

NENANA CITY SCHOOL DISTRICT
MISSION STATEMENT

The Nenana City School District will provide all students with the tools and learning environment necessary to commit to achieving success.

NSLC Student Handbook 2016-17

Enrollment

Academic Standards

The main purpose of Nenana Student Living Center is to support our students and promote academic success while they are staying in our facility. Students are required to successfully complete at least four classes each semester to continue residence at the NSLC. While NSLC staff will do everything we can do to assist our students with their academics, students are also accountable for their own effort and results.

There will be a quarterly trip for students who maintain A's and B's for the quarter.

Fees

There are no general fees charged by Nenana Student Living Center or the Nenana City Public School. Students involved in school activities will need money for meals while out on road trips to away games or events. Other activities sponsored by the Living Center or the Nenana School may have a small participation charge (such as \$2.00 dance admission or sporting events). Students will need money for their personal expenses including school and laundry supplies. Washing machines and dryers cost \$.25 per load.

There are a limited number of employment opportunities for students to earn spending money while at NSLC. These jobs will be advertised throughout the school year, and students will need to apply if they are interested. If there are any questions regarding fees, please contact the NSLC.

Student travel at the start of the school year and back home on May 24th is covered by the NSLC. Parents are required to cover the travel costs for students to go home over December break when the dorms are closed. Any other trips home, including leaving prior to the end of the school year, are the parent's responsibility. Students can stay at the Living Center for any break with the exception of the December holiday.

The NSLC office needs at least a seven-day notice for Fairbanks pick-up/drop-off for student-arranged travel. There will be a \$50 service fee for gas and staffing required to pick-up/drop-off the student that needs to be paid in advance. Free drop-off for student-arranged travel will be available on November 23rd, December 16th, and March 10th. Free pick-up for student-arranged travel will be available on November 27th, January 4th, and March 19th. Students arranging their own travel should plan accordingly.

Meals

Breakfast and lunch is served at the school according to costs governed by the Federal School Lunch Program. Breakfast costs \$1.75 per meal and lunch costs \$2.75 per meal. Free and reduced price meal applications are available in the NSLC application packet or upon

request. For those who qualify, the reduced price for breakfast is \$0.30 per meal. The reduced price for lunch is \$0.40 per meal. NSLC students may leave the school campus during lunch hour.

NSLC serves dinner at no cost to students. In addition to dinner, the NSLC also provides a variety of snacks on a daily basis at no cost to students. On weekends, the NSLC will provide brunch and dinner, as well as snacks. Students are required to eat regular meals, in the cafeteria. The student store, The Lucky Turtle, also has a variety of snack items for sale. Profits from The Lucky Turtle goes to the student activity fund. Meals are available to visitors with advance notice given to the NSLC office.

Medical, Dental, & Vision Exams

Primarily, health care is the responsibility of parents and guardians. However, students who reside at the NSLC will have access to emergency care and if needed, other routine medical care. Nenana has a health clinic, but also access to an ambulance and on-call Emergency Technicians. If at all possible, we try to schedule necessary appointments after school is out, and our preference is to visit the local health clinic first. The clinic has a PA, RN, Nurse Practitioner, and two health aides on staff.

We encourage parents/students to inform the NSLC office of any necessary doctor's appointments well in advance. If we can, we try to schedule appointments for Friday's. We will not facilitate any appointments for any elective procedure, such as changing the color of contacts lenses. Similarly, please do not plan on any major elective procedures while attending NSLC. Students will need to be checked out to the parent for any surgery, unless it is an emergency.

We can apply for Denali Kid Care insurance to cover all of our students. However, if they deny any medical visits or procedures, parents/guardians are responsible for payment. If you are already covered under Denali Kid Care or other private insurance, please provide a duplicate coverage card to the NSLC office.

Student Responsibilities

Job Duties

In a healthy community, everyone is required to do their fair share. Therefore, NSLC students are assigned various job duties on a rotating basis. By participating in regular chores and responsibilities, students learn important life skills. We post a schedule for various chores and students are required to take their turn in doing the tasks.

A mandatory chore for NSLC students is cleaning their rooms on a regular basis. We expect students to keep their rooms neat and clean for safety and health reasons. Rooms are checked three times a week, and room restriction will be assigned to students who do not clean their room until their room is cleaned. Students may be assigned demerit points if their rooms are not cleaned on time.

Schedule -NSLC and Nenana City Public School

NSLC Weekday Schedule (when school is in session- Monday-Thursday)

6:15 am-	Wake- up/Main Living Area open to students
7:30 -	Sign-out for school
7:30 –8:00-	Breakfast at school
8:00 – 3:00-	School in session/Lunch served at school (Friday: School Hours: 8:00-2:00 PM)
3:30-	Mandatory check-in after school-unless noted for activity
3:00 – 6:00-	After-school activities
5:30 – 6:15-	Dinner: All student present
6:00-8:30:	Free Time
8:30:	Curfew
8:15-9:00	Snacks/ Evening Medications
9:00-10:00-	Quiet Hour/ Optional Study Hall
10--10:15	Hallway Curfew/ May Have Job Duties
10:15:	In Rooms
10:30:	Lights Out

Weekend Curfew hours:

11:00 PM-	Students must be present in the building
12:00 AM-	Students are in their hallways, may have job duties
12:30 AM-	In room and quiet time
2:30 AM-	Lights out/Internet off

Morning Sign-Out/ After-school Sign-In

Students are required to sign-out for school in the morning by 7:30 AM in order to make it to school in time for breakfast. If a student is involved in after school activities, they need to note this on the morning sign out sheet. Students not involved in after school activities need to sign in by 3:30 pm (2:30 on Friday).

Student Sign-Out

Because we are responsible for each student attending the NSLC, students must sign-out or be “checked-out” whenever they leave the building. Students are required to remain within the campus/community boundaries, which is posted in the NSLC lobby. For the community of Nenana, the rule of thumb is not to cross any railroad tracks. However, if students are participating in official NSLC activities, school activities, or have permission from the NSLC staff, students may go outside of those boundaries.

Free-time Sign-Out

Students may sign themselves out during “free time” hours for two hours at a time. Students are only permitted to sign themselves out; they cannot sign for another student. Students are not allowed to visit in someone’s home or be on private property unless they are checked out. Students must also sign back in every two hours so that the staff can keep track of their whereabouts.

Student Check-Out

When an authorized adult would like to “check-out” a student for the day or overnight, a student needs to complete a Check-Out Form. Authorized adults must be approved by the parent or guardian. Authorized adults must be 21 years of age or older with a legal driver’s license.

Students must have permission from their parents or guardians in order to be in any of the following places: private homes, airports, harbors, and dock areas, any hotels, and any motor vehicles. **No checkouts will be knowingly allowed where there may be any illegal activities occurring.**

Also, students may only be checked-out to the homes of their boyfriends or girlfriends overnight with written parental permission from both the parents of the boy friend and girl friend. . The authorized adult must be 21 years of age or older with a legal driver’s license. Living Center students must inform an R.A. or the Director three days prior to being checked out from an NSLC sponsored activity. Students have to complete the NSLC activity they signed up for. **Students who are on building restriction can only be checked out by their parents or guardians Sunday through Thursday until they have worked off their points.**

If students want to ride the bus and be dropped off in Fairbanks, the bus must have seats available (and is not preventing another student from attending the activity) and you still need to follow the Living Center checkout policy. There will be no charge for this trip

Medical trips are never considered activities and therefore students cannot be checked out from a medical trip.

NSLC Study Hall

All NSLC students are required to be in the building during the Quiet Hour (9:00-10:00 PM). Students with a 3.8 GPA or higher are exempt from mandatory Quiet Hour. Computers are available for research and word processing. Students who are not in the optional study hall or are finished with all of their school work are required to be occupied during quiet hour by doing something productive in their rooms.

Mandatory Study Hall will be required for any student with a failing grade. If the student is failing his/her classes, mandatory study hall can be imposed by the parental request.

Sick Days

Students who are too sick to go to school for one half day are required to stay in their room for the rest of the day. A NSLC staff person will bring meals and snacks to the room. Students requiring medical care will be taken to the local clinic. Students may not be checked out on a day they are home sick from school, unless being checked out by a parent/guardian, who can check them out at any time. Students will not be permitted to have any electronics in their rooms from 8:00-3:00 P.M while they are sick (8:00-2:00 P.M. on Fridays).

Medications

For safety reasons, all medications will be monitored and distributed by the NSLC staff. For accountability reasons, the NSLC staff maintains a medication distribution log. We keep certain over-the-counter drugs on hand for students who may need them for illness. NSLC staff has been instructed to err on the side of caution when providing medication for students. Students are not allowed to have over-the-counter medicines in their rooms. Certain prescribed medications, such as inhalers, are permitted to remain under the student’s personal control.

Allergies can cause serious health problems to students. All allergies need to be reported to the NSLC office. Please include the effects of the allergen and if any medication has been prescribed.

Dress Code

The NSLC generally follows the same dress code as the Nenana City Public School. We encourage and enforce dress that is neat, clean, and modest. Students are prohibited from wearing short skirts (showing buttocks) and the fabric should be at least one hand length from the butt.

If the NSLC staff notices any clothing that may be construed as offensive or makes other people feel uncomfortable, students may be required to change into something more appropriate.

Clothing that has any graphics or words that refer to alcohol, cigarettes, drugs, or anything sexual in nature are prohibited. Tanks are permitted, however a general rule is no cleavage or underwear should be visible. Males are not to be bare-chested in any public area including the boys wing and work-out room.

While inside the NSLC, students must have something on their feet while out in common areas (flip flops, or slippers). Shoes are required when students are inside the cafeteria.

In addition, students are expected to have appropriate winter clothing while staying at the NSLC. Appropriate winter clothing includes a coat, snow pants, gloves, a hat, and boots.

Students are required to wear winter gear including gloves, hat, and winter coat when the temperature reaches zero wind chill. Students who do not have appropriate winter attire, or will not wear it, will not be permitted to go on road trips or leave the building during free time. All school trips require students to have their winter gear with them.

Motor Vehicles

Students are not permitted to drive any motor vehicle of any kind while residing at the NSLC, including but not limited to cars, trucks, four wheelers, or snow machines. Students also are not permitted to ride with anyone under the age of 21 or with anyone who does not have the permission of the NSLC to transport students. However, there may specific exceptions under the supervision of our staff.

Guests

We welcome visitors to the NSLC during posted visiting hours. Visitors, including family, need to sign in when arriving at the NSLC. However, visitors must get prior approval from a NSLC staff member before entering either of the wings where student's rooms are located.

Dating

Dating can be a normal sign of a child's social maturation. The NSLC does not encourage or discourage dating. Public display of affection is limited to visible hand- holding (one hand to one hand). PDA is defined as inappropriate displays of affection including any type of physical touching between two students who have a romantic interest. This includes standing or sitting in an inappropriate way such as leaning up against one another, lying together on the same couch, or sitting on laps. The only romantic touching allowed is hand-holding. Hickies are considered an automatic PDA infraction.

Spending Money

The NSLC is not responsible for lost cash, and we therefore discourage students to possess large amounts of cash. However, we do supply padlocks so students can secure any money and valuables. One way for parents to supply their student with spending money is to open up a bank account that offers a debit card. Students can then use the card for purchases or get small amounts of cash at an ATM. One note, the local ATM machine charges \$2.00-5:00 per transaction.

Another option to carrying around cash is opening up an account at a local store, Coghill's. It works very much the same as opening up a bank account, only it's a store account. Parents can open up an account at the store and deposit some money, and the student may purchase things at the store as long as the account remains at credit balance. If you'd like more information on this option, please contact the NSLC office.

Students and Staff are not allowed to conduct a business from their rooms. This includes selling food and drink. Consequences may include loss of refrigerator as well as confiscation of items being sold. Students selling illegal items such as cigarettes face expulsion and criminal charges.

NSLC Staff are not allowed to lend money to students. Students should not ask them for money. Staff may occasionally give gifts or aid to students with no expectation of return. If a student has an immediate need, they should go to an NSLC administrator for financial aid.

Stereos & Music

Students may listen to their choice of music in their rooms as long as the content and volume does not disturb others within earshot. We do not condone any music that promotes violence, makes any kind of racial slurs, or contains explicit sexual language.

Room Decorations

Decorations go by the same general rules as our dress code; anything used or hung up must be appropriate. Decorations are also limited to about 30% of the room due to safety concerns in the event of a fire. Students may use staples or pushpins to hang things up, but any other excessive damage to walls will be the responsibility of the student. Nothing can be placed on the window sills or be against the window that is taller than the sill for fire safety. Students who have appliances in their rooms must use them correctly because these appliances can become health hazards in many ways. Appliances must be cleaned regularly, turned off when not in use and never left unattended. If you have food in your room, it must be stored properly (6 inches off the ground and 6 inches away from the wall and sealed in proper containers. If these rules are not adhered to, the following discipline system will apply:

1st consequence: Written warning

2nd consequence: The appliance will be confiscated for one week.

3rd consequence: The appliance will be confiscated for one month.

4th consequence: The appliance will be confiscated permanently.

Phones

Every student room is equipped with a landline phone. Students may receive calls in their room or in the Lynx Den. We invite parents to call their children. However, students are not permitted to take any phone calls during study hall or after lights out unless it involves an emergency.

Students are not permitted to use their cell phones at inappropriate times, such as during study hall or after lights-out. If a student chooses to use his or her cell phone during these times, we will confiscate their cell phones, and the phones will be returned after the following school day. The continued abuse of cell phones will result in the phone being confiscated for longer periods. After lights-out cell phone use is a major contributor to student lack of sleep, which then manifests in students sleeping in class. Students with chronic issues of sleeping in class will need to turn in their cell phone to the office every night at 10:00 pm.

Pets

Students can have fish, but no other personal pets in their room. There is a NSLC fish tank in the commons area.

NSLC and Personal Property

The NSLC is comprised of communal and private areas. The “*Lynx Den*” is located at the front of the building and is like a big living room where students can visit, use computers, do school work or activities, and watch TV. The *Heritage Hall* is a big hallway with a beautifully painted mural where students can visit, and do school work, and other activities. The kitchen and cafeteria are where meals are cooked, prepared, and eaten. The pool table and ping-pong table are also located in the cafeteria. The NSLC also runs a store, *The Lucky Turtle*, where snacks and various items are available for purchase. The offices are located at the front of the building and are comprised of the director’s and secretary’s offices. Students are not allowed in the front offices without a staff member present, and the office computer is restricted to staff only.

The NSLC is also has a traditional sauna for use by residents of NSLC. Rules are posted on the sauna, which is located outside in the back. All student sauna sessions are supervised by NSLC staff.

The private areas of the NSLC include student rooms and staff apartments. The building is divided into a girl’s wing and a boy’s wing, which has a licensed capacity of 120 students. Each student room can hold two students, with singles only available when enrollment is not full. Students are not permitted in the hallway of any students of the opposite gender. There are also two apartments available to students when not rented by NSLC staff in each wing. In each wing, there are laundry rooms, which are comprised of three washers and three dryers each. Students are responsible for their own laundry supplies.

Computers

The NSLC has computers with access to the Internet. The NSLC also complies with all district computer use and Internet policies (see the Nenana City Public School Handbook). Students can use their personal computers with access to the Internet. The student WiFi code is posted in the secretary's office. There are a limited number of laptop computers that can be checked out on a daily basis, but need to be returned each evening before hallway curfew. WiFi access will be turned off at 10:30 pm on school nights and 2:30 am on weekends.

Doors and Windows

Students are not permitted to hang clothing on the door, including the door knob, door hinge, and door handle. With regards to room windows, screens must remain in the window at all times and stay intact. Security seals are on all screens and are checked daily. A broken seal will result in disciplinary action.

Damages

As each year progresses, we understand that every day normal "wear and tear" will occur. However, students and parents or guardians will be held responsible for any damages to NSLC property caused by recklessness or anger. NSLC staff inventory room property at the beginning of each year and then assess again at the end of the year as a means of tracking wear and tear or unusual damages.

Bedding and Towels

We require students to bring their own bedding, pillow, and towels. This provides students the opportunity of personalizing their room décor, thus providing a sense of ownership and comfort. Any student that plans on being involved in any extracurricular activities will also be required bring a sleeping bag. Beds in student's room must be separated by at least two feet.

Bicycles

Any bicycles that students bring to the NSLC can be stored outside on the bike rack with a lock.

Mail

For personal correspondence, students are responsible for providing their own postage for letters and packages that they send out. Stamps are available at the NSLC office. Transportation can be arranged for mailing boxes or packages at the post office.

Lost and Found

To prevent people from losing items, we encourage all students to label as much of their personal belongings as possible. Any lost items will be placed in the lost and found and periodically donated to charity. Students should register the serial number of their electronic items such as iPods, cell phones, etc with the office. This is the best way to identify missing items. Registration of items will take place at orientation. After that time, the student will need to present a receipt and/or packaging to register an additional item. Students should have a pin

number or password on all their electronic items to avoid theft and help with identifying missing items.

Contraband

Items such as aerosol cans, over-the-counter medication, and personal care products containing alcohol (such as perfume, mouthwash, and hand sanitizer) need to be kept in the NSLC office or they will be considered contraband.

Contraband (which also includes weapons, tobacco products, alcohol, and illegal drugs) will be disposed of by the NSLC staff. Under no conditions will illegal items be returned to the student. Pornography will be shipped back to the student's parents. Under no conditions will illegal items be returned to the student.

Safety and Security

As a communal living area, safety and security are integral to normal, daily operations. Therefore, we follow strict protocols and procedures to ensure that all people involved with the NSLC are safe and that they and their belongings are secure. Sixteen surveillance cameras cover the building as a safety and security measure.

Entries and Exits

Under normal circumstances, everyone entering and exiting the NSLC will use the front doors of the building. Fire exits at the sides and ends of the building are for emergency use only and will set off an alarm when used. Windows may not be used for entry or exit except in an emergency situation.

Keys & Locks

Student rooms have locking doors. Each student will be issued a key that opens only their door. If a student loses their room key, there is a charge of \$20.00. Combination padlocks are also issued to each student so that they may keep their valuables locked in their wardrobes. If any student loses their padlocks, we will charge \$10.00 to replace it. For security issues, any lock that the NSLC staff does not have access to will be removed.

Unsafe Items

Students may not, under any circumstances, bring onto or otherwise have in their possession any type of weapon on the premises of the Nenana City Public School or the Nenana Student Living Center. These items include, but are not limited to: knives, guns, explosive devices, and weapons of any kind. In addition, students may not possess lighters or matches of any kind, nor are they permitted to burn incense, candles, cigarettes, or any other combustible materials. Any camping equipment that could also be considered a weapon needs to be locked up by NSLC staff.

There will be mandatory searching of all packages and letters of students who have previously been caught with tobacco/drugs/alcohol/weapons in their possession, including in years prior. Students will be present when the package is opened. The student is not responsible for the content of the package. Letters to the student will not be read by NSLC staff.

Winter Weather Restriction

Building/Grounds restriction will be enforced on the coldest winter nights. When the temperature is 40 below during any part of the day or 20 below zero at 7:30 pm, weather will restrict all students to the property limits for the remainder of the day. When the weather is zero or below or after dark at night, students will need to be with a “buddy” when checking out for a walk. Students need to stay with their buddy for the entire time while checked out. If there are other bad weather elements such as extreme wind chill, students will be restricted to campus for their safety. Rides will be given to and from planned activities.

Emergency Procedures

The NSLC has printed Crisis Response Plan that we follow in the event of any crisis. All residents are required to participate in the scheduled fire drills and other emergency drills in order to be prepared in the unlikely event of a real emergency.

Students will not, under any circumstances, tamper with fire alarms, sprinkler heads, extinguishers, window screens, or remove window screens. Because tampering causes a safety concern, NSLC staff will address the situation immediately.

In the event of an emergency drill, students and staff within the NSLC will exit the building according to the fire plan and meet in front of the building for roll call.

Orientation and Activities

Orientation

When the students first arrive at the NSLC, we schedule a variety of activities and events into the calendar for student’s involvement that last throughout the year. Our first activities with our students are orientation activities that we call “Jump Start.” These activities last throughout the first weekend before school starts and provides students the opportunity to familiarize themselves with their living quarters, community, peers, and NSLC staff. We ask that students are not checked –out during Jump Start in order to start becoming a part of the NSLC community.

Personal Wellness

The NSLC recognizes that many of the habits that affect life-long health and wellness develop during the teenage years. We consequently offer students extensive opportunities to participate in supervised extracurricular and other wellness activities.

Counselors are available at Railbelt Mental Health Services in Nenana. If a student wishes to see a counselor for personal issues, the NSLC will arrange the appointment and transportation and any additional support required. All counseling is kept completely confidential between the counselor and the student.

Religious Policy

Nenana has a number of religious organizations. NSLC students are permitted to attend any religious services including youth group and other church-sponsored events. The NSLC can not provide transportation to and from religious events, however students can walk to church provided that the church is within NSLC boundaries. If a student wishes to be picked up by people from the church, the organization and the drivers will be added to the student’s check-out

list with parent permission. Religious events occurring outside of Nenana will require express permission from the parent or guardian.

The NSLC Student Leadership Team

The NSLC has established a Student Leadership Team (SLT), which will serve as a liaison between the students and the NSLC administration in addressing relevant concerns. We believe that it is important for our students to have representation and the ability to comment on rules, procedures, and activities. The SLT members will hold regularly scheduled meetings.

Changes to the NSLC Student Handbook for the current school year need to be submitted to the Student Leadership Team no later than December 1st of that school year.

Changes to the NSLC Handbook for the following year need to be submitted to the Student Leadership Team no later than April 1st.

Open Gym

During the academic year, the school may host supervised open gym twice a week. This will be included in the evening activities offered.

Sports and other Extracurricular Activities

Students attending the NSLC are encouraged to participate in extracurricular activities. As long as students meet the Nenana City Public School and NSLC requirements, they are allowed to participate. Students need a sports physical in order to participate in school sports. It is helpful to have this done at home in the summer so they can participate on the first day of practice.

Transportation

When the temperature drops below zero, rides will be provided to and from school. Field trips occasionally occur for various functions and events, and we may provide transportation for school events or other trips.

Dances

Occasionally, the NSLC will host or attend community dances. According to the Nenana City Public School, guidelines are in place to ensure the safety at the dances. If any NSLC students attend community dances, NSLC staff will chaperone them.

School Pictures

Student pictures are taken every fall at the school, and parents are responsible for purchasing portrait packages if desired. The school sends the portrait order forms to the NSLC, and the students and their parents or guardians work out a way to pay for the pictures.

Discipline System

Students need to be given respect and learn responsibility as well as enjoy being a part of the NSLC. Day-to-day activities should include positive modeling by the NSLC staff, building relationships with the students. Rules and enforcement of rules are a part of society and need to be constructive and help instill responsibility in the students.

Any negative and unhealthy behavior or acts will be recorded in a journal by the NSLC staff. Students exhibiting these behaviors will meet with a staff member regarding their actions. Chronic behaviors or major infractions will result in the student being written up, receiving demerit points. The number of demerit points assigned to students varies depending on the severity of the behavior, and each point must be worked off with community service (one hour for each point). When appropriate, Restorative Justice Circles will be used as a way to resolve issues.

Major infractions that will be written up on first offense (including but not limited to):

Drug/Alcohol Use (this needs to be reported to authorities as well as written up)

Tobacco Use

Boys down the girls wing and vice versa

Destruction of Property

Fighting

PDA beyond limits of handholding

Harassment and Bullying (Including Online)

Minor infractions that will be addressed with the student, with a warning, until they become chronic (including but not limited to):

Noise levels

Cell phones after hours

Being tardy

Missing mandatory study hall

Other occurrences of a minor nature

Guidelines for Demerit Points

Any student that accumulates 15 or more demerit points will be placed on a discipline plan until their accumulated points have been reduced to zero. When a student accumulates 30 demerit points, the student will be required to appear before the Director of the NSLC and may be automatically expelled from the NSLC. Students not working off all demerit points by the end of a semester (December/May) may not be invited back for the following semester.

Students must also obey all local, state and federal laws. Any student in violation of these laws may lead to disciplinary action by the NSLC, Nenana City Public School, and/or local authorities. In case of any violations, the NSLC administration has the authority to place students on probation or suspend students if there is just cause. Teachers at the Nenana City

Public School have the authority to temporarily remove a student from class if the student is doing anything disruptive to the educational process. Appropriate NSLC and/or NCPS personnel may place restrictions on students, deny or reduce privileges, and assign extra duties as a consequence or penalty for rule violations. City, state, and federal authorities may also prosecute students who commit crimes or violate laws as established by the city ordinances or state and federal codes. The courts will administer the penalties for these violations.

Seniors

Becoming a senior and turning 18 years of age brings many new rights and responsibilities. However, the NSLC expects seniors that are attending our facility to follow the NSLC code of conduct and student handbook until they have completed their time here.

Suspensions

Students who are assigned out-of-school suspensions will be restricted to their rooms during school hours and will also be restricted to the NSLC campus in the evening. Students on suspension are required to complete all schoolwork and will not be allowed to possess electronics in their rooms during school hours.

Tobacco & Nicotine

The Nenana City Public School and the NSLC are drug, alcohol, and tobacco free. The use of tobacco by anyone under the age of 19 is illegal. Smoking in school buildings and around other people poses health and safety concerns, is a violation of state law, and therefore is in violation of the NSLC Code of Conduct. Any student use of tobacco demonstrates that the student is not meeting the school's curriculum requirements for wellness and healthy life skills. If a student is addicted to nicotine, we encourage them to seek help from the NSLC staff or other institutions that can help.

Penalties for any student who possess or use tobacco on or off the NSLC campus include, but are not limited to:

1. Mandatory participation in an education process designed to help with the cessation of tobacco use.
2. Three to ten demerit points.
3. Distributing tobacco products to other students could lead to additional charges and/or consequences including expulsion from the program.

Substance Abuse Drug/Alcohol Use

Students will not be permitted to have aerosol cans in their rooms. This includes hair spray, cologne, and personal care items. All personal care items need to be purchased in a non-aerosol form. Aerosol cans will be confiscated and disposed of with no financial remuneration to the student.

The possession, use, or distribution of alcohol, illicit drugs, and/or controlled substances is illegal and not permitted at the Nenana City Public School and the NSLC. The NSLC makes a deliberate effort to prevent substance abuse by our students and helps them remain substance-free. The NSLC has a legal right to test its students for the use of alcohol or drugs, including the rapid eye test, breathalyzer test, and urine analysis. Any NSLC staff member, based on just

cause, may request any of the three procedures. We will not conduct any random drug-testing.

Breathalyzer Test

Students exhibiting signs of having consumed alcohol may be asked to take a breathalyzer test administered by an NSLC administrator. If a student refuses to take the breathalyzer test, it will be seen as an admission of alcohol use. Students who test positive for alcohol or who refuse to take the breathalyzer test will be subject to all NSLC rules relating to the use and/or possession of alcohol.

The refusal by any student to submit to drug and/or alcohol testing will be considered an admission of such use. Disciplinary procedures will follow based on such assumed use. If a mandated drug test is negative, the student will not be charged for the test.

ZERO TOLERANCE POLICY

Use of alcohol or illegal drugs will mean immediate expulsion from the NSLC at the student's expense.

The following are the consequences for students who elect to possess, use, or distribute any illegal drugs at anytime while enrolled at the NSLC.

The Penalties for the first offence will include, but are not limited to:

1. Referral to local authorities.
2. The student will be immediately expelled from the Living Center at the student's expense. All transportation costs involved with student suspension and dismissal from the NSLC are the responsibility of the student and his or her parents or guardians. Fees and fines may also result from illegal activity and are the responsibility of the student and parents/guardian.

Student and Parental Rights

At the Nenana Student Living Center, staff and students alike are expected to treat themselves, others and property with respect. Each student has the responsibility of attending classes on time, do his or her chores, and respect the safety, health, and property of themselves and others. We do not tolerate disrespectful behavior such as harassment, dishonesty, vandalism, theft, bad language, or racial comments or slurs.

Student Rights

The staff at the NSLC recognizes that students deserve and require privacy. Therefore, we will make every effort to respect their right to privacy. However, the NSLC staff also has an obligation to ensure a safe and secure environment for all the residents of the NSLC. In addition to privacy, the NSLC also ensures other basic rights:

1. The right to an education,
2. The right to confidential treatment of personal information,
3. The right to participate in student affairs,

4. The right to adequate standards of law, discipline, and grievance procedures to protect the rights of others,
5. And the right to just enforcement of these standards.

Student Grievance Process

Students that have suggestions, concerns, or grievances, should address those issues in the following manner:

Students with suggestions, concerns, grievances over a NSLC policy/rule should first go to a member of the NSLC Student Leadership Team and ask that the item be placed on the agenda for the next meeting. The student can attend the meeting, or just give the information to a SLT member. The SLT will address the issue and make recommendations to the NSLC Director if they feel a change is needed or justified. A member of the SLT will report back to the student with the concern when they have reached a decision. If the student is not satisfied with the decision of the Student Leadership Team, they can submit the concern in writing to the NSLC Director and the student will receive a response within one week. If the student is still not satisfied with the outcome, they can ask to speak with a member of the NCPS school board. The decision of the school board regarding policy is final. It is important that students follow these steps in order to achieve the best results.

Students with concerns or grievances against an individual (student or staff member) should address their concern directly to either a NSLC Director or the NSLC Executive Director. If the grievance is against the NSLC Director, the student can ask to speak with a member of the NCPS school board. These complaints will be handled on an individual basis.

Due Process

In the event a student is charged with violating a punishable law, the following system of procedures will be used in the administration of student's rights and discipline at the NSLC and Nenana City Public School. Due process includes:

- Written notice of charges within reasonable time.
- A fair and impartial hearing prior to the imposition of disciplinary action, unless there is an emergency situation that seriously endangers the health and safety of the accused or others.
- The right to have the student's choice of NSLC staff, parents, or guardians present at the hearing. When that is not feasible, the students or their parent/guardian will choose a person to be present.
- The right to produce witnesses on the student's behalf.
- The right to administrative review and appeal. Parents or guardians of students have the right to appeal a suspension to the Nenana City Public School Board. Any appeal must be in writing, and must be delivered to:
 - Nenana City Public School District
 - P.O Box 10
 - Nenana, AK 99760
- This written appeal must be received no later than 30 days after the date the school issued the suspension. Failure to appeal within the time allowed is a complete waiver of appeal rights.
- A student cannot be compelled to testify against him or herself.
- A student has the right to have all allegations of misconduct and related information removed

from the student's school record in the event the student is found not guilty of the charges against him or hers.

FERPA Rights for Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 years of age certain rights with respect to the student's educational records. They are as follows:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit a written request that identifies the record(s) they wish to inspect to the school principal (or other appropriate school district personnel). The principal or other school representative will make arrangements for access and notify the parent or eligible student of the time and place where the records can be inspected.

- The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Nenana City Public School District or the NSLC to amend a record that they believe is inaccurate or misleading. They should write to the school principal or Dean of Students identifying the part of the record that they would like to be changed, and specify why it is inaccurate or misleading. If the District or the NSLC decides not to amend the record as requested, the District or NSLC will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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