to the district computer network for electronic mail and to the Internet. To gain access to e-mail and the Internet, all students must have a parent/ guardian sign and return the user agreement and parent permission form to the Technology Coordinator at Metlakatla High School.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well. Annette Islands School District supports and respects each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. Good School rules for behavior and communication apply.

The network is provided for students to conduct research and communications with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Access entails responsibility.

Individual users of district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarifications of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals using the network.

Network storage areas may be treated like school lockers. Network and school administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored.

The following activities are not permitted:

- Sending or displaying offensive/ pornographic messages or pictures
- Using obscene language
- Damaging computers, computer systems, or computer networks ("Hacking")
- Violating copyright laws (downloading MP3 music, pirated software, etc.)

- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting resources
- Use of games and/ or gaming websites without teacher approval
- Use of Chat Rooms or Instant Messaging (MSN Messenger, AOL, IM, Discord ect.)

Students may use school district computer equipment only for educational purposes related to the student's curriculum specifically authorized by the student's teacher or instructor. Improper uses include, but are not limited to, gaining access to the school district's records, files, computer programs, student records, and other information maintained by the school district, or using, altering, or damaging computers or computer data maintained by third parties, including members of computer networks accessible through school district computer networks.

No outside application software will be installed on the district network or workstations. Files may not be downloaded onto the network drives, into home directories, or workstation hard disks unless written permission is provided by the Annette Islands School District Technology Department or district Technology Coordinator.

When sending electronic messages, students must not include information that could identify the students. Examples of identifying information include last names, addresses, and phone numbers. Students must identify themselves by first names.

The network username and password are provided only for personal use. Do not share your password with anyone and do not use anyone else's password, regardless of how the password was obtained. If you suspect someone has discovered your password, change it immediately.

Students may not intentionally seek information on; obtain personal information such as personal home address, telephone number, family information, and any other personal information that could be used inappropriately to other network users. Student e-mail addresses will not be published on any Annette Islands School District web pages.

A violation of these rules will result in the following discipline: First infraction- removal from the computer network for a week, second infraction- removal from the computer network for the remainder of the semester, plus a letter sent home to parents.

Students who engage in unauthorized computer use may be subject to imprisonment, fines, civil liability under applicable state and federal laws, including the Computer Fraud and Abuse Act, the Electronic Communications Privacy Act or other applicable statutory material. Unauthorized computer use may also result in disciplinary measures consistent with the school district's policy, up to and including suspension and expulsion.

Nothing in this policy may be deemed to prevent a teacher or instructor from establishing additional rules and conditions, subject to the ultimate control of the administration and the board.

7-4 Detention (revised 5/30/23)

Detention shall take place after school in an assigned classroom, unless otherwise informed.

Failure to show will result in double the amount of assigned detention to be served on the following day.

Students who fail to show on a regular basis (to be determined by the principal) shall be subject to additional disciplinary action, including but not limited to additional detentions, in school suspension (ISS), or loss of activity participation. School rules apply during this time.

7-5 Suspension (revised 6/25/15)

Students who are suspended out of school (OSS) shall not return to district property for any reason until their suspension has been served. This may include weekend activities. Students who are suspended in school (ISS) shall serve the entire time assigned before participating in school sponsored activities, including traveling.

7-6 Consequences for Unacceptable Behavior (Revised 10-21-23)

Note: This chart is to provide assistance and should not be interpreted as absolute. A call to parent and log entry is the first step in all of these scenarios.

	1 st offense	2 nd offense	3 rd offense	4 th offense
Skipping class (or leaving class without permission) Leaving without permission	Detention or .5-1 Day ISS Call to parent	1-2 Day ISS & Parent Call	3 Day ISS	5 Day ISS**
Disrespectful & Inappropriate Behavior	Counsel with teacher	Counsel with Principal	1-3 Day ISS	1-3 Day OSS
Social Media Derogatory Comments	Counsel with teacher, coach, and/or counselor.	Counsel with principal	1-3 Day ISS and/or activity participation restriction	1-3 Day OSS and/or removal from activity participation
Cell Phone Use While in School	Phone confiscated, parent pick up	1st offense consequence, plus a parent meeting.	both prior consequences, plus loss of open campus for lunch	All prior consequences and loss of travel for school activities at the principal's discretion.
Sexual Harassment	3-5 Day OSS	5-10 Day OSS	10 Day OSS Recommend Expulsion	
Harassment, Bullying, Hazing, Intimidation	Counsel with Principal and team/ activity discipline	1-3 Day ISS and severe team/ activity discipline	3-5 OSS and removal from team/ activity	10 Day OSS Recommend Expulsion
Cheating/ Plagiarism	Counsel with Teacher	Counsel with Principal	1-3 Day ISS	1-3 Day OSS
Stealing	1-3 Day ISS Restitution	3-5 Day ISS Restitution	3 Day OSS Restitution Police Report	5 Day OSS Restitution Police Report
Vandalism	1-3 Day ISS Restitution	3-5 Day ISS Restitution Police Report	5 Day OSS Restitution Police Report	10 Day OSS Restitution Police Report Recommend Expulsion
Fighting	1-3 Day OSS	3-5 Day OSS	5-10 Day OSS	10 Day OSS Recommend Expulsion
Assault on Students or School Personnel	10 Day OSS Police Report Recommend Expulsion	45 Day OSS Police Report Recommend Expulsion	Police Report Expulsion	
Possession and/or use of Weapons other than Firearms	10 Day OSS Police Report	45 Day OSS Police Report	Police Report Expulsion	

Use, Sale, Purchase, Possession of Tobacco, e-cigarette or other vaping device.	1-3 Day ISS	3-5 Day ISS Police Report	3-5 Day OSS Police Report	5-10 Day OSS Police Report
Possession and/or use of inhalants, alcohol, tobacco, e-cigarette, vaping device or illegal drugs including controlled substance transactions at school or while on school trips	5-10 Day OSS Police Report	10 Day OSS Police Report	45 Day OSS Police Report Recommended Expulsion	Police Report Expulsion
Sale and/or purchase of inhalants, alcohol or illegal drugs on school property or during school trips	10 Day OSS Police Report	45 Day OSS Police Report Recommend Expulsion	Police Report Expulsion	
Possession of Firearms, including explosives	10- 45 Day OSS Police Report Recommend Expulsion	Police Report Expulsion		

*ISS= In school suspension

**OSS= Out of school suspension

7-7 Inappropriate Behaviors

This policy covers both in school and during activities. Inappropriate behaviors include, but are not limited to classroom disruptions, public displays of affection, insubordination, food/beverages on carpets, fighting, theft, possession or use of controlled substances, vandalism, swearing/indecent gestures, threats/intimidation, and defiance of authority, possession/use of weapons /dangerous objects, illegal acts.

8-0 Student Health and Safety (Revised 8-30-16)

8-1 Medications (Revised 8-30-16)

The school board recognizes that students sometimes may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, when the District has received written statements from the student's physician and parent/ guardian as required by law, designated personnel shall assist the student in taking the medication. The medication shall be stored in the main office in a locked cabinet. Students shall NOT keep medication in their lockers.

8-2 Infectious Diseases (Revised 8-30-16)

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

8-3 Immunizations (Revised 8-30-16)

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

8-4 Emergency Drills (Revised 8-30-16)

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

8-5 Student Illness/Injury at School (Revised 8-30-16)

The health and safety of our students is our highest priority. Students who are subject to illness or injury during school or at a school sponsored activity shall immediately inform a school employee (teacher, staff member, coach, or chaperone). The school employee and/ or main office will contact the parents/ guardians regarding the illness/ injury. School guidelines, with parent/ guardian input, shall be followed if medical treatment is necessary or to decide if the student goes home or stays in school. **Incident report will be filled and given to the parent to sign and copy goes down to the district office within 24 hours.**

9-0 Counseling Services (Revised 5-23-23)

9-1 Guidance Program

Foundation

The Metlakatla High School Counseling Program (MHSCP) provides the definition, assumptions, philosophy, mission, and standards for the design, implementation, and evaluation of the overall program. A well-structured foundation is essential to ensuring the school counseling program is an integral part of the total educational program for student success.

Definition

The Metlakatla High School Counseling Program (MHSCP) is composed of a wide variety of educational personnel, activities, and services that are offered in the sixth grade through senior high school settings in an effort to promote student success. The MHSCP curriculum contains characteristics such as

- Professionally trained and credentialed school counselors through Alaska Association of School Counselors
- Student Outcomes & Objectives
- Activities and processes that assist students in achieving these outcomes
- Materials and resources for student support in areas of school success, emotional, and career development.

Mission of Metlakatla School Counseling Program

The School Counseling Program focuses on enhancing student development in the areas of academic, career, and personal/social development in an effort to improve teaching and learning for ALL students.

School Counseling Program Activities

- Individual student academic program planning
- Interpreting cognitive, aptitude, and achievement tests
- Counseling students with truancy and disciplinary issues
- Collaborating with teachers to present guidance curriculum lessons
- Interpreting student records
- Working with students in individual and group counseling
- Delivering board approved guidance curriculum that aligns with Alaska State Standards
- Advocating for students at individual education plan meetings, student study teams, and school attendance review boards.

Social & Emotional Learning

Growing Leaders: *Habitudes* is an image-based leadership development curriculum that empowers educators, coaches, parents and adult leaders to prepare any student to become a leader. Using stories, images and experiences, *Habitudes* teaches young adults valuable perspectives and leadership habits, helping them:

Take initiative and set the pace for other team members.

Overcome complex problems through creative persistence.

Capitalize on personal strengths to be career-ready upon graduation.
Capitalize on personal strengths to be career-ready upon graduation.
Develop critical thinking skills that produce better life choices.

9-2 Scheduling Classes (Revised 8-30-16)

Graduation track courses shall be scheduled before electives. MHS offers several electives to meet students' interests. Classes will be scheduled before the first day of school with input from students, parents, and the counselor.

9-3 Post Secondary/Dual Enrollment Ilisagvik /UAS MOA

Reviewed annually

9-4 Withdraw & Summer Check Out Form

Forms are available at the front office.



METLAKATLA
HATS OFF TO THEE
TO OUR COLORS
TRUE WE WILL EVER BE
FIRM AND STRONG
UNITED ARE WE...
RAH RAH RAH RAH
RAH RAH RAH RAH
HATS OFF FOR THE TAQUAN CHIEFS

By signing below, I verify that I have received a student handbook and have read and understand the guidelines as it pertains to school policy, including the Technology Guidelines/Policy in section 7-3. Please contact Mike Nigus at 886-6000 with any questions concerning the student handbook.

(Student Signature)

Date

(Parent/ Guardian Signature)

Date

By signing below I give the student above permission to use the District's technology resources, including but not limited to computers, laptops, the network, the Internet, iPads, iPods, and other handheld devices as outlined in section 7-3 Technology Guidelines/ Policy of the student handbook.

(Parent/ Guardian Signature)

Date