

Charles R. Leask, Sr. Middle School



Student-Parent Handbook 2025-2026

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This parent-student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of the school year. It provides some basic guidance for the daily operation of the school. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your easy reference.

ANNETTE ISLAND SCHOOL DISTRICT INFORMATION
P.O. BOX 7
METLAKATLA, ALASKA 99926

Annette Island School District School Board

Colleen
Brendible

Franki
Williams

Gatgyeda
Haayk

Lucione
Leisholmn

Darcy
Booth

Superintendent - Taw Lindsey
907-886-6332

AI SD Mission Statement

Sagayt k'üülm goot (All of One Heart). Pulling together to foster compassionate, resilient, culturally empowered and mindful citizens while promoting high academic expectations to ensure success within a changing world.

CLMS Principal - Josh Gifford
907-886-6095

MHS Principal - Mike Nigus
907-886-6000

Middle School Secretary - Jamie Guthrie
Middle School Office Hours
8:00am - 3:45pm
907-886-6095
Fax 907-886-6001

RJES Principal - Shannon Hudson
907-886-4121

2025/26 CLMS Staff

Certified Staff		Support Staff	
Ms. Chelsea Martinez Mr. Daniel Williams Ms. Alexandra Parise Mr. Dominic Horsley Ms. Lorna Porter Mr. Sarah Denney Dr. Nicole Taylor Mr. Dominic Horsley Mr. Tadd Yliniemi Ms. Sally Hayward Mr. John Hudson Ms. Amanda Schoolland Mr. Brian Neely Mr. Josh Gifford	MS Counselor Math/PE Science/Health Social Studies English/Humanities Math Student Services Student Services CTE Sewing Native Art Music Metals Principal	Ms. Jamie Guthrie Mr. Adrian Garcia Ms. Tami Schleusner Ms. Liliana White Mr. Colton Fagerholm Ms. Brandi Patterson	MS Secretary Custodian Paraprofessional Paraprofessional Paraprofessional PE Paraprofessional

Communication in the District

The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual.

1. Teacher
2. Principal or Director
3. Superintendent

School Day and Calendar

School Day

MHS/MS Schedule: Regular Day Monday-Thursday 2025/26

Breakfast	7:30-8:05
1 st Period	8:10-9:00
2 nd Period	9:05-9:55
3rd Period	10:00-10:50
4th period	10:55-11:45
MS Lunch	11:50-12:20
HS 5th Period	11:50-12:40
HS Lunch	12:45-1:15
MS 5th Period	12:25-1:15
6th Period	1:20-2:10
7th Period	2:15-3:05

CLMS Intervention Schedule **MS-MTSS Schedule** **Friday**

Breakfast-Teacher Prep	7:45-8:15
Assembly	8:10-8:45
Advisory	8:45-9:45
Iready Math	9:50-11:25
Lunch	11:30-12:00
Interventions	12:05-1:00
School Wide Book Club	1:05-1:30
Students Released	1:30
Teacher Prep	1:30-2:00
Teacher Collaboration for Interventions	2:00-3:45

FY 2025-2026 SCHOOL CALENDAR

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

4th Independence Day

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st New Year's Day
5th Teacher Work Day
6th Students back to school
16th End of Quarter 2/S1
19th In-Service

Number of In-service Days: 1
Number of Student Days: 18
Number of Teacher Days: 21

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

7th Founders Day
18th-22nd Admin & Secretaries
22nd Teacher Work Day
25th - 29th In-Service

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

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

16th Presidents Day no school
27th Early Out Spring Break

Number of In-service Days:
Number of Student Days: 19
Number of Teacher Days: 20

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

1st Labor Day
2nd 1st Day of School

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

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7th 2nd - 6th Spring Break
20th End of Quarter 3

Number of In-service Days: 0
Number of Student Days: 17
Number of Teacher Days: 17

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

17th In-Service
31st End of Q1

Number of In-service Days: 1
Number of Student Days: 22
Number of Teacher Days: 23

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1st-2nd PT Conferences Early Release
6th-17th State Testing Window
17th Early Out Good Friday

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

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

5th-6th PT Conferences
26th Early Out Thanksgiving Break
27th-28th Thanksgiving Break

Number of In-service Days: 0
Number of Student Days: 18
Number of Teacher Days: 20

May 2026						
S	M	T	W	Th	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

23rd High School Graduation
25th Memorial Day no school
28th 8th Grade Promotion
19th Last Day of School

Number of In-service Days: 0
Number of Student Days: 20
Number of Teacher Days: 21

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

19th Early Out Christmas Break
22nd -Jan.5th Christmas Break

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

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

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

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

Basic Expectations

Student Responsibilities

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

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

Student Rights

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

- To attend classes offered by the Board of Education
- To have access to appropriate learning materials
- To receive quality instruction
- To have access to the privilege of participating in school activities
- To be guaranteed “due process” in disciplinary matters including...
 - An opportunity to hear the alleged facts against them
 - An opportunity to tell their side of the story
 - An opportunity to contest the alleged facts against them
 - An opportunity to appeal decisions made against them
 - An opportunity to include parent/guardian in the process

School Safety

Harassment, Abuse, Bullying and Assault

The Annette Island School District does not tolerate harassment or abuse of students and/or teachers.

Harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, inappropriate locker dressings, taunting, unwelcome sexual advances/requests, or other verbal, electronic, or physical conduct, including hazing. Filming of students and/or staff members without their permission can be considered a form of harassment or bullying.

From StopBullying.gov:

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

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

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose."

Tobacco, Alcohol, Drugs, and Paraphernalia

Use or possession of any of the above listed products is a violation of the law and will not be tolerated on school grounds. School grounds are defined as all grounds within the vicinity of any school building. This includes the area between the middle school and elementary building as well as the steps facing the street.

Building Cameras

All common public areas, including classrooms, inside and around the school district are monitored by a video camera surveillance system. The system is in place for the safety of our students and employees. This footage may be used as evidence in various investigations.

Attendance

The expectation of Annette Island school district is that students will attend all classes daily, consistently demonstrate on time behaviors and follow the rules of common courtesy. [board policy 5113 a] [Alaska state statute 14.30.010]

Attendance is critical for the success of students. When students are absent for any reason, no matter how important, an opportunity for learning is missed. All absences will be treated as a missed opportunity for learning and students will be given the opportunity to recover that time.

Students will not miss more than 15 days per semester, regardless of the circumstances. If the 15 days are passed, students will not be eligible for any school sponsored activities including, but not limited to, sports, clubs or activities. This may also include participation in 8th grade promotion activities.

As students' absences increase, our school will respond with increased opportunities to support our students. See below for a detailed explanation of support. Students will be given the opportunity to make up absences.

In the event of extenuating circumstances, district administration will work with families to ensure that students have access to education.

***It should be noted that ten (10) days of consecutive unexcused absences will result in being dropped from enrollment at the Annette Island School District.**

	Threshold	Action	Member
Step 1	Each Absence	-Call home	-Building Secretary
Step 2	3 Absences per semester	-Letter Home -Create Attendance Plan with counselor and/or principal	-Building Secretary -School Counselor -Building Principal
Step 3	5 Absences per semester	-Letter Home outlining policy and support -Conference with student, principal, and parent to create a recovery plan.	-Building Secretary -School Counselor -Building Principal
Step 4	15 Absences per semester	-Loss of Eligibility for Sports and Activities	-Building Secretary -School Counselor

		-Conference with family, student and principal -Labeled "Chronic Absenteeism" Added to Superintendent Board Report	-Building Principal
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Tardy Policy

It is the responsibility of each student to be in their seat when the bell rings. Students should have a pass from their previous teacher or from the office when tardy during the school day. If a student shows up for class without the proper books and or supplies he or she will be sent to the office to receive a tardy slip and retrieve their materials.

A student receiving three (3) unexcused tardies will be given one (1) unexcused absence.

Open Campus

The School Board establishes an "open campus" at the secondary schools (Gr. 6-12). By allowing our students to leave campus during the lunch period, the Board entrusts them with an opportunity to learn responsibility and demonstrate good citizenship. Students shall not leave the school grounds at any other time during the school day without written authorization of their parents/guardians and permission of school authorities. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action.

Lunch

Lunch is served in the high school commons. Open campus during lunch is a privilege that may be revoked for attendance and/ or behavior issues. Detentions for excessive tardies and/ or behavioral issues will be served during lunch in an identified classroom. Students who are academically ineligible will not be allowed to participate in open campus lunch, and will remain in the HS Commons for lunch. Being tardy to class following the prescribed lunch period will result in loss of privileges and the possibility of further disciplinary action. Students who are prohibited from open campus lunch that do not remain on campus will be assigned discipline according to the matrix for Skipping - leaving without permission.

Common Grading Practices

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade (BP 5121).

Grading Scale

90- 100% = A
80- 89% = B
70 - 79% = C
60- 69% = D
Below 59% = F

PowerSchool Grades and Assignments

Students are regularly encouraged to check their grades and missing assignments using PowerSchool. Parents also have access, and we ask them to check regularly. The building secretary can provide passwords for students and families to access PowerSchool.

CLMS uses PowerSchool. Students and Parents have access, and we ask them to check regularly. The building secretary can provide passwords for students and families to access PowerSchool.

Assignments must be submitted to teachers in a timely manner. To help ensure that student work is turned in on time the CLMS staff will provide the following support.

- Encore-After school homework help Monday-Thursday

Assessment

A variety of assessments are used to understand a student's ability in academics and soft skills.

- **NWEA MAP:** The MAP test is given three times per year and measures academic progress. Scores are compared to students nationwide. In addition, we use iReady, an assessment tool as well as an intervention support. Results from these assessments will be shared with families after they are administered.
- **Iready Math & Reading:** online assessment and instruction that helps teachers provide all students a path to proficiency and growth in reading and mathematics.
- **AK Star:** AK Star is Alaska's state test. It is administered once a year in the spring. More information about state testing can be found on Alaska's Department of Education website.
- **Honor Roll & Principal's List:** Students who achieve a G.P.A. (Grade Point Average) between 3.5 to 4.0 for each semester will be on the Principal's list. Students with a 3.0 to 3.49 will be on the Honor Roll.

Sports and Activities Overview

Below a tentative list of activities and dates have been provided for reference only

Sports	
Cross Country	Sep-Oct
Basketball	Oct-Nov
Wrestling	Jan-Feb
Volleyball	Feb-April
Activities	
Music Day	March
8th Grade Trip	May
Native Youth Olympics	Varies

Behavior Expectations

Students will sign the activity code of conduct and adhere to all expectations. BP 6145.21

Students and employees are responsible for maintaining sportsmanlike behavior at all times and may be subject to disciplinary action for improper conduct.

Students must have no major office referrals or disciplinary issues prior to or during an individual event/activity or season (this includes repeated behavior and attitude problems in and out of the classroom). Such incidents may affect eligibility to practice, participate, compete or travel.

- Extreme behavior may also result in the lack of eligibility for participation. Behavior will be tracked using LiveSchool as well as through office referrals. Parents are encouraged to download the LiveSchool app to see their child's daily behavior status.

Eligibility Policy: Grades & Attendance

CLMS's academic expectation is that students have a 2.0 GPA and no F's for the semester to participate in athletics and specified activities. Grade checks will be run on Fridays prior to games or activities, and communication will be made with students. Families are encouraged to check grades regularly and communicate with teachers to ensure students are eligible to participate.

Charles R Leask, Jr. 8th Grade Promotion & Trip

Students must meet the eligibility requirement of having a cumulative GPA (average of GPA for fall and spring semester) of a 2.0 during their 8th grade year to earn the honor of participation in the 8th grade promotion celebration and other activities associated with promotion. Attendance and behavior will also play a role in determining eligibility for promotion.

Parents work in collaboration with the school to pay for the trip and prepare for promotion.

Attendance is one of the single most important components of success in school. Students and parents need to be familiar with all elements of the attendance policy to ensure eligibility.

School Attendance/ Travel Requirements: The expectation of Annette Island School District (AISD) is that students will attend classes daily, consistently demonstrate on-time behaviors, and follow common rules of courtesy. [Board Policy 5113a] [Alaska State Statute 14.30.010]

Students must attend all of their classes on any given day or they will not be permitted to practice, dress and participate in a scheduled game, activity, or performance on that day, or travel to an activity on that day. Packing the morning off is not an excuse to leave a class. AISD believes that if a student is too sick to be in school, then they are too sick to be at practice. In other words, whether an absence is considered "excused" or "unexcused" is not the issue. Rather, regular attendance in the classroom is expected on a daily basis. Two exceptions exist to this eligibility issue:

- When a student must miss class to attend a medical appointment and submits to the principal a note signed by the appropriate medical personnel. **This exception only applies to the situation when a student must miss a small portion of the school day to attend a local appointment. Out-of-town appointments (i.e. Ketchikan) will be handled on a case-by-case basis by the principal.*
- When a student receives approval from the principal to miss class to attend a funeral or in response to a family emergency.
- Students caught skipping, truant, or leaving campus without permission (students must sign out in the office) will not be allowed to attend practices, games, or performances. A student who is suspended, either in-school or out-of-school, may not participate in practices or games during the suspension period.

- Repeated absences and/ or tardies may result in a student's loss of eligibility for a period of time specified by the athletic director and/ or principal.

General Information

Beverages

Students are encouraged to bring their own water bottles to school. Energy drinks and outside food will not be allowed in the building.

Lockers

Due to limited numbers, lockers will be assigned to 8th grade first. 6th grade & 7th grade students, who choose to use a locker, will have to share but can choose their locker buddy. Since lockers are a permanent part of the building and remain school property even when assigned to students, students are expected to keep them clean, orderly, and in good condition. It is the student's responsibility to ensure that his or her locker is kept locked at all times. Only school combination locks are to be used and students should never share the combination with anyone else. Computers are to be stored in the carts to be charged NOT in lockers. If students cannot follow locker expectations, they may have this privilege taken away.

Lockers may be searched for school equipment, and or contraband. Students and parents should understand that lockers are subject to search by school officials and law-enforcement officials at any time if there is any indication that illegal, disruptive, or objectionable items are suspected. Objectionable items are defined as, but not limited to, those which glorify and or advertise sex, alcohol, tobacco, or other drugs. Official school action may be taken against students who have illegal, disruptive, or objectionable items in their lockers.

Cell phones and other electronic devices

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

Drop Items off to Students

Students shall be responsible and prepared for school; however, if a student contacts a parent/guardian to deliver an item to the school premises, the item needs to be dropped off in the middle school office. The item will be held by office staff until a break in instructional time such as a passing period or lunch. Food dropped off can only happen during lunch up at the high school where your student can go and receive it from you directly. Lunch calls home can be made at the high school commons.

Dress and Appearance

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

- ◆ A student's body should be covered horizontally, from armpit to armpit to a mid-thigh level. Shorts should have an inseam and material should not be see through. The student's top must have straps.
- ◆ Pants, shorts, jeans, etc. should be worn at or above the waistband. Undergarments should not be visible. Students' bodies must be sufficiently covered, including midriffs.
- ◆ Clothing and personal possessions with objectionable wording, sexually permissive wording/pictures, inappropriate pictures/innuendos, or that which advertises alcohol, tobacco,

drugs, or controlled substances, are deemed unsafe are not acceptable. Further, clothing that represents violence or vulgarity of any kind may not be worn. Playboy, Virginity Rocks, I Love (heart) Hot Moms and Dads will not be allowed.

- ◆ Headwear including hats, beanies, ball caps, and head scarves can be worn as long as ears are exposed. For safety reasons, students are not permitted to wear hoods.
- ◆ Bare or socked feet may not be worn at school. Shoes or slides must be worn in accordance with each classroom rules and outlined in the course syllabus. (Wood Shop, Welding, etc.).
- ◆ Blankets, bathrobes, and housecoats may not be used at school.
- ◆ While attending school activities, appropriate uniform/dress use will be outlined by the coach or sponsor.

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

Public Displays of Affection (PDA)

Public displays of affection are not acceptable on school grounds. Hand Holding, hugging, kissing, etc. will be considered inappropriate and will be referred to the principal.

Respect and Courtesy

Respect and courtesy shall be shown to all persons who come to our schools to speak or work with students. The rules of common courtesy will always apply.

Plagiarism

Plagiarism is the act of taking another's ideas and/or writing and passing them off as one's own. This is a serious form of cheating. Students who turn in plagiarized work will receive a failing grade for the plagiarized work and will meet with their teacher about how to rectify the current situation and how to prevent future plagiarism.

Visitors and Volunteers

We ask all visitors to check in at the front office before proceeding into the building. Adults interested in volunteering are welcomed to contact the building administrator for opportunities. The volunteer application packet can be picked up at the district office.

Student Support Systems

We attempt to handle problems at the lowest level and offer support as problems arise. CLMS has a series of programs to support our students both academically and behaviorally.

LiveSchool

Student behavior will be assessed using LiveSchool. This is an online program that enables staff to give positive and constructive feedback to students. Students will be issued points for following Brave expectations. These points can be used to purchase rewards. In the event that expectations are not being met, points will be deducted from the student. Parents can see their child's progress by downloading the LiveSchool app. Logins for students will be provided during orientation and available by contacting the middle school.

LiveSchool categories are directly in line with our BRAVE expectations that we teach and reinforce throughout the year.

- **Positive Behavior System-**We want to concentrate on the positive things that our students do. Students will be able to spend their LiveSchool points in the Brave Store for various reward items. We also include off-campus excursions and other positive activities that can be purchased using LiveSchool points.

Inappropriate behaviors: (both in school and during activities)

Classroom disruptions; public displays of affection; insubordination; fighting; theft; possession or use of controlled substances; vandalism; swearing or indecent gestures; threats or intimidation; defiance of authority; possession or use of weapons or dangerous objects; illegal acts (see the behavior matrix the following page).

Detention (revised 5/30/23)

Detention shall take place after school or during lunch in an assigned classroom, unless otherwise informed. Failure to show will result in double the amount of assigned detention to be served on the following day. Students who fail to show on a regular basis (to be determined by the principal) shall be subject to additional disciplinary action, including but not limited to additional detentions, in-school suspension (ISS), or loss of activity participation. School rules apply during this time.

Out-of-School Suspension

Students who are suspended should not return to district property for any reason until their suspension has been served. This includes district sports and activities on Annette Island School District property.

Encore

Research tells us that participation in an afterschool program is important for student engagement. We encourage students to take advantage of after school activities. Each year we offer a variety of activities.

- **Study Help-**We are very fortunate to be able to offer students after school academic support. If a student has missing assignments, we will contact families to encourage students to stay for Encore to make up the missing work.

Be Respectful, Be Responsible, Be Safe

BE BRAVE



BE BRAVE	Hall	Classroom	High School	Travel/Community
Be Respectful	Be mindful of classes in session Follow directions from ALL adults the first time Show empathy, sensitivity, and friendship skills	Respect classroom rules Show empathy, sensitivity, and friendship skills Follow directions from ALL adults the first time Respect the opinion of others	Be mindful of classes in session Show empathy, sensitivity, and friendship skills Follow directions from ALL adults the first time	Show sportsmanship Follow directions from ALL adults Show empathy, sensitivity, and friendship skills.
Be Responsible	Use passing time as intended (no tardiness) Show self-awareness in accepting responsibility for choices and actions Use bathroom breaks responsibly Use hall time as intended	Show curiosity and interest in learning Self advocate, ask for help & make up work when absent Show self-awareness in accepting responsibility for choices and actions Use technology appropriately Come to class prepared	Be mindful of "inside" voice Show self-awareness in accepting responsibility for choices and actions Clean up properly (breakfast, lunch, gym) Use technology appropriately	Show elf-awareness in accepting responsibility for choices and actions Carry your name and community with you
Be Safe	No roughhousing, running or jumping Respect others' personal space Keep locker orderly	No roughhousing, running or jumping Use materials properly Enter and exit in an orderly fashion	No roughhousing, running or jumping	No roughhousing, running or jumping

Be Respectful, Be Responsible, Be Safe

BE A BRAVE

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BE A BRAVE	Technology Use
Be Respectful	<ul style="list-style-type: none"> • Only touch your own computer <ul style="list-style-type: none"> ◇ No unplugging another students' computer ◇ No turning off another students' computer ◇ No hiding another students' computer
Be Responsible	<ul style="list-style-type: none"> • Always return laptops to your space in the cart <ul style="list-style-type: none"> ◇ No leaving computers around the school ◇ No putting your computer in your locker • Plug in your computer so it ready for the next day • Leave the case on so it stays protected • Stay on task (No Games not assigned by a teacher) • Listen to teacher directions about laptops • Always return chargers to the office
Be Safe	<ul style="list-style-type: none"> • Never share your login information • Be mindful of the content on your computer • Don't go chat rooms or messaging platforms

Consequences for Unacceptable Behavior

All incidents will be fully investigated by school administration. This behavior matrix is not to be considered as absolute. Through the investigation, an administrator will define where the instance fits into the behavior matrix. A call to parent, log entry, and reteaching expectations are the first steps in all scenarios. In all matters that deal with the behavior matrix, detention is also a possible consequence.

Offense	Level 1	Level 2	Level 3	Level 4
Skipping - leaving without permission Departing class or school without permission before the school day is complete. May also include off campus events and activities	ISS (length determined by Principal)	ISS up to 2 days OSS	2-5 days OSS	5+ days OSS
Cell Phone Use While in School	Phone confiscated, parent pick up	Prior consequences, plus loss of open campus for lunch	All prior consequences and loss of travel for school activities at the principal's discretion.	
Disrupting Class Behavior that overtly interferes with the learning of others.	Counsel with teacher	Counsel with principal, detention up to ISS	ISS up to possible OSS	OSS
Harassment /Hazing Any insulting or dehumanizing action which negatively impacts another person.	Counsel with principal	3-5 OSS	10 Day OSS recommend expulsion	
Sexual Harassment- Unwelcome sexual advances, requests of sexual favors, or other verbal, visual, or physical contact of a harassing and or discriminatory nature.	3-5 Day OSS Counsel with principal	5-10 Day OSS	10 Day OSS recommend expulsion	
Bullying- Any insulting or dehumanizing action that is targeted, unwelcome, pervasive, and one-sided.	Counsel with the principal/coach, student, and parent.	3-5 OSS	10 Day OSS recommend expulsion	
Inappropriate Physical Contact- Touching another person in an unsuitable or improper manner for the location, setting, or activity. May include hitting, pushing, shoving, horseplay, etc..	Counsel with principal up to ISS	1 Day ISS up to possible OSS	OSS	

Cheating/Plagiarism	Counsel with teacher- Handle in accordance with the teachers syllabi	Counsel with principal and zero with no chance of redoing paper	Zero and possible ISS	OSS
Stealing	Up to 3 Days ISS Restitution	ISS up to OSS and Restitution	OSS, Restitution, police report	10 Day OSS Restitution police report
Vandalism	Up to 3 Days ISS Restitution	3-5 Day ISS Restitution police report	5 DAY OSS Restitution police report	10 DAY OSS Restitution police report, recommend expulsion
Fighting	Up to 5 Days OSS	5-10 Day OSS	10 Day OSS, police report	Recommend expulsion
Inappropriate Physical Contact- Touching another person in an unsuitable or improper manner for the location, setting, or activity. May include hitting, pushing, shoving, horseplay, etc..	Counsel with principal up to OSS	ISS up to OSS	OSS	OSS up to Police Report
Assault on School Personnel	10 Day OSS Police report recommend expulsion	45 Day OSS Police report recommend expulsion	Police report expulsion	
Possession and/or use of Weapons other than firearms	10 Day OSS Police report	45 Day OSS Police report recommend expulsion	Police report expulsion	
Use, sale, purchase, possession of tobacco e-cigarette or other vaping device	3-5 days OSS Police report/Social services report	5-10 days OSS, Police report	10-45 day OSS, police report	
Possession and/or use of inhalants, alcohol, or illegal drugs including controlled substance transactions at school or while on school trips	5-10 Day OSS Police report/Social services report	10-45 Days OSS, Police report	45 Day OSS, Police report, recommend expulsion	
Sale and/or purchase of inhalants, alcohol or illegal drugs on school property or during school trips	10-45 Day OSS, Police report/Social services report	Police report, expulsion		
Possession of Firearms, including explosives	10-45 Day OSS, Police report	Police report, expulsion		
Behavior during an assembly or community event.	Counsel with Principal	1-3 Days ISS up to OSS	OSS	

Student Health and Safety

Medications

The school board recognizes that students sometimes may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, students and parents will be referred to the school nurse on guidance.

Infectious Diseases

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

Immunizations

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

Emergency Drills

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

Student illness and injury at school

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

CLMS Handbook 2025-2026

By signing below, I verify that I have received a student handbook and have read and understand the guidelines as it pertains to school policy, including the Technology Guidelines/Policy. Please contact Principal Josh Gifford 907-886-6095, ext. 2257 with any questions concerning the student handbook.

(Student Signature)

Date

(Parent Signature)

Date

By signing below I give the student above permission to use the district's technology resources, including but not limited to computers, laptops, the network, the Internet, ipads, ipods, and other handheld devices as outlined in the Technology Guidelines/Policy of the student handbook.

(Parent Signature)

Activity Code of Conduct

Printed name of participant: _____ Grade: _____

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

I understand the need to agree to the activities handbook, as well as the above items. I realize and agree that if I do not abide by these rules, that I may lose the privilege of participating and/ or attending scheduled activities and, if traveling, may be sent home at the discretion of the adult leader. I will be responsible for all consequences of my behavior.

I, as a participant, agree to abide by these guidelines.

Participant Signature

Date

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

Parent/ Guardian Signature

Date