

Mt Edgecumbe High School

Parent Handbook

Mt. Edgecumbe High School
1330 Seward Avenue
Sitka, Alaska 99835

(907) 966-3200 / (fax) 966-2442
Website: <http://www.mehs.us>

2015-2016

Welcome

Mt. Edgecumbe High School:
An Innovative Learning Community
Committed to Excellence

Updated 5/10/2015

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Dear Parents:

Your child decided to seek a quality education at Mt. Edgecumbe High School. With that decision you both became members of the Mt. Edgecumbe family. The MEHS staff welcomes you to our learning community.

In numerous ways, you as parents and we as caring members of the MEHS staff will be co-parenting your child, sharing in the joys and sorrows, the challenges and disappointments that all teenagers and their families experience.

We know that your continuous support is critical to your child's success in becoming an educated and responsible adult. This handbook will help you and the MEHS staff work together to make this possible. It is a guide that can help you be involved in your child's education, overcoming the physical distance that separates us.

Welcome once again, and we hope you will join us in helping your child acquire learning that will last a lifetime.

We hope that this handbook answers many of your questions. If not, please call!
(See directory at the end of this handbook)

The Staff of Mt. Edgecumbe High School

VISION and MISSION of MEHS

VISION:

MEHS inspires students to:

- Discover and expand their talents with multiple innovative opportunities.
- Develop their dreams.
- Meet high expectations for learning and living.
- Prepare for a changing world.
- Form meaningful and long lasting relationships.
- Learn from and appreciate one's own and other's cultures.
- Become ethical leaders.

MISSION:

To provide a challenging, unique education in a residential setting that values rich and cultural diversities and traditions, inspiring Alaskan students to become successful, responsible, global citizens.

ACADEMICS

The Mt. Edgecumbe High School staff wants our students to have as many opportunities as possible after graduation from high school. We believe that this is the desire of our students and parents as well. Toward this end, MEHS requires active student participation in a strong academic program. Our curriculum is centered on and around the core subject areas of science, English, mathematics, and social studies. We also emphasize computer technology, Pacific Rim studies (including the Japanese, Chinese and Spanish languages), and health wellness. Our students have additional opportunities to study a variety of subjects outside the core program depending upon student interest and class availability. Such courses vary from art to public safety, media production to an introduction to health occupations. Vocational classes are often offered in collaboration with the nearby University of Alaska Southeast-Sitka campus.

Along with challenging classes and high expectations for student success, we also have high academic standards. We do not grant credit for poor quality work, but instead provide students with the instruction, time, and tutorial assistance needed to meet these high standards.

GRADUATION REQUIREMENTS

All four-year students must earn 24 credits to graduate from MEHS, including:

- 4 credits of English
- 3 credits of Social Studies
- 3 credits of Science
- 3 credits of Math
- 1 additional credit (Math or Social Studies or Science)
- 2 credits of Computer Technology
- 2 credits of Wellness
- 1 credit of Pacific Rim studies
- 1 credit of a World Language
- 4 electives

Students entering MEHS as sophomores are required to earn 23 credits to graduate, while new juniors must complete a total of 22 credits and new seniors 21 credits. These reduced credit requirements reflect the fact that a student cannot typically work into a one or two-year schedule at MEHS all the specific classes that would otherwise be required.

Students may take eight classes. Thus a regular schedule includes the opportunity to earn 32 credits, and for most students, hence, a total of twelve elective classes. This arrangement also allows a student to repeat classes when necessary to gain subject mastery.

Credit Scale

(Schedule: based on 24 credits required)

Students will be classified based upon credit scale of:

Freshman	0-5.0
Sophomore	5.1-11.0
Junior	11.1-16.0
Senior	16.1 and up

TUTORING

Our Tutoring Program offers students extra learning time under the supervision of a trained adult or student tutor. The Tutorial week is Sunday-Thursday, 4-5pm. Evening tutorials are held during study hour, 7-8:30 pm. Morning tutorials run from 7:00am-9:30am. Students are expected to attend tutorials for 1 hour from the time they sign-in. This time must be dedicated to the class the student was placed in tutorials for. If a student is in tutorials for two or more classes they are required to attend two tutorial sessions.

Students are often referred for tutoring by their teachers and are required to participate if referred by a teacher. Any student or parent may make a self-referral as well. Please contact the MEHS tutorial coordinator at 907-966-3226 for referrals or questions about the tutorial program.

STUDY PERIOD

All students are required to study between 7:00 and 8:30 p.m., Sunday through Thursday. Students are allowed computer and library access. Tutors are also available.

REPORTING PERIODS

Academic progress reports are sent home every mid-quarter, quarter, and semester.

CHECK YOUR STUDENT'S GRADES ON THE INTERNET

You can access information on your student's grades, class progress, and attendance at any time by going to the Mt. Edgecumbe website at: <http://www.mehs.us>. Once at the MEHS website you will see a link called "Grades". Selecting this link will take you to the grade book. Once there, you will need to enter your unique user name and password. These are mailed to you in late August. After you have entered your unique user name and password you may select the information you wish to see.

If you need any help with this process, please contact Ms Arleen Casey at (907)966-5259.

We highly encourage you to communicate with your student's teachers. Please call or email them if you have any reason for concern about what you view on the on-line grade book.

MEHS ACADEMIC-NON-RETENTION

Alaska statute 4 AAC 33.080 (i) states that students attending MEHS must remain in good standing, both academically and socially, in order to remain in attendance. In order to assist all students of MEHS achieve their best, we have established the following guidelines to help students understand what is required to remain in good academic standing.

Grades are formally reviewed eight times each year; once at the midpoint of each quarter, when progress reports are printed, and at the end of each quarter/semester. Students may be placed on Academic Probation if one of the following occurs:

- A student's cumulative GPA falls below 2.00
- A student earns 2 or more semester grades of NC's in any given semester

- A student earns 1 semester grade of NC in an Academic Core Requirement in consecutive semesters

Students who remain on Academic Probation for consecutive semesters may be asked to reapply for admission to school.

MEHS invites students already in high school to apply for admission. All students are welcome to apply regardless of their academic standing; however, a student may be placed on Academic Probation if one of the following occurs:

- A student's GPA is below 2.00
- A student earned two or more failing grades in the semester prior to enrolling at MEHS

Students in need of academic support will be assigned mandatory tutorial time outside of the regular school day.

Students will be removed from Academic Probation when their GPA rises above 2.00 and they are able to earn a passing grade in the Academic Core Requirements. Students who remain on Academic Probation for consecutive semesters may be asked to reapply for admission in order to continue attending MEHS.

STUDENT BEHAVIOR

One of our school's major goals is to help our students become responsible citizens who will add to the quality of life in their communities wherever they may elect to live and work.

MERIT SYSTEM

MEHS students are always expected and encouraged to act in a responsible manner. Students are rewarded for positive citizenship and quality behavior. Merit bucks are given to students for good deeds, positive personal growth, tasks performed, and/or outstanding academic and residential distinction. Students can utilize earned merit bucks to buy privileges such as town leave, extra study time, dance admission, overnight supervised activities, or purchase large items at our semi-annual merit buck auction. As in any family situation, parents extend greater trust and responsibility to their children in accordance with the child's demonstrated readiness to handle that trust and responsibility. A student's privileges on and off campus, therefore, depend upon his or her level of citizenship. The vast majority of our students respond very well to this approach, and MEHS students have earned a reputation in Sitka and around the state for their good citizenship.

DEMERITS

Students who violate the MEHS Code of Conduct will be disciplined consistent with the severity of the infraction. Progressive discipline involving intervention and communication with parents/guardians is key to the plan. Violators of the Code of Conduct will accumulate discipline points based on the severity of the infraction. Violations will fall into two general categories of major and minor infractions with consequences assigned accordingly. As students accumulate discipline points, parents will be notified at specified intervals --10, 20, and 30 points. If the 30-point interval is reached, the student will most definitely be suspended and in most cases, may be

removed from attendance at MEHS. It should be recognized that certain infractions, such as possession of a dangerous weapon, physical aggression towards another person, drug/alcohol use/possession, etc., may result in immediate removal from MEHS. **It is the parent/guardian's responsibility to arrange and pay for transportation if their child is suspended or dismissed from MEHS.** Parents/guardians can contact counselors or principals to determine any discipline points assigned to their child.

SUBSTANCE ABUSE

Any student who uses drugs or alcohol will have consequences as defined by the Student Handbook, may be reported to the police, and will be required to submit to a chemical assessment at family expense and assigned community work service. The assessment is estimated to cost \$184. The information gained from the chemical assessment will be used to determine an individual counseling plan for addressing the challenges of drugs or alcohol. Students who fail to follow the prescribed plan or violate the drug/alcohol policy again will be recommended for suspension or dismissal.

TOBACCO USE

If a student is addicted to nicotine, we urge that student to seek assistance from MEHS staff with this problem.

TOBACCO-QUIT PROGRAM: SEARHC's Tobacco Quit Program is here to support the MEHS students who want to quit using tobacco. SEARHC beneficiaries are eligible to enroll for free.

NON-RETENTION

Every student who attends MEHS keeps some other student somewhere else in the State of Alaska from having this learning opportunity. While applying to MEHS is a right, remaining here is therefore considered a privilege. Each spring the MEHS staff identifies students they feel are making limited academic effort at school, continuing to be in constant violation of school rules, or whose presence is considered clearly detrimental to other students. Administration reviews these individual cases and makes recommendations to the superintendent regarding a student's continued attendance at MEHS.

SENIORS

If a senior commits an infraction of 10 points during the last 30 days of school, he/she cannot participate in graduation ceremonies. You and your child signed a brief form of our Code of Conduct as part of the admissions packet. Copies of our complete Code of Conduct Policy regarding student non-retention are available to parents upon request and on the MEHS website <http://www.mehs.us>.

DUE PROCESS

Indefinite Suspension/Expulsion Policy

The following procedures, safeguards, and student rights are triggered when Mt. Edgecumbe High School believes that a student has engaged in conduct that, if

substantiated, would constitute cause for the student's indefinite suspension or expulsion from MEHS.

The purpose of this policy is to support MEHS's code of student conduct, and to ensure procedural fairness for the students involved.

Before making the decision to indefinitely suspend or expel a student, the Academic or Residential Principal shall:

- Provide the student with a description of the violation that MEHS believes the student committed and an explanation of how the student's conduct, if true, violates MEHS policy.
- Interview the student and provide the student with the opportunity to be heard and to offer additional information. Students may elect to be accompanied by a MEHS staff member of their choosing who is on duty at the time of the interview.
- Review the facts, and if possible, interview parties who have direct knowledge of the incident under investigation and document the interviews. This may include, but is not limited to dorm personnel, teachers, other staff, other students, or the Sitka Police Department.
- Inform the student and their parents of an indefinite suspension or expulsion at the conclusion of their investigation. Although such notice may be given verbally, the Residential or Academic Principal will promptly reduce their findings to writing, making a copy of the indefinite suspension/expulsion decision available to the student and their parents as soon as possible. A copy of this policy will also be made available at that time.

If the student disputes an indefinite suspension or expulsion imposed under this policy, the student may appeal the decision to the MEHS Director and request a hearing.

During the hearing, the student will have the opportunity to tell the student's side of the story, including any evidence in support of the student. The student's parents or legal guardian will be permitted to participate in the hearing telephonically. At the close of the hearing, the MEHS Director may uphold, amend, or overturn the decision to indefinitely suspend or expel the student. Students may also choose to be represented by counsel at this hearing. The final decision of the MEHS Director can be appealed to the Commissioner of Education and Early Development. That appeal would be governed by 4 AAC.40.

RESIDENTIAL LIFE

Our students live in one of four dormitories in a physical setting similar to that of a college campus. They typically live with one to five roommates. Each student has a separate bed and closet or wardrobe. Appliances like microwaves or refrigerators are not allowed in dorm rooms, but are available in central living areas. A larger group of students share bathrooms, shower rooms, and laundry facilities.

Residential staff provides dormitory supervision 24-hours a day. Students are required to follow various health and safety rules, including checking in and out of the

dormitory outside of school hours. All students participate in keeping their rooms and other areas of their dormitory clean.

A typical day for most students begins between 7:00 and 8:00 a.m. with getting clean and dressed, having breakfast, and tidying up one's room. Senior level classes begin at 8:15am with the remaining classes starting at 9:40am. After a morning of classes, students return to the upper part of the campus for lunch and a few minutes of visiting, and then it is back to their studies. Senior level students are finished at 2:35pm with all others concluding at 4:00pm. An exception and/or advantage of the MEHS school day schedule is for senior level students who have opted/required to take a 5th period class. Students then head in a number of directions: some remain at school to work with their teachers, go to the library, or work in the computer lab; some head to the field house for intramural sports or other wellness activities; still others return to the dorms for free time. Some elect to go on town leave. School clubs may be meeting, such as the Japan and China Club, Future Teachers of Alaska and Student Council or interscholastic sports practice may be underway. Students thus are engaged in many activities in numerous locations.

The dinner hour is from 5:45 to 6:45 p.m. (5:00-6:00 p.m. on weekends). All students are required to study between 7:00 and 8:30 p.m. More recreational activities are available to students between 8:30 and 10:00 p.m. Open gym in the field house in the evening serves both as a place for physical recreation and as a social gathering place for students. Activities draw to a close between 9:30 and 10:00 p.m., after which students get ready for bed and observe lights out at 10:30 PM on week days and 11:30 on Friday and Saturday.

Weekends operate at a slower pace but remain full of learning and recreational opportunities. Many weekends include special activities such as athletic events, school dances, or camping trips. Most students spend at least part of each weekend doing homework. Formal tutorials, computer lab and library activities begin again on Sunday evening.

A student 17 years of age may go to an R rated movie at a movie theater with a signed & dated parental permission that may be faxed to the school.

COUNSELING

There are three residential dorm counselors available to students. In addition, many of the RA's (Resident Advisors) and other adults working in the dorms offer a listening ear for student concerns.

The dorm counselors offer a range of services, some of which are homesickness, academic issues, peer relationships, and general concerns – in addition to more serious issues such as suicide idealization, death and dying, drugs, and alcohol.

Other more intensive counseling services are available through SEARHC and other community of Sitka programs (other programs in the Sitka Community). Our counselors

are excellent at referring students to those services when needed and communicating the issues to parents.

Please take advantage of our counseling staff cited in the directory.

EXTENDED FAMILIES

Each student at MEHS becomes part of an extended family, headed by members of the MEHS staff and their spouses or by other adults in Sitka. Extended family members eat together every other week and often engage in special activities with their extended family parents such as berry picking, boating, picnicking, or fixing a dinner. Students remain in the same family group throughout their years at MEHS. Many stay in contact with their MEHS "parents" as college students and young adults.

EXTRACURRICULAR ACTIVITIES

Mt. Edgecumbe recognizes that much student learning occurs outside of the classroom. The school thus offers students many opportunities to participate in extracurricular activities through our residential, recreational and cultural programs. Students are urged to join one or more of these activities. Among the choices typically available to students are:

A. Region V Athletic Activities

1. Cross Country
2. Basketball
3. Volleyball
4. Wrestling
5. Cheerleading
6. DDF

Please see Appendices for ASAA activities if your student will be participating in any of these team activities. ASAA TAD Policy, Concussion Policy, Coaching Contact Information.

B. Alaska Native Culture Programs

1. Five different Alaska Native dance groups
2. Native Youth Olympics
3. Carving, basketry, drum making, Native arts

C. Clubs and Organizations

- | | |
|--|--|
| 1. Alaska Native Brotherhood or Sisterhood | 6. LEADS |
| 2. Battle of the Books | 7. MEAYA Environmental & Conservation Club |
| 3. China Club | 8. National Honor Society |
| 4. Future Teachers of Alaska | 9. Pep Club |
| 5. Japan Club | 10. PILLARS |

- 11. Recreation Club
- 12. Sitka Youth Court

- 13. Student Council
- 14. Technology Club

D. The Wellness/Recreation Program includes physical fitness activities, nutrition education, drug issue education, stress management, personal safety, and healthy living. Activities include karate, weight training, net games, kayaking, relaxation and meditation classes, swimming, basketball, flag football, baseball, volleyball, camping, hiking, step-aerobics, yoga, Zumba. These activities take place at various times during the school year. Dates, times and places are typically posted on e-mail and school bulletin boards.

E. MEHS students also attend and participate in many special events throughout the year: concerts, athletic events, school dances, presentations by guests such as authors and artists, and the special events of our Founders' Week, to name a few.

Students who travel to represent the school in any activity, such as Region V sports, must be academically eligible and must portray acceptable citizenship. This encourages students to maintain academic effort and live by the school's Code of Conduct.

All extracurricular activities provide students new learning experiences in a safe environment that will encourage individual growth and healthy life choices.

FOOD SERVICE

The school provides hearty meals three times a day, Monday through Saturday, with two meals served on Sunday. The menu rotates on a six-week schedule, and the food provided meets all USDA nutritional standards for school settings. Fruits, vegetables and other healthy choices are emphasized, and students may eat as much as they wish. Special food events occur at least weekly, such as a barbecue, steak night, family dinner night, etc. Parents who visit MEHS and join their students in the cafeteria are generally pleased with the variety and quality of the food provided.

Special food requests can be made for individual students with unique dietary needs as verified by the student's physician.

BANKING, BUDGETING AND STUDENT EMPLOYMENT

Most students set up a checking account in a local bank for convenience and security. Students often open such account at the same institution their parents/guardians use for banking services. ALPS Federal Credit Union, Alaska Pacific Bank, First Bank, First National Bank Alaska and Wells Fargo Bank are all located in Sitka. School staff takes groups of new students into town during the first week of school to help them get their bank accounts established. An ATM machine is located on campus for student convenience. We recommend that students keep a minimal amount of cash with them. If students receive cash and cannot get to the bank, we suggest they turn it in to residential staff for safekeeping.

We ask that all parents/guardians help their students plan a monthly budget. While students are required only to provide their own clothing and items for personal hygiene

including laundry detergent, many students also use personal spending money for snacks, school supplies, entertainment, etc. Students advise us that average expenditure for such items is approximately \$40- \$80 per month.

MEHS maintains a limited student employment program that provides part-time work for students in particular financial need. A few of our students also elect to work part-time in Sitka, an arrangement that requires parent permission.

CHURCH ATTENDANCE

Sitka has more than twenty different churches, all of which welcome MEHS students. Families often invite our students to special church events and will arrange transportation for those interested in participating. Pastors, priests and other local spiritual leaders would also welcome any contact you may wish to make with them regarding your child.

MEHS is a public school and thus has no religious affiliation. We do recognize the important role individual spirituality can play in an individual's life and encourage our students to participate in the church of their choice.

TOWN LEAVE

Students "cross the bridge" to Sitka for such purposes as participating in community events, going shopping, or receiving medical services. A number of rules govern these visits:

1. Students may go to town on their own or with other students during specified times each day, typically during afternoon hours. The number of times they may do so each week for their own purposes depends upon the level of responsibility they have demonstrated at MEHS and thus the privileges they have earned. All students check out of the dormitories upon leaving campus and check back in when they return. Every student not on campus restriction is allowed one free town day on Mondays.
2. All MEHS rules apply to students at all times, whether they are on or off campus. Certain locations in Sitka are off-limits to our students. Furthermore, students may not ride in a car driven by anyone who is not at least 25 years of age and approved by MEHS.
3. Students may be checked out by school employees and extended family parents for special events and family activities with your signed permission. They may also be checked out by those adults 25 years of age and older whom you have approved in advance in writing. Your student registration packet includes forms for this purpose. We will mail or fax you additional copies at your request. We can also send you a copy of our check out procedures and guidelines.

Because we are entrusted with the responsibility of providing a safe environment for your child, we ask that you work closely with us regarding student checkouts. If you have concerns or questions in this regard -- perhaps about an individual your child is asking you to approve or about a proposed activity -- please call. We all want our MEHS "kids" to be as safe as possible.

Student participation in various activities in Sitka adds to the richness of an MEHS education. We can also all be pleased that our students have earned a very positive reputation in Sitka for acting as responsible teenagers.

HEALTH SERVICES

Mt. Edgecumbe High School works with South East Alaska Regional Health Corporation (SEARHC) to provide medical services to our students. We operate a certified clinic housed in Heritage Hall. Students who are sick during the school day will be monitored by medical professional and will stay in a designated sick bay. The medical staff will also makes medical appointments (including physicals, eye exams, dental/orthodontic exams, etc.) with medical, visual, and dental service providers located in the community. Arrangements are made for the students' transportation to and from these medical appointments. Parents are encouraged to call the school medical staff with concerns or information regarding the physical or mental well being of their child. School Administration has the utmost level of confidence in our school nurse's skills & professionalism. We will support their decisions concerning health care.

The Southeast Alaska Regional Health Consortium (SEARHC) Hospital is located next to the school's campus. SEARHC operates this facility under a contract with the Indian Health Service (IHS). Students who provide documentation of their Alaska Native/American Indian heritage receive these services free of charge. Parents of non-Native students, as well as Native students without documentation of IHS eligibility, are responsible for payment of all medical services provided at Mt. Edgecumbe Hospital.

Professional counseling staff is available to students on campus. Other mental health services are located in the community and are made available if students find themselves in need of additional help.

COMMUNICATION

COMMUNICATING WITH YOUR CHILD

Parents are encouraged to communicate regularly with their children at MEHS. Letters and phone calls from home are the most effective ways to let your students know you care. Regular communication can help boost children's spirits as well as reduce the fears and concerns we all have when our children are away from home. You and your child will want to set up regular times and methods of staying in touch that work best for you.

When phoning home, students will need to use their cell phone or call collect. Cell phones are allowed on-campus but not allowed in classrooms. When parents call their children, the main dormitory number is (907) 966-3292. Many students participate in activities right after school, so the best time to reach them is often early after dinner or on weekends.

Please be respectful of study hour and lights out time where no calling or texting is allowed. If there is an emergency please have your child inform a staff member. Staff will find a quiet and private space for you to talk with your child.

If you call your child during school hours, a written message will be taken and emailed or delivered to your child. Our classrooms are scattered over a large area, so students will not be removed from class for phone calls except under special circumstances, such as a family emergency. If an emergency message does need to be conveyed, please let this be known to the staff you are talking to so appropriate school personnel can be made available to assist the student.

To send care packages (which are always welcomed by the students!), the student's address is:

Student Name
Mt. Edgecumbe High School
1293 Seward Avenue
Sitka, AK, 99835

For those parents with access to the Internet, email messages may be sent to individual students using the following format: first name.last name@mehs.us (for example: Bill Smith's email address would be bill.smith@mehs.us).

All MEHS staff can be reached through our website: www.mehs.us. We urge you to stay in touch with your children and the MEHS staff!

Communication! Communication! Communication! We all know how important it is between parent and child, so please stay in close touch with your child and with the school. We will all benefit -- your child most of all.

QUESTIONS REGARDING COMMUNICATION

The MEHS staff encourages you to call with your questions and concerns, ideas and suggestions, and information that can help us serve your child's needs. This section will help you know how best to communicate with school personnel.

How can I best communicate with MEHS staff?

LETTER: The school's main address is

Mt. Edgecumbe High School
1330 Seward Avenue
Sitka, Alaska 99835

Please address the envelope to the attention of a specific individual if you know the name of the person you want to first read your letter.

PHONE: The school's main switchboard number is 907-966-3200. This phone is answered Monday through

Friday from 8:00 a.m. until 4:00 p.m. and often earlier and later as well.

The number of the main dormitory office is 907-966-3292. This phone is monitored off and on during weekdays, on every evening of the week until at least 11:00 p.m., and all day on Saturday and Sunday.

ADMIN FAX: The school's fax number is 907-966-2442. Available 24-hours a day.

DORM FAX: The dorm's fax number is 907-966-2642. Available 24-hours a day.

EMAIL: You can reach staff members on our email system by looking online or calling the front office.

You can phone us, fax us, or write to us via email or regular mail. Now let's visit about whom you will want to contact.

Whom should I communicate with?

1. Some general recommendations, primarily regarding phone contact:

a. If you don't know whom it would be best for you to talk to, call the main switchboard number (966-3200). Tell whoever answers that you are a parent and that you need to speak with someone about whatever topic you have. The office person who answers your call may be able to answer your question immediately. This is particularly true when what you need is factual information. If your call is not of this nature or requires a more specific response, the individual you have reached will know to whom the call should be directed.

b. If you are dealing with a specific staff person regarding a specific topic, such as the school's academic advisor regarding your child's grade report, ask for that individual by name. Please remember that MEHS is a 24-hour, 7-day per week school, with many staff who work various shifts throughout the week. If the person you are calling is not available right away, leave a message that you called, the topic you wish to discuss, and a number where you can be reached.

c. Sometimes the information you seek requires a discussion among several staff members, such as in the case of wanting an up-to-date report on a child's behavior or academic progress. In this instance, the staff person you will deal with may need a day or more to gather the information and get back to you. The home school coordinator (907-966-3226) is there to help assist you in communicating with the school.

2. Some of the staff positions with whom you will have most frequent contact:

a. **Receptionist**, 907-966-3200 -- answers most incoming calls to the general switchboard. Will be able to provide you with more general information.

b. **Home School Coordinator**, 907-966-3226 - helps coordinate the school's general communications program with parents; ensures that all parents have some personal contact with school personnel throughout the school year.

c. **Tutorial Administrator**, 907-966-3251 – answers questions about tutorials and provides assistance to placing your child in tutorials.

d. **Residential Contractor**, 907-966-3275 -- provides general supervision in the dormitories and other specific services within the residential program.

- e. **Counselors and Social Worker**, 907-966-3224, 907-966-5261, 907-966-3287 -- deals primarily with the social and emotional well being of our students.
- f. **School Health Clinic**, 907-966-5204 -- deals with student health issues including sick call and sick bay, medical appointments, and medical case management.
- g. **Academic Advisor**, 907-966-3210 -- helps students plan their academic program and monitors student academic progress.
- h. **Special Services Instructor**, 907-966-3220 -- provides direct instruction and support services to students with special learning needs.
- i. **Teachers**, contact via the receptionist at 907-966-3200 -- provide instruction to your child in specific subject areas.
- j. **Academic Principal**, 907-966-3202 -- provides over-all direction to the daily operations of the academic program.
- k. **Residential Principal**, 907-966-3228 -- provides over-all direction to the daily operations of the residential program.

The directories in Appendix D will enable you to match names with the above positions.

When is the best time to contact school personnel?

1. The school has two major shifts of workers that correspond roughly with daytime/weekday and evening/weekend hours. If you call for a staff member during the day who normally works evenings, that individual will be given your message and asked to return the call. You will also be advised of when you could return the call to make the connection if you prefer to do so.
2. Calls will not normally be transferred to teachers during their classroom instruction time. They can often be reached around 4:00 to 4:15 p.m. each weekday, or they will be advised of your call so they can call you back at first opportunity.
3. Letters and email are received each weekday, both to individuals and to the school in general. It is our experience that regular mail from outlying communities can take up to a week to reach Sitka.
4. We recommend that you contact MEHS staff in the early stages of any problem that is developing with your child. It is always easier to solve problems in the early stages rather than later in the process.
5. Do not hesitate to call anyone at the school at anytime for family emergencies. We care deeply about all of our "kids," and will want to work closely with you in such circumstances.

How will MEHS staff members communicate with parents?

MEHS is expanding its efforts to be in touch with all parents on a regular basis. Such communication takes place in a number of forms:

1. Mid-term and quarterly **grade reports** advising you of your child's academic progress, including a guide to interpreting the reports and suggestions on what you can do to follow them up with your child and/or school staff;

2. **Calls, letters, and/or postcards from staff** advising you of difficulties your child may be having and/or of particular successes he or she is experiencing. It is our intent that every parent should have some form of communication from MEHS at least every month of the school year.

3. **Electronic Grade Book** – Use your unique user name and password to access grades and assignments at www.mehs.us at the “Grades” link. Communication! Communication! Communication! We all know how important it is -- between parent and child, parent and school staff, school staff and child. Conference calls involving all three members of this triangle are often the best communications of all. So please stay in close touch with your child and with the school. We will all benefit -- your child most of all.

PARENT VISITATION

Students and staff alike enjoy having parents on campus. Nothing else will better enable you to understand your child's life at MEHS. If you will be in Sitka anytime during the school year, we invite you to let us know in advance so that we can make your school visit as productive for you as possible.

TRANSPORTATION TO AND FROM SITKA

MEHS provides transportation to students at the beginning and end of each school year. Travel dates, schedules, and airlines are selected by the school to get the best fares and to enable students to arrive in Sitka or leave for home at the appropriate time. Changes to school funded tickets are not allowed.

The vast majority of our students travel through Anchorage on their way to Sitka. MEHS staff provides assistance to students in the Anchorage airport and travel with them from Anchorage to the school. Most students are also traveling from regional hubs with other students from their area. You and your child will receive specific travel directions with your ticket, including 24-hour phone numbers you can call in case of any difficulties or emergencies.

Student travel costs and ticketing for the midyear holiday are the responsibility of parents. We urge you to make reservations for holiday travel early in the fall. Flights fill up fast for holiday travel, and students will want to remain at the school through the end of classes in December and return on time at the end of their midyear break.

- **It should be noted that many students will pressure their parents to allow them to leave early for the winter break; similarly, many will make plans to arrive back at school in January a week or more late. While this may on occasion be unavoidable due to special family plans, experience over the years shows that students who miss their final exams or postpone finishing their class projects in December have a difficult time getting good grades in the classes they miss.**

- In nearly all cases, teachers do not give final exams early. There is thus a five- to six-week break from when a student last was in class until the time he/she makes up the final exam or completes the project. As a result of this long

time span, most students who extend their winter break see their grades suffer as a result.

- Similarly, classes start immediately in January with challenging required work. Students, who are late more than a day or two, often find themselves way behind in their work for second semester when they get back and have a difficult time catching up. Students only have 10 school days from the beginning of the second semester to complete any missing work from first semester.
- Therefore, it is highly recommended to make travel plans for winter break as soon as possible so as to make sure the student is present for as many scheduled days as possible both in December and January.
- MEHS is on the block schedule. One day absent here is like two days at any other school. Thus one week of missed classes is like missing 10 days at any other school.

If a student decides to leave school before completing the school year, parents are responsible for paying transportation costs home. The same rule applies to students who are suspended from school for serious violations of the school's Code of Conduct.

MEHS TRAVEL POLICY

MEHS Student Travel

As a residential high school, student life at Mt. Edgecumbe High School involves travel. Students travel between their home communities and MEHS at the beginning and end of each school year; students also may travel for a variety of school-related activities and field trips. The purpose of this policy is to outline the responsibilities, costs, and procedures associated with student travel. These guidelines are designed to minimize costs and ensure student safety.

School Sponsored Travel (Activities, Field Trips, NYO, etc.): School sponsored trips are typically booked as part of a group rate in order to minimize expense. Because of this booking method, students are not permitted to make changes or variations to their travel unless extraordinary circumstances arise. MEHS is responsible for students during school sponsored travel, and students are required to follow the MEHS Code of Conduct during such trips.

All students who participate in school sponsored travel are required to travel according to the ticket issued to them. Failure to do so may result in the loss of future school sponsored travel opportunities. Occasionally, parents or guardians may be present at a school sponsored activity, such as a Region or State tournament. When present at one of these events, parents or legal guardians may check out their student at times not in conflict with school activities. Permission from the coach or chaperone is required. No overnight absences will be permitted. Students who do not follow these guidelines risk losing the opportunity to participate in the school sponsored event.

Eligibility to Travel on a School Sponsored Trip: For any student to be eligible to travel on a school sponsored trip, he/she has to be a student in good standing. This means that students must be academically eligible as well as have their student fees and fines paid in full.

Non-School Sponsored Travel (Independent Travel, Emergency Travel, Etc.):

Before a student may travel for non-school sponsored travel, written authorization from

his/her parent or guardian, in the form of a Student Absence Notification Form (obtained from the MEHS office), must be received by the dorm or academic secretary. The written authorization must be received by fax or mail and must be accompanied by the student's travel itinerary and contact information for the student during the proposed travel. Travel authorizations sent by e-mail or over the phone will be accepted only in extraordinary circumstances. Such rare exceptions can be made only by the Academic or Residential Principal.

Medical Travel: If a student has to travel for medical reasons, the school will provide adult supervision for the travel to and from the appointment. Some MEHS students are covered by Denali Kid Care, which will cover the costs of travel for covered students as well as for an escort.

MEHS will work with students and families to ensure that a student receiving extended medical treatment is provided with support and supervision. If a student chooses to travel unaccompanied for medical reasons, written permission will be required.

Suspension Travel: If a student violates the MEHS Code of Conduct and is suspended or expelled from MEHS, parents are responsible for the costs of the student returning to their home community and returning to MEHS (at the end of a short-term suspension period).

Transportation To and From Sitka (Start and End of School Year): MEHS provides transportation for students from their home communities to MEHS at the beginning of each school year and from MEHS returning to their home community at the end of the academic year. Travel dates and schedules are selected by MEHS in order to minimize costs, to minimize travel time, and to ensure timely student arrivals and departures.

It is strongly recommended that students and their families refrain from making changes to the itineraries booked by MEHS. Traveling on the original itinerary allows MEHS to provide supervision to students from the time they arrive in a major airport (usually Anchorage) until they arrive at MEHS and vice versa on their trip home at the conclusion of the academic year. Students are required to remain with, and follow the instructions of MEHS chaperones when provided. Parents will receive specific travel instructions with their tickets and are required to report travel problems or delays to the 24 hour number provided.

Students and parents who elect to make changes to original itineraries must promptly inform MEHS of these changes. Students traveling on alternate itineraries are not guaranteed any level of supervision during their travels; parents who allow their children to travel on an alternate itinerary assume the responsibility to provide any travel supervision they deem necessary. These students are to abide by the MEHS Code of Conduct at all times during their travels. Any violations of MEHS Code of Conduct and/or travel issues related to supervision while in Anchorage may result in discipline and/or denial for re-admission to MEHS.

Variations in Student Travel: When MEHS books student travel, the school assumes responsibility for the cost of the booked ticket and supervision of the student traveling on that itinerary. If a variance in booked student travel is requested by the parent, approval has to be secured from MEHS administration. If approved, then the parent is responsible for all change fees and added costs, is required to provide notice of the

student's amended itinerary and plans to MEHS, and is responsible for his/her child until he/she returns to MEHS.

Transportation at Semester Break and Other: All students are required to return home over winter break due to the dorms closing down. Student travel costs and ticketing for the winter break are the responsibility of parents. We urge you to make reservations for holiday travel early in the fall. Flights fill up fast for holiday travel, and it is in the best interests of students to remain at MEHS through the end of classes and to return to school promptly after winter break.

If a student decides to leave MEHS before completing the school year, parents are responsible for paying transportation costs for the student to return to his/her home community.

Consequences for Travel Issues: Students who travel on school sponsored travel are viewed as representatives of MEHS and must conduct themselves accordingly. The MEHS Code of Conduct applies to all students at all times while traveling. Students will be subject to disciplinary action for violation of travel guidelines and rules including curfews, housing assignments, and ferry policies, as well as for insubordination and violations of MEHS policies or the law. Violations may result in the student being disciplined and/or a denial for re-admission to MEHS.

FAQ's –FREQUENTLY ASKED QUESTIONS

Sometimes situations arise that require particularly close communications between parents/guardians and school personnel -- a death in the family, severe homesickness, major academic difficulties, etc. This section of our Parent Handbook is designed to help you deal with such circumstances. Each situation is posed in the form of a question, with our recommendations made based upon years of experience in dealing with MEHS students and parents.

1. What should I do if a family emergency arises and I need to share this information with my child?

It is helpful for MEHS staff to be aware of special family emergencies and possibly to help you decide when and how to share this information with your child. We request that you call the school and identify the situation as an emergency. We will then connect you with the principal, a member of our counseling staff, or some other staff person believed to be particularly appropriate to helping your child. You and the staff member can then form a plan for best dealing with the emergency. This approach has proven more successful than having such information reach a child without the availability of immediate support.

2. What should I do if my child calls me repeatedly, is very unhappy, and wants to come home?

Many of our students become homesick, sometimes within the first two weeks of the school year. This is a normal response for anyone who leaves home and enters a very different environment -- whether going to school, a job assignment, or even a vacation. The technical term for such a reaction is culture shock. Common characteristics of culture shock are finding fault with one's new surroundings, anger

and hostility, fatigue, and even depression. When culture shock hits, other people in the new environment are not trusted. Minor issues may become major problems. At MEHS, a typical response of a student experiencing culture shock is that the food is no good, the staff doesn't like me, the students are mean, and/or the schoolwork is too hard or boring.

None of us want our children to be unhappy, and so after hearing such a message over and over, some parents agree to send a ticket and bring the child home. In about a third of these cases, the child requests to return to MEHS within a month, but by then, is so far behind in schoolwork that such a return is impractical. If your child becomes severely homesick, we recommend the following actions on your part:

- a. Help your child recognize that many of the feelings being reported are typical symptoms of homesickness. For most individuals, these symptoms go away with time.
- b. Let school staff know that your child is experiencing homesickness. We are often aware of this fact, but a few students at the beginning of the year say little to anyone other than their parents. The only solution they can think of is going home, so they often don't want help from anyone.
- c. We highly recommend that you not agree to send your child a ticket home until you have first set up an audio conference with the child, yourself, and one or more staff members. If a real problem exists, this process will help the staff and student develop a plan to deal with it. Such a conference will also give you another valuable perspective on the situation.
- d. If a child leaves school before the end of the school year, the parent is responsible for transportation costs. You will discover that a one-way ticket purchased with only one or two days' notice can be very expensive compared to a 21-day advance purchase. You may want to consider agreeing to secure a ticket good in 21 days. Your child may by that time want to remain at MEHS, and you can get a refund on the ticket or use it at Christmas.

We are not suggesting here that the best decision is always to keep a child at MEHS. Circumstances vary with each child and each family. We do know, however, that homesickness is a common experience of all students who leave home for school, regardless of age, and that most individuals go through a predictable set of stages in overcoming this experience. Those who are able to make the adjustment are usually pleased when it is over, and they have gained valuable skills that will help them in the future.

3. What will happen if my child gets into trouble at MEHS?

As in any family, MEHS has rules to govern children's behavior. These rules are designed to help students become responsible citizens and to make living in our MEHS family safe and pleasant for everyone. Most rule infractions are dealt with through our Code of Conduct system as described in the Student Behavior section of this handbook.

However, any particularly serious offenses -- most typically those that involve a student breaking the law -- will result in a call to you and discussion of a limited number of options. This is particularly the case under circumstances of student use or

possession of alcohol or drugs. In every case, however, MEHS staff will work with you and the student to try to identify solutions that will enable your child to be successful at MEHS.

If you get a call from us regarding your child's serious violations of the school's Code of Conduct, we recommend the following actions:

- a. Listen to a description of the difficulty your child is having. Ask any questions you might have that will help you understand the situation as well as possible.
- b. Find out any automatic consequences -- for example, a required appearance by your child in court or a suspension from school for up to ten days.
- c. Work with the staff and your child to come up with possible strategies that will help the student learn from the situation and move forward.

4. What should I do if my child's grade report suggests a clear lack of success in the classroom?

First of all, it is good to remember that MEHS places high academic demands on our students -- quite often higher than what they may be used to. First-year students are also making a major adjustment to a new community, new friends, and related changes in their lives. MEHS staff thus places more initial emphasis on learning effort than on actual performance. We expect students to work hard in their classrooms, with faculty after school, to study in the evenings, etc. When a student is not trying, we get concerned. We recognize and accept that some students will require more time, might need to repeat a class, or might even end up spending five years in high school. That's okay in our view, for we want students to graduate well prepared for the challenges they will face. But again, we expect all students to work hard at learning. And we provide study time and tutors who can help a student learn and grow.

We urge you to encourage your child to work hard at learning. You may also want to contact the academic counselor, teachers, and/or residential parent to gain insights into your child's academic problems. Please see special parent-to-school communication tips in the Communication section of this handbook.

If a student continues to encounter academic difficulty, particularly during a second year, MEHS staff will confer with parents and the student to see what else might be done. Some students elect to take correspondence courses in the summer to stay on schedule for graduation. Some elect to plan a 5th-year program. Some decide to return to the high school in their own community.

5. Is there some way I can have something special done for my child, such as on a birthday or in recognition of some special accomplishment?

Student clubs sometimes secure and deliver birthday cakes, flowers, balloons and the like as a fundraising activity. Such services are also available from merchants in Sitka. MEHS employs a home school coordinator who can answer many of your questions or provide you a connection to the school. Please don't hesitate to call them by phoning either the academic (966-3200) or dormitory (966-3292) offices.

GOVERNANCE

Mt. Edgecumbe High School is a state-operated public school; it is a division of the Alaska Department of Education and Early Development. The Alaska State Board of Education serves as the MEHS school board. A superintendent provides leadership to the school under the direction of the Commissioner of Education. An MEHS Advisory Board appointed by the State Board gives guidance to the Commissioner and MEHS Superintendent regarding school operations.

The Advisory Board consists of two alumni, two parent representatives, an MEHS student, an Alaska school administrator, one member of another Alaska school board, one member from the State Board of Education, and a representative of the community of Sitka. Present membership is listed with the staff contact information and MEHS website.

All Advisory Board position vacancies are announced through various media and online.

APPENDIX A PARENT AND SCHOOL AGREEMENT

MEHS PARENT INVOLVEMENT POLICY

Mt. Edgecumbe High School will seek to remove or lower barriers to parent involvement, facilitating greater participation by, and partnership with parents in school planning, review, and improvement.

The following elements are guiding principles for parent involvement at Mt. Edgecumbe High School:

1. The development of plans to help all children meet challenging academic standards;
2. Coordinate technical assistance and other support necessary for planning and implementation of effective parent involvement activities to improve student academic achievement and school performance;
3. Provide assistance to parents of children served at MEHS, as appropriate, in understanding such topics as the State's academic content and performance standards, State required and MEHS academic assessments, and how to monitor a student's progress and work with educators to improve the achievement of their student(s);
4. Provide information to help parents to work with their children to improve their children's achievement, such as literacy strategies information and assessment/progress information online, as appropriate, to foster parental involvement;
5. Educate teachers, administrators, and other staff, with the assistance of the advisory board, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

6. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities that encourage and support parents in more fully participating in the education of their children;
7. Using every communications means available, ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
8. Conduct, with the involvement of parents, an annual evaluation survey of the content and effectiveness of the parental involvement in improving the academic quality, including identifying barriers to greater participation by parents, and use the findings of such evaluation survey to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policy.

MEHS EDUCATIONAL COMPACT

There is a folk saying that states, "It takes an entire village to raise a child." Nowhere is it as important to work to this end as it is at Mt. Edgecumbe High School (MEHS). We all have a role to play in the success of our children through a process that includes teachers, students, residential personnel and parents. The following is a consensus of the different roles and responsibilities that are vital to a child's success. While the list is not all-inclusive for success at MEHS, it serves as a starting point on which to focus during our children's journey to develop the necessary skills required ensuring their future.

Student Roles

- Come to school with a desire to learn and with the willingness to participate in learning.
- Be prepared to learn by being ready for class with necessary materials, assignments and completed homework.
- Do quality, on-time work in all classes.

Teacher Roles

- Be a positive role model that helps children develop a love of learning and demonstrate enthusiasm for learning.
- Teach classes through interesting, meaningful and challenging lessons and have high expectations for all students.
- Be fair and understanding. Have patience and show respect by listening to and understanding students.
- Provide an environment that is warm, caring, safe, and enforce rules equitably.
- Communicate with parents about their child in school. Work with parents for the benefit of the child.
- Promote education during and beyond the traditional school day.

Parent Roles

- Support the child from home by encouraging completion of homework, discussing school experiences, promoting attendance at tutorials, and demanding hard work.
- Promote education by setting examples of school involvement, communicating with the school personnel and developing a working trust with the child's teacher.

- Support the child at school. Show the value of education by encouraging participation in school activities and working with the teacher for the child’s achievement.
- Love your child unconditionally and accept him/her for what he/she is – a priceless and most valued treasure.

APPENDIX B CIVIL RIGHTS COMPLIANCE

NOTIFICATION OF CIVIL RIGHTS COMPLIANCE

It is the intent of Mt. Edgecumbe High School to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Students attending Mt. Edgecumbe High School may participate in education programs and activities, including, but not limited to, health, physical education, and vocational and technical education, regardless of race, color, national origin, religion, age, handicap or sex. This civil rights compliance also pertains to admissions and employment.

APPENDIX C ASAA INFORMATON

COACHES CONTACT:

Name	Office Phone	Email address
<u>Residential/Activities Principal</u>		
Andrew Friske	Office 966-3228	Email andrewf@mehs.us
<u>Residential Assistant Principal/Athletic Director</u>		
LieuDell Goldsberry	Office 966-3251	Email lieudellg@mehs.us
<u>Academic Principal</u>		
Bernie Gurule	Office 966-3202	Email bernieg@mehs.us
<u>Cross Country Running</u>		
Head Coach: Josh Arnold	Office 966-3285	Email josha@mehs.us
<u>Girls Volleyball</u>		
Head Coach: Michael Mahoney	Office 966-5254	Email mikem@mehs.us
<u>Wrestling</u>		
Head Coach: Mike Kimber	Office 966-3236	Email mikek@mehs.us
<u>Boys Basketball</u>		
Head Coach: Archie Young	Office 966-3235	Email archiey@mehs.us
<u>Girls Basketball</u>		
Head Coach: Dane Vincent	Cell 738-8737	
<u>Cheerleading</u>		
TBD		
<u>Drama and Debate</u>		
Head Coach: Marcia Drake	Office 966-3213	Email marciad@mehs.us
<u>Student Government</u>		
Advisor: Michael Mahoney	Office 966-5254	Email mikem@mehs.us

Mt. Edgecumbe High School Concussion Policy

Gov. Bill Walker and the Alaska Legislature recognize the dangers posed by concussions in school sports and have taken measures to protect Alaska's student athletes with the passage and signing of HB 15 and SB 22. This legislation provides Mt. Edgecumbe High School an opportunity to enhance its already proactive emphasis on student safety.

School districts are required to ensure that all coaches are trained in concussion awareness, develop and publish guidelines for response to suspected or actual concussions, and educate parents and athletes on concussion awareness. MEHS has taken steps over the summer to put new safeguard and education measures in place, so that students participating in sports that begin before school starts in the fall are still protected.

As of Aug. 10, 2011:

- All coaches, whether they are paid or volunteer, who work with MEHS athletes must take an online training course, "Heads Up: Concussion in High School Sports," provided by the Centers for Disease Control and Prevention and National Federation of State High School Associations. The course is free, easy to access and provides valuable information about recognizing the warning signs of concussions, responding to such injuries and working to prevent them. Coaches must print a certificate of completion and submit it to the athletic before coaching can begin. The course is available at <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

- Parents/guardians and athletes will be given a "Heads Up" fact sheet from the CDC with information about concussions, and must sign a form indicating they have received the information.

- As practices and games begin, MEHS will adhere to CDC recommended guidelines. If a concussion is suspected:

- Remove the athlete from play.
- Inform parents/guardians and have the athlete evaluated by a health care professional.
- Keep the athlete out of play the day of the injury. If it is determined by the Healthcare professional that a concussion has occurred than the athlete will not be allowed to return to play until cleared to do so by a health care professional using the Acute Concussion Evaluation (ACE) & ASAA Release form.

- These requirements apply to ALL SPORTS

- These guidelines may result in athletes missing play more so than in the past.

This may be frustrating to those enthusiastic to get back in the game. However, research shows that continued activity after a concussion is sustained can result in effects that may not be apparent until long after the injury. Ceasing activity and medical evaluation is crucial to treatment of concussions and prevention of serious aftereffects.

**ASAA Tobacco/Alcohol/Drug (TAD) Policy (More information @:
<http://playforkeepsalaska.org/>)**

1st Offense with tobacco, alcohol or illegal drugs: Suspension from interscholastic activities and practice for 10 calendar days. 5 days will be waived if student and parent complete First Offense component

2nd Offense: Suspension from interscholastic activities and practice for 45 calendar days. Both student and parent/guardian must attend Second Offense Educational Component. No reduction or waiver of suspension days. Following 45 day suspension, students must have 10 days of practice.

3rd Offense: Suspension from interscholastic activities and practice for one calendar year. Both student and parent/guardian must complete Third Offense Educational Component. No reduction or waiver of suspension days following one year suspension, students must have 10 days of practice.

4th Offense: Permanent suspension from interscholastic activities for remainder of student’s high school career.

APPENDIX D DIRECTORIES

MEHS MAIN ACADEMIC TELEPHONE NUMBER (907) 966-3200

ACADEMIC STAFF

STAFF NAME	POSITION	EXTENSION	EMAIL
Anderson, Christy	English	3214	christya@mehs.us
Arnold, Josh	Computers	3285	josha@mehs.us
Christianson, Bruce	English/Federal Programs	3220	brucec@mehs.us
Courtright, Stephen	Music	3293	stephenc@mehs.us
Davis, Jack	Science	5253	jackd@mehs.us
Drain, Erika	Librarian	3217	erikad@mehs.us
Drake, Marcia	English/DDF	3212	marciad@mehs.us
Fitzgibbon, Paul	Social Studies	5255	paulf@mehs.us
Gwinn, Kevin	Computer/Math	3213	keving@mehs.us
Hart, Tom	Math	3260	tomh@mehs.us
Hay, Mike	English/Social Studies	3211	michaelh@mehs.us
Hughes, Pat	Construction UAS	747-7730	path@mehs.us
Hunter, Matt	Math	3258	matth@mehs.us
Brady, Dionne	Social Studies	3219	dionnej@mehs.us
Jacoby, Blu	English	5252	bluj@mehs.us
Kimber, Michael	Japanese/English	3236	mikek@mehs.us
Mahoney, Michael	Science	5254	mikem@mehs.us
McAdams, Kerry	Social Studies	3247	kerrym@mehs.us

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Moll, Chohla	Science	5252	chohla@mehs.us
Mulligan, Katie	Art	3266	katiem@mehs.us
Nance, Mark	Robotics/IT	5250	markn@mehs.us
Puckett, Allen	Welding UAS	747-7711	allenp@mehs.us
Routon, Emily	Spanish	3254	emilyr@mehs.us
Young, Archie	Math/BBB	3235	archiey@mehs.us
Tan, Jixin	Chinese	5251	jixint@mehs.us

MEHS MAIN DORM TELEPHONE NUMBER (907) 966-3292

RESIDENTIAL STAFF

STAFF NAME	POSITION	EXTENSION	EMAIL
Goldsberry, LeiuDell	Dorm Vice Principal/Tutorial	3251	leiudellg@mehs.us
Dupee, Tracy	Residential Contractor	3275	trayd@mehs.us
Friske, Andrew	Residential Principal	3228	andrewf@mehs.us
Johnson, Stan	Maintenance	3240	stanj@mehs.us
Jones, Lakota	MEHS Clinic Office	5204	lakotaj@mehs.us
Perkins, Shirley	Dorm Attendant/Security	3255	shirleyp@mehs.us
Stappler, Jason	Home School Coordinator	3226	jasons@mehs.us
Weaver, Diane	Dorm Receptionist	3292	dianew@mehs.us
FAX (Dorm)	Dorm FAX	966-2642	

COUNSELING STAFF

STAFF NAME	POSITION	EXTENSION	EMAIL
Clayton, Paula	Fed. Programs & Counseling	3289	paulac@mehs.us
Foruria, Matt	Counselor - Dorm	5261	mattf@mehs.us
Lueders, Joel	Academic Advisor	3210	joell@mehs.us
Smith, Garrett	Counselor – Dorm	3257	garretts@mehs.us
Schmitt, Kristin	Healthy Lifestyle Counselor	3250	kristins@mehs.us

ADMINISTRATIVE STAFF

STAFF NAME	POSITION	EXTENSION	EMAIL
Bauder, Beau	System Maintenance	3249	beaub@mehs.u
Casey, Arleen	Student Information/Migrant Ed	5259	arleenc@mehs.us
Clayton, Paula	Federal Programs & Counseling	3289	paulac@mehs.us
Greenhalgh, Melissa	Accounting	3207	melissag@mehs.us
Gurule, Bernie	Academic Principal	3202	bernieg@mehs.us
Horton, September	Admissions/Development	3221	septemberh@mehs.us

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Hutton, Bill	Superintendent	3201	billh@mehs.us
McDonald, Beth	Administrative Assistant	3205	bethm@mehs.us
Pratt, Caprice	Administrative Manager	3205	capricep@mehs.us
Wathen, John	Food Service Manager	966-2291	john@mehs.us
Fax (Admissions)	Admissions/September Horton FAX	966-4100	
FAX (Admin)	Administration FAX	966-2442	

MEHS ADVISORY BOARD

Name / Position	Home Phone	Work Phone
Regina Johnson /Alumni Representative Address PO Box 2640 Bethel, AK 99835 Email rjohnson@counts.state.ak.us	543-3848	543-1122
Lorraine DeAsis /Parent Representative Address 1821 Wickersham Ave. Juneau, AK 99735 Email lorraindeasis@yahoo.com	957-2806	780-3188
Doreen Deaton /Parent Representative. Address 723 17 th Ave. Fairbanks, AK 99701 Email doreen.deaton@tanchiefs.org	388-9903	452-8251
Ty Mase /AK Public School Admin. Representative Address Lake & Peninsula School District PO Box 282 King Salmon, AK 99613 Email tmase@lpsd.com	469-0516	246-4280
Kenneth Gallahorn /State Board Representative Address PO Box 946 Kotzebue, AK 99752 Email kennygallahorn@gmail.com	412-1024	
Hannah Kimber /Student Representative Email Hannah.Kimber@mehs.us		
Vacant /Alumni Representative Vacancy to be filled the fall of 2015		
Vacant /Sitka Community Representative Vacancy to be filled the fall of 2015		
Vacant /Parent Representative Vacancy to be filled the fall of 2015		

APPENDIX E Student Absence Notification

Non Emergency, Non-School Activity related Absences

We are in a unique situation with students being absent from their families for long periods of time.

As such, families sometimes arrange for trips or visits with their children during the school year. However, this makes it more difficult for the teachers to deliver the benefits of the high quality education we offer. We ask parent cooperation in initiating communication with the school by following the MEHS Attendance Policy. The procedure requests notification in advance of planned student absences, not related to emergencies or school activities. Please submit the Student Absence Notification Form. A copy of the form is on the next page of this handbook. For a copy of the entire MEHS Attendance Policy, please contact the school office.

Please see form on following page

Attn: Front Office Secretary, FAX: (907) 966-2442

Parent/Guardian Return FAX #: _____ Phone #: _____

Student Absence Notification Form

Today's Date: _____

Name of Student: _____

Requested by: _____

Relationship to Student: _____

(If travel is involved) Departure and return dates and times of student travel: _____

Reason/s for student absence: _____

Dates of actual student absence from school: _____

Student's Current Grades

(Student will take around to each teacher so that parent will know their current status; school will FAX back to parent/guardian)

	Class Title	Current grade	Teacher Signature	Comments/work that will be missed	# of prior absences*
Pd. 1					
Pd. 2					
Pd. 3					
Pd. 4					
Pd. 5					

* "Type" of absence not indicated; this number is to inform parents how many classes student has already missed.

By signing below, I acknowledge that I am aware of my student's academic progress and I acknowledge that it will be my student's responsibility to make up whatever work is *possible* for the teachers to provide for this absence, and that it is at the teachers' discretion what can be provided to my student.

Parent/Guardian Signature

Date

CHECKOUT PROCEDURES FOR MEHS STUDENTS

MEHS students are not permitted to be checked out to persons whose supervision may place them in contact with any person who has been accused of assault, reckless endangerment, contributing to the delinquency of a minor, misconduct involving a controlled substance, or perjury within the past 10 years, and/or accused of a sex crime, a felony, or domestic violence. Any person who jeopardizes the safety of our students and violates the terms of this policy may be subject to arrest by the Sitka Police Department and/or prosecuted by the State of Alaska.

To make the checkout process go smoothly and to protect students and those who check them out, MEHS has checkout procedures that guests and students must follow. Any violation of the checkout policy can result in loss of checkout privileges for the student and/or adult.

CHECK OUT TIMES: SUNDAY-THURSDAY BACK BY 6:45PM AND 9:45PM. FRIDAY & SATURDAY BACK BY 10:45PM

WHAT YOU NEED TO KNOW BEFORE A STUDENT CHECKOUT

1. Adult must be on the student checkout list which requires a signed fax with permission from the parent/guardian.
2. The adult checking a student out must physically come into the office to both check the student out and back in.
3. The adult must be at least 25 years of age to checkout a MEHS student.
4. Only parents/guardians may check out students overnight on school nights.
5. A student may be checked out to a host only if the host is the same gender as the student (exceptions below).

Exceptions to #5

- Single parents of MEHS students may check out students the same gender as their child/children. If the student is a different gender than the single parent, a minimum of two students of that gender must be checked out.
- Grandparents may check out their grandchildren.
- Staff of MEHS may check out students of either gender, but cannot check out students of a different gender overnight. Students must be returned to the dorm before 6:45pm on school nights. Staff may also check students out from 8:30pm to 9:45pm on school nights. On non-school nights, students on a day pass must be returned to the dorms before 10:45pm.
- Responsible adults from out of town may check out students of a different gender for day passes at the discretion of the Residential Principal or designee. Return times are the same as those listed above.
- In exceptional circumstances, the Residential Principal or designee can approve an exception.

BASIC GUIDELINES AND RESPONSIBILITIES OF THE ADULT

1. Only the adult that checked out the MEHS student may transport the student in his/her vehicle. School policy prohibits students from riding in a vehicle with any other driver, especially another student driver.
2. When a student is checked out, the host is responsible for the student's whereabouts at all times and should supervise him/her accordingly and should not check out more students than he/she can supervise appropriately.
3. Students of opposite genders may not be checked out together for overnight stays. Students cannot be checked out for overnight stays with their boy or girl friend.
4. Students are not allowed in bars, hotel/motel rooms, or homes of people not on their checkout list.
5. Students are not allowed to visit homes in which alcohol or illegal drugs are being used, or where alcohol and/or illegal drugs can be easily accessed. Students are to call the school immediately if they witness any drug or alcohol use so staff can pick them up and return them to the dorms. **(Continued)**

2015-16 Parent Handbook

6. MEHS does not allow underage students to view “R” rated movies unless approved with either a signed fax or hand written note from their parent/guardian. MEHS students are not allowed to view “X” rated movies or any material inappropriate for high school age students at any time.
7. Should a host wish to take a student boating, hunting or possible dangerous activity, the student and host must first communicate with the student’s parents to obtain special written permission to engage in these types of activities.
8. Students enrolled in tutorial must be checked in no later than 3:45pm on Sunday.
9. MEHS policy requires babysitters be checked out in pairs: however, the school does not expect the host to pay both students for babysitting services.

I have read and agree to follow the Mt. Edgecumbe High School student checkout procedures.

PRINTED NAME

SIGNATURE

DATE