

MEHS RESIDENTIAL LIVING GUIDE

Assigned Location: _____

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(Revised 8/13/2012)

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Mt. Edgecumbe High School

Employee Code of Conduct

The following code of conduct is not to be taken as all inclusive. Any violations that in the opinion of management are severe can result in termination. You should note that any of the following violations can result in some form of disciplinary action.

- Failure to report to the Office of Children's Services any case of child abuse or child neglect.
- Willful violation of security or safety rules or failure to observe safety rules or practices.
- Negligence or any careless action which endangers the life or safety of another person.
- Being intoxicated or under the influence of a controlled substance while at work. The use, possession, or sale of any illegal substance while on the premises. Contributing to the delinquency of a minor, misconduct involving a controlled substance, or any drug or alcohol offenses punishable by law. The employer will require applicable tests for employees suspected of drug or alcohol use. Suspected sale of any tobacco or any other illegal substance.
- Unauthorized possession of dangerous or illegal firearms, weapons, or explosives on school property or while on duty.
- Engaging in criminal conduct or acts of violence, making threats of violence to any students or staff, fighting, or negligent damage to property.
- Insubordination or refusing to obey instruction properly issued by the supervisor pertaining to work; refusal to assist on special assignments.
- Engaging in any act of sabotage; willful or gross negligence causing the destruction or damage to school or personal property.
- Threatening, coercing or intimidating employees or students on or off the job at any time or for any purpose.
- Theft of school, student, or staff property; unauthorized possession or removal of any property, including documents, from the premises without proper authorization; unauthorized use of school equipment for personal use or profit.
- Dishonesty; willful falsification or misrepresentation on the application or during the interview process and any work records. Falsification of any company record or document.

- Malicious gossip and/or rumor spreading; engaging in behavior designed to create discord and lack of harmony; willfully restricting work performance and/or encouraging others to do the same.
- Immoral conduct or indecency on school property.
- Conducting a lottery or gambling on school property.
- Inappropriate contact with students anytime, anywhere.
- Fraternizing with students at work, engaging in romantic relationships with students at any time
- Failure to properly supervise students while students are checked out to employee on a personal basis.
- Unsatisfactory or careless work performance, failure to meet quality standards set by the manager, repeated mistakes due to carelessness or failure to request additional instruction.
- Any type of harassment, racial jokes or slurs, immoral jokes or language.
- Leaving work before the shift has ended or arriving after it has begun without approval by the supervisor.
- Sleeping on the job, loitering or loafing during shift.
- Excessive use of telephones or computers for personal use.
- Leaving appointed area unless approved by the supervisor or for an emergency.
- Smoking on school grounds or in non-designated areas.
- Creating or contributing to unsanitary conditions.
- Posting, removing, or altering any notices on bulletin boards without the supervisors' permission.
- Failure to report an absence or late arrival, excessive lateness, absence from work.
- Obscene or abusive language, indifference or rudeness towards a student or staff member, any disorderly or antagonistic conduct.
- Speeding or careless driving of school vehicles.
- Failure to immediately report damage or an accident involving a school vehicle.
- supervisor, selling merchandise or collecting funds for a charity or other group.
- Failure to maintain a clean and neat appearance designated by the MEHS dress code, unacceptable, improper or unsafe clothing, poor personal hygiene.
- Engaging in any financial transactions with students without prior approval from administration.

INTRODUCTION

No procedure can eliminate all personal judgment. If a procedure is clear and concrete, follow it precisely. Consult with one of the administrators if a situation is unusual or is not covered within this procedures manual. In the absence of any administrator, consult with the highest authority available. In the absence of any higher authority make sound judgments giving first consideration to the safety and security of students and facilities.

Always remember that this facility is licensed as a child care facility. MEHS has a high degree of liability and responsibility to the parents of students. Never compromise that liability and responsibility. If you are to risk making an error, always err on the side of child safety.

Make decisions that promote academic achievement. MEHS is an academic institution.

Whether the student agrees or disagrees with a decision is not as important as the issues of liability and responsibility.

These procedures may be modified from time to time. When you receive updates it is important to update your manual. Do not substitute organizational memory for published procedure. Organizational memory is varied and often faulty.

These procedures, approved by the administrator, replace all organizational memory.

If you have suggestions for changes or improvements provide those to administrators in writing. Do not change the procedures because you have a better idea. Receive approval first.

These manuals are the property of MEHS and must not be removed from MEHS.

NORMAL DAILY SCHEDULES, RESIDENTIAL LIVING

Revised 8/13/2012

The following times are to be observed by all dorms. You should also read the activity calendar that is published each week. It contains the activities for the week and any changes to this schedule. You will be notified if schedule changes occur during the week.

Consult the student handbook for the monthly schedule of additional activities.

Monday through Thursday and Fridays preceding Saturday School

7:00 AM Outside doors, kitchen, TV room and laundry rooms are unlocked. No visitors allowed in the lounges. Overnight staff and day staff begin awakening students.

7:30 AM First wake up call given over the intercom. Day shift staff report.

7:15 AM Second wake up call, door to door wake up starts, inspect and check-off details when requested to do so by students.

7:30-8:45 AM Breakfast is served.

7:45 AM Third wake up call, door to door wake up and details monitoring continues.

8:00 AM Students with a first period class must be out of the dorms. Remind students to close and lock windows. Overnight shift is off duty.

8:15 AM First period classes begin.

9:25 AM All dorms should be emptied and exterior doors to dorms should be locked. Dorms are closed and students should not be in dorms unless they are in sick bay or waiting to be seen by health care staff. Day staff begins room inspections and ensures that all students are out of the dorms.

11:30 AM (approximate) Mail arrives. Day staff sorts mail, makes and posts mail lists.

2:15 PM Day staff covers dorms and prepares to receive students who do not have a fifth period class at 2:35PM.

2:35 PM Exterior doors unlocked. Students are dismissed from fourth period classes.

4:00 PM Residential evening staff covers dorms; check messages, dormitories, restrictions lists, and any students who are in sick bay,—open kitchens, laundry and TV rooms. Transfer information on check outs, leaves, restrictions, sick bay, sign out sheets and Bed Check Reports. Go over the detail and room grades lists to determine which students need to be reminded to complete these tasks. Enforce restriction for those who have more than 3 missed details for poor room grades.

4:00 PM All students dismissed from academics except student assigned to tutorials.

4:00-4:15 PM Mailroom opens except on Saturday and Sunday.

4:00 - 5:00 PM Sunday through Thursday are tutorials for assigned students. You will receive a list of students who are in tutorials each week. Highlight the names of students in your dorm and post a copy for students to see. Tutorials are mandatory. Students must sign out if they are leaving the dorms. Check rooms and sign out sheet to make sure they are out of the dorms. The tutors will keep attendance records for tutorials. Some students will avoid going to tutorials if they can.

4:00-5:30 Students' town leave period for eligible students. Administer the sign in sheets and at 5:30 PM announce that students must sign in. Wait until 5:45 PM and then begin write ups for students who are late from town. Late taxi excuse is not acceptable.

5:45-6:45 PM Dinner is served on weekdays (Monday-Thursday).

6:45 PM (Sunday through Thursday and Fridays preceding Saturday School) Lounges are closed for visiting. TV's off. Cell phones are off. Encourage assigned students to leave for tutorials and all other students to prepare for study time.

7:00-8:30 PM Sunday through Thursday is study time. There are also late tutorial sessions at this time for students with approved activities that interfere with the time of the earlier tutorial session. If students are in their rooms they must have their doors propped open. Students need to be studying, writing or reading. Sleeping, visiting, showering, playing computer games, listening to music, watching movies, etc. is not acceptable. Laundry rooms, kitchens, and TV rooms are locked. Everyone must be off the phones. (The only exception would be to call a teacher with a specific question about a class and these calls should be the exception and must be placed from the RA station in the presence of an RA.) Circulate through the dormitories and be visible.

8:30 PM Student free time. Students need to sign out to their destinations.

8:30-8:45 PM Mailroom opens on weekdays.

9:45 PM School nights: SUB and gym close, all evening activities are over. Start to check off which students are in the dorms to make sure everyone is in. Common lounges are closed to visitors.

9:50-10:00 PM Monday-Thursday. Snacks served at RA stations.

10:00 PM School nights: All students must be in the dorms. Lock your entrances and write up incident reports for anyone who is late. Have them sign the incident report and inform them that they will start restriction the following day.

10:15 PM Television and phones (including intercom) are turned off. Kitchens are closed. Lounges are empty.

10:30 PM Lights out. There should be no announcements of any kind over the intercoms. Dorms should be quiet. Do room-to-room checks to ensure that all lights are out and students are in their rooms. If students are not in their rooms or their lights are on, write an incident report. Inform them that they will start restriction the following day.

11:30 PM Students who paid for the privilege of studying late must go to bed. Continue to monitor hallways. Do comprehensive bed checks and note any changes.

12:00 AM Complete log notes, brief oncoming staff as time allows. Sign out. Overnight dorm staff on shift. Varied bed checks and dorm exit checks are completed.

NOTE: On weekends there are the following variations:

Friday evenings when there is no Saturday School:

10:50 - 11:00 PM Snack at RA stations.

10:45 PM Sub and gym close, all evening activities are over. Start to check off which students are in the dorms to make sure everyone is in. Common lounges are closed to visitors.

11:00 PM All students must be in the dorms. Lock your entrances and write up incident reports for anyone who is late. Have them sign the incident report and inform them that they will start restriction the following day.

11:15 PM Television and phones (including intercom) are turned off. Kitchens are closed. Lounges are empty.

11:30 PM Lights out. There should be no announcements of any kind over the intercoms. Dorms should be quiet. Do room-to-room checks to ensure that all lights are out and students are in their rooms. If students are not in their rooms or their lights are on, write an incident report. Inform them that they will start restriction the following day.

1:30 AM Students who paid for the privilege of studying late must go to bed. Continue to monitor hallways. Do comprehensive bed checks and note any changes.

Saturday (when there is no Saturday School)

10:00 AM Intercom wake up and door-to-door wake up. TV room overnights are out and the TV room is cleaned by the overnights. Details and cleaning begin. Linen exchange begins.

12:00 PM Details/rooms done. Student receives a zero if not done and can have no town leave. All common areas are open.

12:00-1:00 PM Student lunch.

1:00 PM Lounges open, town leave begins.

5:00 PM Dinner begins.

5:30 PM Students must be back from town.

1:00-11:00 PM Free time.

11:00 PM Students in dorms.

11:30 PM Lights out.

Sunday

9:00-9:45 AM Breakfast.

9:30 AM Church van/bus runs begin.

11:00 AM Intercom wake up and door-to-door wake up. TV room overnights are out and TV room cleaned by the overnights. Sunday room cleaning begins.

11:45-12:45 PM Sunday brunch.

12:00 PM Room cleaning done, TV rooms open.

1:00 PM Town leave begins for eligible students. Lounges open for visiting.

4:00 PM Tutorials for assigned students

4:00 PM Town leave ends, all students should be signed in.

5:45 to 6:45 PM Dinner

7:00-8:30 PM Study Time and tutorials for assigned students

8:30-9:45 PM Free time

10:00 PM Students in dorms.

Check policies for additional information, Part III and Part IV.

RESIDENTIAL STAFF PROCEDURES

ACTIVITY PLANNING

Primary residential advisors must engage in activities with students on a weekly basis. When planning for activities with students, consider the following:

- (1) Activity must be safe and appropriate for the age of students
- (2) Activities cannot interfere with the schedule of activities already provided by the State.
- (3) Activities must not compromise our basic requirements to supervise the dormitories in a safe and secure manner.

When scheduling activities gain the approval of the dormitory supervisor who will determine if dormitory coverage will be adequate during the time in which you are engaged in the activity. If an activity is planned by Thursday evening the week prior to the activity, you may notify the Recreation Supervisor, and have the activity included on the activity calendar if you wish to do so.

Do not schedule activities to take place after lights out.

Check the activity calendar to ensure that your activity does not interfere with the other scheduled activities.

If you require a vehicle make sure that a vehicle will be available by reserving that vehicle for the specific time needed. Again, check the activity calendar to ensure that enough vehicles will be available to support all scheduled activities. The State's scheduled activities take priority.

If you check out a vehicle for travel purposes be sure to include the vehicle identification, your name, destination, time out and time in on the clip board provided for this purposes.

If you need materials and supplies for the activity notify the dorm contractor who will purchase the materials and supplies prior to the activity. Be sure that you allow enough time prior to the activity to acquire the needed materials and supplies.

Submit a copy of the list of students traveling for the activity to the main dorm office.

AWOL STUDENT RETRIEVAL

If a student is noted as missing at a required sign-in the Residential Advisor must make an immediate attempt to locate the student. Check the previous bed check sheets and log notes. Look closely in their room. Consult with other staff in the same dormitory. Notify the shift's Campus Duty Officer and Residential Principal or Assistant Principal of the absence.

Contact the main dorm office to ascertain if the student has been checked out or is listed as on a school trip or on leave. Check to see that the student has no medical appointments or other appointments off center. Insure that the student is not at an on-campus counseling appointment.

Check with the roommates or personal friends.

If the student is not located or accounted for notify the Residential Principal, Assistant Residential Principal, Academic Principal or Superintendent, in this order.

If you subsequently locate the student be sure to communicate this to the Residential Principal, Assistant Residential Principal, Academic Principal or Superintendent to stop the search for the student.

Be certain to include any related information in the log notes and pass this information on to other residential advisors and shifts.

CAMPUS DUTY OFFICERS

Various supervisors are designated as Campus Duty Officers (CDOs). In the absence of the Project Director they are authorized to make decisions and work directly with the State administrative staff. They are the ultimate contractor authority during designated times and in the absence of the Project Director.

For 2012-13 the Project Director's contact numbers are:

Work 966-3275

Cell 738-4255

The schedule of CDOs is as follows:

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day	Project Director	Day Shift Supervisor	Day Shift Supervisor	Day Shift Supervisor	Day Shift Supervisor	Day Shift Supervisor	Project Director
Evening	Women's Dorm Supervisor	Women's Dorm Supervisor	Women's Dorm Supervisor	Men's Dorm Supervisor	Men's Dorm Supervisor	Men's Dorm Supervisor	Men's Dorm Supervisor
Overnight	Overnight Supervisor	Overnight Supervisor	Overnight Supervisor	Overnight Supervisor	Overnight Supervisor	Overnight Supervisor	Overnight Supervisor

CURFEW AND LIGHTS OUT

On Sunday through Thursday and on Friday preceding Saturday school Residential Advisors will lock the dormitory doors at 10:00 p.m. Students who are not in the dorms at this time will receive a write-up for failure to report in a timely manner. (Follow student handbook for consequences.)

On nights preceding non-school days the dormitories will be locked at 11:00 p.m.

Fifteen minutes prior to curfew the main office will announce that visiting in the common lounges is over and those students have to be in their dormitories in fifteen minutes. At curfew time the main office will sound the air horn. Students should immediately go to their dormitories at that time. Residential advisors will observe the student check-ins to quickly insure that all students are present. Attempts will begin immediately to locate any missing students.

It is best to begin accounting for students as they enter the dormitory. This will expedite accountability and help to identify missing students at the earliest possible time.

At fifteen minutes after curfew kitchens will be closed; phones will be turned off (including intercoms) and television lounges will be closed. Students should go to their rooms at that time.

Students are to be in their rooms with lights out thirty minutes after curfew. Residential advisors will then conduct room-to-room checks to see that all students

are in their rooms and lights out. NO activities are to be scheduled after lights out.

Cell phone procedure:

There is a 10 minute grace period after lights out for students to use, set or whatever with their cell phones: Weekdays 10:40pm, Weekends 11:40pm...if a student has their phone in their hand or is using it in any way than the student is considered in violation of the cell phone policy. Please follow the cell phone guideline in the student handbook.

FAQ: What if I have an emergency with my family? Answer...get out of your room and go to the RA station and let your RA know as soon as you receive the call or text.

FAQ: I was setting my alarm: That is why we allow the 10 minute grace period to set your alarms, say your goodbyes, etc.

FAQ: What if I paid to stay up? Doesn't matter...student must follow the cell phone procedures

The goal is to take away that gray area when or when not a student is violating the cell phone policy. If the student is using after the 10 minutes than they are in violation. Please remind students of this update and encourage them to follow it.

DAY STUDENT SIGN-IN PROCEDURE:

Day students must sign-in at the main dorm office when visiting upper campus after regular school hours or the weekend. Day students must also sign-in with the gym supervisor while visiting or participating in lower campus activities after school hours.

DAMAGE REPORTING POLICY:

Please see...

DETAILS AND ROOM GRADING

Room Cleaning:

Rooms should be swept and/or vacuumed, all trash picked up and trash can emptied, beds made, desk tops free of clutter, clothing picked up, and all personal valuables secured prior to leaving for class each morning. Failure to do so will result in a "poor room grade" and residents of that room will be restricted to the dorm until any noted deficiencies are corrected.

On Saturday, all surfaces in the room should be dusted in addition to the cleaning listed for school days.

Details: Students are routinely assigned details to maintain the cleanliness of common use areas. A list of students assigned details and the detail assigned will be posted, for the up-coming month, on the last day of each month. Students are responsible for checking the detail list when it is posted to see whether or not they are assigned a detail.

When a student completes an assigned detail, the student should immediately find a contractor employee and ask them to verify that the detail is done by checking the work and then signing it off as completed on the detail sheet. If a student fails to have a detail checked and there is no way to verify it was done, it should be considered a "missed detail." When a student misses 4 details, they will receive a

day of restriction for each additional missed detail for the remainder of the semester. Missed details accumulate through the school year.

Students may not receive town leave until all residents of a room have completed both room cleaning and details. TV rooms are closed until all rooms are clean. Students not completing their room cleaning and detail by lunchtime on weekends will be ineligible for town leave that day. Staff will inspect each detail personally.

Day staff will post the daily room inspection results to the residential advisors for follow up.

Detail substitutions: When a student knows in advance that they will be missing their detail due to traveling or an approved checkout, they must get someone to do their detail in their absence. They need to communicate this to the residential advisor in writing. A student substituting for an additional detail will receive 10 additional merit bucks.

A student who is absent without arranging for a detail substitute will be placed on restriction. In those cases the residential advisors may employ another student to do the detail in exchange for 10 merit bucks.

Students going on leave will notify the residential advisor prior to leaving and acquire a substitute. The residential advisor will note the arrangements in their logs and in the night report.

DORM CLOSURE DURING THE SCHOOL DAY

MEHS is a public school. As in any public school students should be prepared for school when they leave home. In most public schools students cannot just go home during the school day to get anything which they forgot or which they would like to have. MEHS should be treated likewise. The residential advisors have an additional responsibility to protect the personal belongings of other students. It is impossible for them to escort every student who wishes to be in the dormitories.

Students who must enter the dormitories to retrieve something for classes must have a pass from one of the teachers. (Teachers should give such passes only in extremely rare situations.) Check the date and signature of the pass. Students without a pass from a teacher and without a medical appointment should **not** be allowed in the dormitories during classes. Many female students use the excuse that they need to get sanitary napkins. These are available in the academic areas.

When students with no fifth period class are allowed back into the dormitories at 2:30 pm only those students should be in the dormitories. The doors are unlocked at this time and it is easy for other students to "sneak" into the dormitories. All contractor employees need to be diligent during this time.

DORM LOUNGES

Students not on restriction are allowed to visit with one another during open hours. Common lounges located in the Girls' Main Dorm, Ivy Hall and Heritage Hall, should be monitored. Rules to consistently be enforced are:

- a. no laying on the couches
- b. no food or drink in unapproved areas (i.e., carpeted areas, computer stations)
- c. no horse playing or roughhousing
- d. no inappropriate public display of affection (i.e., laying on each other)

The dorm secretary will assist the residential advisors in monitoring the lounge in the Girls' Main Dorm. Students not complying with the guidelines should be told to leave.

EARLY MORNING DEPARTURES FROM THE DORMS

Students may leave the dormitories early for running/exercising after 6:00 a.m. Students must have a partner of the same sex to accompany them when jogging. Students signing out of the dormitories for this purpose must be jogging or obviously exercising.

FIRE ALARM RESET PROCEDURES

For fire alarm and fire drill situations follow the "Emergency Evacuation Procedures" and "Fire Evacuation Plan".

Following an emergency evacuation or fire drill the Residential Advisors should not reset the fire alarm panels. In cases of real emergencies the fire department will reset the alarms. In case of fire drills the safety officer or maintenance staff will reset the alarm.

In case of an alarm malfunction; an accidental set-off or a student pulling an alarm, the system can be **silenced** but not reset by a Residential Advisor. In those cases, silence the alarm and then contact the Residential Administrator. Either the Residential Administrator or a State maintenance employee will reset the alarm.

INCIDENT WRITE UP PROCEDURES

It is important to deal with infractions as soon as possible. Interventions will be less effective if there is a long time lag between the incident and the intervention.

Be certain to consult the Student Handbook to determine which incidents are minor and which are major infractions.

For all documentable incidents complete the Incident Report Form. Be clear and concise as to exactly what occurred; when, who and how. Always write the incident report for a specific infraction **as it is listed in the Student Handbook**.

Alert the student that you are documenting the infraction and have the student sign the Incident Report Form.

Minor Infractions:

1. Staff member witnesses student behavior.
2. Staff member writes incident report describing incident and presents incident report to the student to obtain the student's signature and to discuss why the staff member disapproved of the student's action(s).
3. Residential Principal or Assistant Residential Principal assigns discipline points, restriction and other consequences; Academic staff refers all incidents to the Academic Principal.
4. Staff files the incident with appropriate administrator or designee.

Major infractions:

1. Staff member witnesses student behavior.
2. Staff member writes incident report describing incident and presents the behavior report to the student to obtain the student's signature and to discuss why the staff disapproved of the student's action(s).

3. Staff member submits incident report to principal in his/her respective area - residential or academic.
4. Student is placed on restriction until an administrative decision is reached on the incident report.

For major infractions you cannot issue consequences. This must be done by the Residential Principal or designee.

When you have completed any Incident Report Form give it to the Residential Principal or Assistant Residential Principal as soon as possible. If neither person is working at the time, place the Incident Report Form in the box kept for that purpose in the key room of the main dorm office.

Be sure to communicate the consequences of the incident to other dorm staff to insure that the consequences are carried out.

LAUNDRY ROOMS

Laundry rooms are to be closed during study time and after lights out. Laundry rooms should be opened after school. Encourage students to remain with their clothing and remove their clothing immediately after their laundry is done. Residential advisors should monitor the laundry rooms and ensure that they are being properly used. Many students are quite inexperienced at doing their own laundry.

Each dorm should use laundry sign up sheets to regulate the use of the laundry rooms.

Students should be instructed to not overload the washers. They should be instructed to allow the washers to run for the full cycle. Interrupting the cycles damages the machines over time.

LINEN EXCHANGE

Linen exchange is to occur on Saturdays. During room cleaning, students using other than their personal linens must strip their beds of sheets and pillowcases and place the linens in the laundry bins. They will pick up clean linens at that time. Routine linen exchange is for the linens that are provided by the staff. The comforters should not be placed in the laundry bins with the linens. Students should not remove the curtains for cleaning during routine linen exchange. Pillows should not be placed in the bins during routine linen exchange. Blankets should only be cleaned when soiled.

On Fridays the evening Residential Advisors will stock clean sheets and pillowcases in Ivy Hall, Heritage Hall and the boys' dorm. By that time the clean linens should have been returned to the mail room by the laundry contractor. Fitted and flat sheets will have to be separated.

The girls' main dorm will get linens from the storage room in the dorm contractor's office.

On Saturday a.m. the overnight staff will move the empty laundry bins from the mail room to the dorm hallways.

LOG NOTES

Log notes are legal historical documents. They must be written in a concise, clear and objective manner. Log notes are not a survey of your opinions. They are **factual**. Log notes should also be **relevant**. Log notes should be written with the understanding that they may become court documents. Anything you type into a

computer can be recovered during an investigation and could possibly be entered as evidence in a court case. Therefore, keep all comments factual and accurate.

Log notes should be written by each individual on a shift. The notes should be provided first to the supervisor in charge of each dorm.

Log notes should be brief and to the point. Additional information may be required in such cases as incident report summaries, students on restriction, potential at-risk students, students suspected of illegal or harmful behavior, warnings issued or students wishing to withdraw. Do not include sensitive, personal student information in log notes. More private messages should be used for communicating with other staff in confidential matters and matters protected by HIPPA (medical/mental health information). Ask your supervisor if you are unsure if your log may be confidential or not.

The day shift must include the names of any students in sick bay. On weekends, include the number of students on leave or checked out. Include the total count of students in the dorm.

On the evening shift, include the total number of students on your assigned floor, numbers on leave; numbers checked out; numbers overnighiting elsewhere and identify who they are and where they are overnighiting. Include the total number of students in the dorm.

On the overnight shift, include the total number of students in the dorm and the numbers of students checked out or on leave. Include any information on student movements during the shift.

The above information should be placed at the bottom of the log notes narrative for all shifts. Make a copy of your log notes for the main dorm office.

The Overnight Shift Supervisor should complete an overnight report in the Security Log. These log entries should be based on campus rounds, input from the Overnight Residential Advisors and the dorm inspections rounds conducted by the supervisor.

If staff is typing their log notes in word processor they must still print a copy of those notes for the notebooks. (Use spell check.)

MAINTENANCE REQUEST

When you identify maintenance needs communicate this to the Day Shift Supervisor. The day shift supervisor will forward the request to the maintenance staff. Be clear and concise as to the exact need and the location of the needed repair. Assume that the person reading it knows absolutely nothing about the item in need of repair. Place a note on the item that is in need of repair describing the type of repair needed.

For phone repairs place the requests with the dormitory secretary in the main dorm office. The dorm secretary will coordinate telephone service requests.

For repairs or work on computer equipment email the request to the Project Director.

Do not attempt repairs of the State's equipment. The State maintains the equipment.

MATERIALS, SUPPLIES AND EQUIPMENT NEEDS

To request office supplies simply note your needs and location on a sheet of paper and leave this list with the dorm contractor. You will be notified as to when and

where those supplies are available. Most supplies will be stored in the dorm contractor's office.

The State provides all required equipment. If an item provided by the State needs to be replaced, treat this as you would a maintenance request.

MEDICAL INCIDENTS, TRANSPORTATION

The State is assigned limited guardianship for students. Contract staff is not assigned such guardianship. When a student enrolls at MEHS the parents of the student complete a form which gives the State permission to treat the student medically.

For this reason State staff should transport students for medical purposes, if at all possible. Most medical practitioners require a guardian signature. Contract staff employees are not guardians by any definitions.

If State staff is not available and you must transport a student and you are asked to sign as guardian you must tell the medical practitioner that you are not a legal guardian or a State administrator. Never, ever represent in any manner that you are a guardian of the student. You can explain that they are enrolled at MEHS. Most medical practitioners will understand that MEHS is in "loco parentis."

The person taking a student to the hospital notifies the parent and the dorm administration immediately if there is a serious medical concern. (For the purpose of this procedure a "serious medical concern" is anything that requires admission to the hospital, sutures, or involves a possible fracture.)

In the case of late night, minor medical treatments that result in the student being returned to the dorms with no follow-up care ordered, the state administrators are given written notification via email and an administrator will contact the parents the following day.

Inform a State administrator or the campus medical staff anytime a student receives medical attention. An emergency room document must also be filled out and returned to the residential administrator. These documents are located in the Main Dorm office. Please page 99 for an example.

Students under the influence of drugs or alcohol must be taken to the emergency room.

If a student requests to go to the hospital when there is no clear medical emergency, have them wait until a State staff member is available.

If there is a medical emergency and no State staff is available, transport the student for medical care immediately and notify a State administrator.

Non-emergency medical needs:

SEARHC has contracted to provide and supervise all medical needs of MEHS students. They will provide schedules and procedures.

For scheduled medical appointments contractor staff may transport a student as necessary. But you still cannot sign as the guardian or State administrator.

When a student returns from the hospital or from some form of medical treatment they must turn over any medications to the main dorm office or the school nurse. Medications must be locked in the medicine cabinet if the dorm clinic is not staffed at that time and turned over to the medical staff at the earliest possible time.

When a student returns with physicians instructions those instructions must be given to the campus medical staff.

MEDICATIONS DISTRIBUTION

All prescription medications will be administered by the campus medical team or a designated State employee.

Do not give students your personal over-the-counter or prescription medications. You are limited to what you may give a student by what is provided by the State.

Report any missing medications to the Project Director, Residential Administration or campus medial staff as soon as possible.

MOVIE PASSES

Students cannot obtain passes to see R-rated movies or any of the higher adult ratings. Students 17 or older may obtain written, signed approval to see R-rated movies. These permissions will be kepctr in the student dorm file. List of students approved for R-rated movies will be periodically updated. Confirm the rating of the movie before issuing movie passes.

Students can obtain a pass to return late from town leave in order to see an afternoon matinee on weekends. Because town leave is free on Saturdays the student who will return late due to the matinee must purchase the additional time for 10 merit bucks.

Because town leave is not free on Sundays the students wishing to return late must pay 20 merit bucks—10 for the town leave and 10 for the matinee privilege. Under no circumstances can the student be late for study time.

Students may also go to the movies on Friday and Saturday nights for the early movies only (except prior to Saturday school). Students must obtain a movie pass. The fee for a movie pass is 10 merit bucks per student plus 10 merit bucks for the additional town leave. Students must have their own transportation. Approved groups of students may walk to the Movie Theater and back. Students must obtain a signed pass from their Residential Advisor. The pass should be made out for 20 minutes prior to and twenty minutes after the published start and end times of the movie.

OVERNIGHT SHIFT OPERATIONS

Consult the general student schedule in Part II

Overnight shift staff should clock in at the main office and pick up keys & a radio. Staff should read the log notes from the previous shift and check the RA mailboxes in the Main Dorm Office.

Consult the travel book to identify any students departing in the early morning hours. Check for any approved early wake up requests.

Overnight staff in the main dorm must also monitor the telephones by carrying the handset phone if they will be out of range of the phone's cradle.

Check the Student Travel book in the main dorm office for any students departing on your shift.

If a bed check sheet is not provided from the previous shift print a new bed check sheet.

Conduct the first rounds of the assigned area and confirm check outs, overnights and leaves. Ensure that students are in bed, quiet and with lights out.

Note and record any students out of their rooms after lights out. Talk to such students to establish their purpose for being out of their rooms. If a student is out of their room and their reasons are not legitimate you should issue an incident report. Taking these steps will help to prevent theft of other student's personal property.

Rounds thereafter should be conducted at random times. Outside dorm checks should be conducted about every two hours.

The day shift staff will begin assisting the overnight shift at 7:30 AM. (Consult the Normal Daily Schedule.)

At the end of the shift return the keys and radios to the main dorm office. Turn off the radios and place them in the chargers.

On Weekdays the day staff will arrive at 7:30 A.M. and assist with awakening students. This total group of staff will also assist in supervising student clean up.

The wake up for students with first period classes will occur at 7:00 A.M. The cafeteria opens for breakfast at 7:30 A.M. By 8:00 AM all students should have been awakened. Go through the rooms once more to confirm that all students are up.

Encourage students to eat breakfast and remind them to get any needed medications at the nurse's office.

OVERNIGHT VISITS WITH OTHER STUDENTS

Students can never visit overnight with another student on school nights. Students wishing to stay overnight in another student's room must meet the following requirements:

- a. There will be an open bed in the room which they wish to visit. No extra mattresses can be placed on the floors. Students cannot double-up in the same bed. Students cannot sleep on the floor.
- b. The Overnight Pass Form must be completed and approved by 10 PM.
- c. "Overnights" are only permitted on non-school nights.
- d. The Residential Advisors from both affected floors and dorms must approve the "overnight" request. If a Residential Advisor has doubts as to the wisdom of the "overnight" then the RA should not approve it.
- e. A visiting student may not stay in the bed of an absent student without express permission of that absent student. The permitting student may notify the RA in writing or verbally that their bed can be used. No student may use the bed of another active student without that student's permission.
- f. There can be no more than five "overnights" on any one floor of a dorm in one night.
- g. No students who are on restriction may overnight.
- h. "Overnights" must be noted in the logs and posted on the student's door and where they are visiting. This is to ensure accountability for bed checks and to clearly communicate with the overnight shift of employees.
- i. Day students must have permission from the Residential Principal or Assistant Residential Principal which includes verification from the RA that there is an open bed and that all other guidelines have been followed. The Day student must stay in the original room, no moving.

REPORTING CHILD ABUSE OR NEGLECT

If you have reasonable cause to suspect that a student has suffered harm as a result of abuse or neglect this information must be reported immediately (within 24 hours) to the nearest office of the Department of Health & Social services, Office of Children's Services.

As a "child care provider" you have a responsibility to report suspected cases of child abuse or neglect to the Office of Children's Services.

As a contracted employee you must also report any reasonable cause to suspect abuse or neglect to the Residential Principal, Assistant Residential Principal, Academic Principal or Superintendent immediately. The State, as the de facto guardian, has the full responsibility to report the suspected abuse to the Office of Children's Services.

Child abuse or neglect is defined as the following actions by those responsible for a child's welfare: Physical injury, failure to care for a child, sexual abuse, sexual exploitation, mental injury, or maltreatment.

Remember that child abuse is not necessarily a result of action or inaction by the parent or family of a child. It includes abuse by a staff member or by others.

If you are uncertain as to whether your suspicions of child abuse are reasonable, consult with the school administration and/or the school counselors.

MEHS is required to report to OCS any incident of self-harm by students whether by intent or by accident. MEHS must also report any student hospitalizations. You must report any such incidents to one of the administrators but as a contract employee you do not report these incidents of self harm? to OCS.

For more information consult the pamphlet "Reporting Child Abuse and Neglect in Alaska".

The number for the Sitka Office of Children's Services is 747-2802. They can also provide information regarding child abuse and neglect.

RESTRICTION POLICY

Residential advisors may not impose restriction on students for minor infractions, except for regular details and room cleaning deficiencies. When a staff member observes a student breaking a rule they should:

- a. Complete an incident report and have it signed by the student. If a student refuses to sign, so note on the incident report and refer the incident and the student to the residential administrator on duty or on call.
- b. Any major incident, as designated in the student handbook, should be referred to the residential administrator on duty or on call immediately.
- c. Complete a restriction sign in sheet.
- d. Place the completed incident report in the box for the residential principal or designee.

- e. Inform the student of the restriction sign-in policies.

Restriction begins immediately when the student is informed of the restriction and continues for 24-hour blocks.

Restriction Appeal Process

Students may only appeal minor and major write-ups to the residential principal or assistant residential principal. Once the first residential administrator makes the decision it is final. Students may appeal major infractions to the superintendent after the residential administrator has made their decision.

Write-ups for missing tutorials should go to the Pool Secretary first.

Students may not appeal regular room or cleaning write-ups.

Staff cannot take students off restriction at anytime. Only the residential principal or assistant residential principal can take a student off restriction.

Restriction Guidelines

Restriction is limited to no more than 5 consecutive days.

The student's residential assistant (RA) will assign the student on restriction additional restriction details.

Students will be afforded limited privileges while on restriction, including no TV room rentals or overnight stays. Other privileges may also be revoked.

Students are required to sign in with his/her RA every 30 minutes while on restriction.

Students on restriction must stay on their own dorm floor, unless eating meals in cafeteria (30 minutes), attending school or tutorials. Students have 10 minutes passing time from the dorms to tutorials.

RA's will work with those students on restriction to help students understand why staff assigned consequences for irresponsible student behavior so students can learn from the experience.

Cell Phone/TV/Gaming access may be taken away.

If a student misses a sign-in, the time will be highlighted. The student will be contacted and warned that if they miss a second sign-in they will receive an additional day of restriction. If the student fails to comply with additional restriction days complete an incident report for "failure to comply with discipline stipulations" and refer the student to the Residential Administrator for disciplinary action.

Students on restriction are allowed to attend church worship services, attend medical appointments, take meals, check mail, attend counseling and participate in academic activities. No other exceptions to restrictions are allowed without the express consent of the residential administrator.

Students on restriction for a minor infraction can attend practices and games for NYO and ASAA activities only. In such instances the restricted student will receive a pass from the Residential Advisor to the coach or advisor for the activity. The Residential Advisor will note on the pass that the student is on restriction. The student must obtain the signature of the coach or advisor before returning to the

dorms. If the student does not return to the dorms with the signature of the coach or advisor it is impossible to determine if they actually attended the event. In such instances the student will receive an additional day of restriction. Any time that a student is excused for an acceptable activity other than tutorials or worship services, the time missed will be added to the end of the restriction period.

Restricted students will be assigned a restriction detail. Students cannot use harsh cleaning agents. Tasks must be reasonable in time, quantity and content. Be sure to inspect the work of a student to insure that it is done properly. There is no specific time for an assignment to be completed. This is at the judgment of the issuing staff. Students cannot be assigned restriction for more than five consecutive days. However, the student may choose to waive this limit and serve restrictions for more than five consecutive days.

ROOM ARRANGEMENTS: The following guidelines are developed from the Residential Fire Safety Codes

Students' rooms are to be arranged so that beds and furniture do not interfere with the requirement that a four-foot pathway exists from all beds to the doorway. Beds and furnishings must be arranged to give each student ready access to the windows. Beds must be arranged so that all beds in a room can be easily seen from the doorway.

Beds cannot be arranged in such a manner that a student must climb across the beds of other students to exit in case of an emergency. Each bed must have an appropriate aisle for exiting.

Make every effort to ensure that bunk beds are not placed directly beneath the sprinkler heads. Students may incur injuries as a result of bumping into the sprinkler heads. No items should ever be suspended from the sprinklers.

No items may be placed within 18 inches of a sprinkler head. No paper items may be placed on the walls within 18 inches of the ceiling.

Mattresses cannot be placed on the floors and students may not sleep on the floors.

Students may not rearrange the.

ROOM CHANGES

Once room assignments are initially made they can be changed on a limited basis.

Room changes within a dorm can be approved by the dorm supervisor.

Regular room changes between dorms must be approved by the Project Supervisor. Emergency or extenuating circumstances leading to a room change between dorms must be approved by the Project Supervisor or Residential Administrator.

Reassignment of rooms for the purpose of dorm management can be approved by the dorm supervisor.

There should be NO room changes just prior to the Christmas holidays and NO room changes during the Christmas holidays. In other words, all students returning from Christmas break will return to the same room from which they departed. No room changes will be allowed after the Christmas break until all students have returned.

Room change request forms completed by the students must always go to the residential advisor. If the request is for a room in another dorm then the request should be

forwarded to the Project Director. If you believe that the request should not be approved you should note this on the room request form.

If the request is for a room within the same dorm then this should be coordinated with the other residential advisors and approved by the dorm supervisor.

ROOM KEYS / CARDS

Students are issued room keys at the beginning of the school year and are responsible for their keys. If the key is lost the student must note on the key card that it was lost. The student must pay \$5 for a new room key. This includes key cards from Ivy Hall.

When a staff member collects \$5 from a student for replacing a lost key, note which student the money was received from and forward the money in an envelope to a State administrator.

If students lock themselves out of their room the residential advisor should have them wait for a roommate to open their doors. If a roommate is not available or this is not feasible, the Residential Advisor should assign the student a task to complete before opening the door in order to foster a greater sense of responsibility toward their keys. If the residential advisor is always ready to unlock doors the students will not easily take responsibility for their keys.

Never loan the staff keys to a student.

Never unlock the room of a student for any student that is not an occupant of that room.

ROOM SEARCHES

The school administration retains control over rooms, lockers, wardrobes, footlockers, and desk space loaned to students. The Principal or Dormitory Supervisor has the right and duty to inspect and search students' lockers and rooms, including above the ceiling tiles, if there is reasonable suspicion that drugs, weapons, dangerous or illegal, prohibited or stolen items are likely to be found.

There must be at least two staff, one of them the residential administrator or a designated state employee, present during any search. If the student is available it is best to have the student present during the search.

Do not conduct a search at the request of law enforcement. Law enforcement requests for a search must be approved by the Superintendent.

Items retained as a result of such searches must be given to the State-administrator on duty at the time of the search.

Residential Advisors must do periodic health and sanitation reviews of all rooms to insure that rooms are healthy and safe. This is in addition to the daily inspection of the rooms to insure that details are being completed.

SAFEKEEPING OF STUDENT MONEY AND VALUABLES

Safes are provided in the dorms for the safe keeping of students' valuables. Only specific keys and combinations will open these safes. Envelopes are provided for this purpose.

Employees are not allowed to borrow money, equipment or any personal possessions from students or to purchase items from students without prior approval of their employer.

When accepting student valuables, place them in a property envelope labeled with the student's name and the contents of the envelope. Have the student sign and date the envelope.

Insure that the description of the contents is accurate. Sign the envelope. Place the envelope in the alphabetic accordion folder. Place the accordion folder in the safe. Lock the safe.

If a student wishes to place items for safekeeping that do not fit in the envelopes, label the item with the student's name and tape the label securely to the item.

Valuable items that are temporarily confiscated from students (i.e. cell phones and portable CD players) should be clearly labeled and placed in the safe until they are returned to students.

As students withdraw items from the safe, note the withdrawal on the envelope. Have the student sign the new entry on the envelope. Initial the new entry. Return the envelope with its contents to the safe.

The following steps should be taken to help safeguard the property of students and prevent theft.

1. Encourage students to place valuables in the safe.
2. Insure that students' doors are locked when they are not present in their rooms.
3. Encourage students who cannot or do not place valuables in the safe to complete an inventory of valuable property and have the Residential Advisor verify the property. The RA should file a copy of the inventory in the event that valuables are missing.
4. Never allow students into the rooms of students who are not present.
5. Students' windows should be locked when they are not present in their rooms.
6. Keep a log of students who are out of their rooms after lights out for future use when items are missing.
7. Encourage students to report missing items immediately.
8. Counsel students to not leave money in their rooms unattended.
9. Students should label all clothing and valuable items.

Sick Bay:

Mount Edgecumbe Student Health Center

Hours of Operation: Monday-Sunday: 7:30 AM-Dorm Curfew

Students who come to the Student Health Center for services in the morning must be dressed for school.

When the Student Health Center is closed, over-the-counter medications are available in the Main Dorm office.

Students requesting Sick Bay evaluation must come to the clinic no later than ½ hour before their first class of the day.

Students who are admitted to Sick Bay will remain in Sick Bay until the nurse releases them, which will be at dinnertime. After release, students are to return to the dorm and are not eligible for evening extra-curricular activities.

Water bottles, books and supplies, and music with headphones are allowed.

Students may eat meals in the cafeteria if they are able to. Sack lunches from the kitchen are available. Ordering out is not allowed.

Visitors are not allowed in Sick Bay.

Quarantine Plan: Please see Crisis Response under TREATMENT AND CONFINEMENT OF SICK STUDENTS on page 97

MEDICATIONS

All medications are to be strictly regulated and documented for the well-being of the students and staff. Students who take prescription and over-the-counter medication(s) are required to give those medication(s) to their RA or the Student Health Center upon arrival to the school. The Student Health Center staff will dispense the student's medications as prescribed and document medication compliance.

At NO time are students to possess over-the-counter medication such as, but not limited to, Nyquil, Benadryl, Tylenol, Advil, Aleve, Sudafed or Mucinex or any prescription medications. Exceptions are saline eye drops or nose spray, Epi-Pens, albuterol inhalers and skin creams or ointments. Any other exceptions are to be cleared by the Dorm Principal or their designee. If the Student Health Center is notified that a student is leaving campus, they will package the medications and have them available for dorm staff in the Main Dorm Office. Narcotics or opioid medications will not be sent. If a student is off campus and requires the medication, the student is allowed to take a dose before leaving campus, and the student may return to campus for needed doses as required.

CHECK OUT PROCEDURES FOR MT. EDGE CUMBE STUDENTS

To make the check out process go smoothly and to protect students and those who check them out, MEHS has developed an outline of procedures and guidelines guests and students must follow.

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.

The school reserves the right to deny any check out.

1. Before a student can be checked out, MEHS requires the student to have on file with the school a signed note from his/her guardian(s) granting permission to the specified adult to check out the student. A phone call from the guardian will not substitute for a signed note. Guardians may grant permission for specified adults to check out their child for the entire school year. Guardians may check out their child/children at any time.
2. Person(s) who wish to check out MEHS students must be at least 25 years of age.
3. The adult checking a student out must physically come into the office to both check the student out and check the student in.
4. A student may be checked out to a host only if the host is the same gender as the student

Exceptions to #4

- 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 can not check out students of a different gender over night. 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.
- Older siblings over the age of 25

5. Students of opposite genders (with the exception of siblings) may not be checked out together for overnight stays. Students can not be checked out for overnight stays with their boy or girl friend.
6. When students of both genders are checked out together on a day pass, both must follow MEHS standards of acceptable, public social behavior.
7. A student can not leave his/her host's immediate supervision.
8. 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.
9. When a student is checked out, the host is responsible for the student's whereabouts at all times and should supervise him/her accordingly.
10. Students are expected to follow high standards of etiquette when checked out.
11. Students must follow rules set for them by the adult who checked them out. These rules include, but are not limited to, curfew, bedtime hours, town leave, and appropriate behavior, conversation, and language. The responsible adult may not check out more students than he/she can supervise appropriately.
12. If students have any problems while checked out, they should call the dormitory (966-3292) or the police (747-3245). A school representative will come immediately to the site and offer assistance.
13. Only parents/guardians may check out students overnight on school nights.
14. Students are not allowed in bars, hotel/motel rooms, Sheldon Jackson College or University of Alaska dorm rooms, or homes of people not on their check out list. Students are not allowed on boats unless the adult who checked them out is with them.
15. Should a host wish to take a student boating or hunting, the student and host must first communicate with the student's parents to obtain special written permission to engage in these types of activities.
16. MEHS does not allow underage students to view "R" rated movies. Students over the age of 17 are eligible to attend R-rated movies 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, including during checkouts.
17. 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.
18. Sunday-Thursday, students must return to the dorms before 6:45pm in order to participate in study hour. Sunday-Thursday, students may also be checked out from 8:30pm to 9:45pm. Students on a Friday or Saturday day pass must return before 10:45pm.

19. Students who are checked out are responsible to ensure their details are completed. Being checked out does not relieve a student of his/her responsibilities.
20. MEHS policy requires babysitters be checked out in pairs: however, the school does not expect the host to pay both students for babysitting services.
21. Plan ahead. To expedite the check out process, the host should call the dorms to inform the school in advance of his/her intention to check out a student. This will allow the staff the opportunity to insure all necessary paperwork for the check out is on file. It will also allow students the opportunity to take care of his/her responsibilities prior to the check out process.
22. Friday, Saturday and Sunday are set aside for visitors on campus. Should students wish to invite a visitor on campus, they may do so after obtaining staff permission. All visitors must check in with MEHS staff at the Main Dorm Lounge and remain within campus boundaries. Visitors are not permitted to enter students' rooms. Visiting hours on Friday are from the end of the students' last class of the day until 5:00pm and from 6:00pm-10:45pm. Visiting hours on Saturday are from 1:00pm to 5:00pm and 6:00pm to 10:45pm. Visiting hours on Sunday are from 1:00pm to 5:00pm. Special visitation arrangements may be made for out-of-town visitors by the Residential Principal or designee.
23. When in doubt, students should ask about check out procedures.
24. Students should use their best judgment at all times when they are checked out. If anyone, host or student, questions the appropriateness or safety of an activity, he/she should not do it.
25. Any violation of the check out policy can result in loss of check out privilege for the student and/or adult.

STUDY TIME GUIDELINES

Study time is an extension of the student's academic learning. It is very important and must be safe guarded. All dorms should be quiet and there should be no intercom announcements during study time. Any proposed activity that would interfere with study time must have prior approval from the Residential Principal.

Study time is from 7:00 PM to 8:30 PM on all school nights. During this time students are to be studying in their rooms or in the lounges. When students are studying in their room, the door must be left open. Students can sign out to the computer lab, tutorials, and the library during this time with permission.

Students cannot sleep; be checked out (except by a parent); play games, watch DVD's, or visit during these times. Students can work on school academic projects.

Mixed gender groups of students wishing to study together may only do so in the common area lounges. It is important to enforce the requirement that they actually be studying or this privilege will be abused.

A student may receive approval from the residential advisor to study in the room of another student but they must actually be studying.

Students abusing these privileges will lose these privileges.

Students cannot be checked out during study time except by their parent.

SUBSTANCE ABUSE INCIDENTS

With substance abuse issues inform the residential administrator immediately. Take the phone of the student as soon as they are with staff and give it to the residential administrator. If the student is under the influence of a substance at all refer them to the emergency room if State employees are off campus. Please refer to MEDICAL INCIDENTS for more information on emergency room visits.

SUICIDE INTERVENTION

Consult the "Crisis Response Plan" for more information.

NOTE: You are not to provide professional or paraprofessional counseling to a student at risk of suicide. You are to assist the suicidal person with finding the appropriate resource to help them.

It is important that in advance you have developed significant, trusting and appropriate relationships with students.

Remember that if you have information that a student is at risk of suicide, that student should not be left alone for any reason until the matter is resolved.

Following are the warning signs that a student may be considering suicide:

- Talks about committing suicide
- Has trouble eating or sleeping
- Experiences drastic changes in behavior
- Withdraws from friends and social activities
- Loses interest in hobbies, work, school, etc.
- Prepares for death by making out a will and other arrangements
- Gives away prized possessions
- Has attempted suicide before
- Takes unnecessary risks
- Has had recent severe losses
- Is preoccupied with death and dying
- Loses interest in their personal appearance
- Increases their use of alcohol or drugs

The following is a general description of steps to take when you believe a student may be at risk of suicide:

STRESS

Understand stress and the personal nature of stress.
Relate to students, be personable and build a safe environment for honesty.
Listen and look for invitations to help.
Support appropriate volunteered coping skills.

PLANS

Ask the following questions in order:

1. Are you thinking of hurting yourself?
2. Are you thinking about suicide?
Have you planned how you would commit suicide?
Have you planned when?
Have you planned where?

INFORMATION

Gather the following information

1. Have you attempted suicide before?
2. Has anyone in your family attempted suicide before?

3. Has anyone close to you committed suicide before?

RESOURCE

1. Can the student suggest a known resource?
2. Is there a known resource that is qualified and acceptable to the student?
3. Make contact with the resource that is identified and arrange specifically for follow-up in a timely manner.
Ask about counselors or teachers as a resource.
Never disqualify their resource.

ACTION

1. Get a commitment to accept help.
2. Help them establish a new plan.
3. Safeguard their environment.
4. Hold their hand and walk them through the crisis.
5. Get a commitment not to self-harm.

When you have completed these steps and the situation is stable communicate this information to the counselor and residential administrator immediately if this has not yet been done.

Ensure that the student is monitored. Pass on important information to the appropriate dorm supervisor and ensure that the information is passed on to subsequent shifts as needed.

The information regarding suicide is confidential medical information and is covered under HIPAA regulations. You must treat the information as highly confidential and on a need-to-know basis.

TOBACCO POLICY

The use of tobacco products, alcohol, or illegal drugs by students is prohibited anywhere on campus or while on school sponsored trips. It is a violation for students, staff, visitors, contractors and all others to use, distribute or sell tobacco, alcohol, or drugs on district premises, at school-sponsored activities on or off district premises and in district-owned, rented or leased vehicles.

This policy shall be in effect and enforceable at all times regardless of whether or not school is in session. The Director will arrange to have erected at strategic locations at Mt. Edgecumbe High School "Drug Free School Signs" or other signs prohibiting tobacco, drug, or alcohol use within 500-feet of school grounds.

TOWN LEAVE

Students can purchase town leave for 10 merit bucks. Three days of town leave are free each week. Those days are Monday, Wednesday and Saturday.

However, students who receive a "poor" or "zero" grade on their daily room scores are not eligible for town leave for that day. Also, students on restriction for any reason are not eligible for town leave.

There is no town leave on Thursdays.

Students must sign in by 5:30 PM on Monday, Tuesday, Wednesday and Friday. Town leave begins on weekdays after students are released from school. Students with no fifth period class are released from academic classes at 2:35 PM and other students are released at 4:00 PM.

On Saturdays students must sign in by 5:30 PM and Sundays students must sign in by 4:00 PM. On Saturdays and Sundays town leave begins at 1:00 PM.

These times above are absolute. Do not extend a grace period. When a student is late from town leave, write out an incident report. Create a restriction sign-in sheet for the student and have her/him sign the incident report. Reiterate the sign in procedures. Restrict the student for one day per violation. Put the signed incident report in the Residential Administrator's mailbox or deliver it to the Residential Administrator personally.

TUTORIALS

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.

The tutorials list will be posted Saturday evening. It is the student's responsibility to check if they are on the list. RAs are to encourage and remind students to go to tutorials.

During 4-5pm tutorials students will sign back into their RA station when they return. Students released early from tutorials must have a brown slip or yellow slip signed by a tutor or teacher. The brown slip releases the student for that day; a yellow slip releases the student for the remainder of the week. RAs will also be contacted by tutorial staff confirming that the student has been released for the remainder of the week.

During morning and study hour tutorials students receive a sign-out slip from their RA which is signed by the tutor and then brought back to the RA for sign in. Students must stay in tutorials until the end of study hour.

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:

During tutorials the student may get a pass to work at the following places:

- Computer lab (if the teacher has stated the student needs a computer to complete work).
- The teacher's classroom (the teacher who placed them in tutorials).
The only staff members who can excuse a student from tutorials are the following:
 - Academic and Residential school administrators
 - The teacher who placed the student in tutorials
 - The tutorials coordinator

Evening tutorials are available only for those students who had medical appointments, NYO or ASAA-approved sport's practices or games that coincided with tutorial time.

TV/VCR CHECK OUT PROCEDURES

In some dorms students may check out a TV/VCR. Students must put their requests on the sign out sheet for the block of time in which they wish to use the equipment. Equipment cannot be checked out overnight. Students in a room may not sign up for more than one block of time per day. Students are required to return the set directly after their time allotment. Students checking out the equipment must insure that the equipment is safe from theft or damage. Any misuse of the equipment will result in the privileges being revoked.

TV ROOM RENTALS

On Friday and Saturday nights students can rent the television lounge by making arrangements prior to 10:30 PM. The cost of rental is 100 merit bucks. Five students can overnight in the TV room. The merit bucks must come from the students using the room. The kitchen can be opened for the students renting the TV room but only one student can be in the kitchen at any time. Only the students renting the TV room can use the kitchen during this time. The TV room must be cleaned by the renters prior to leaving.

Students renting the TV room will have 1 day restriction if the TV room is not cleaned by 11:00 AM. There are no mixed gender TV room rentals.

VISITORS ON CAMPUS

Parents/guardians are always welcome to visit campus. Only parents/guardians may take their child off campus at any time after signing out of the main form office. Exceptions to this must be approved by the residential principal or assistant residential principal.

Student visitors may only be checked onto campus Friday through Sunday during regular open campus hours. The visitor must be the same gender as the student checking them in. Once the visitor is signed in and has a permission slip they must stay with that student the entire time on campus.

VISITING OTHER STUDENT ROOMS

To safeguard the personal belongings of students and to maintain accountability for students, the following guidelines will be used when students wish to visit students in other dorms or on other floors of the same dorm.

A visiting student must sign in with the Residential Advisor for the dorm or floor which they wish to visit. They must include the room number which they wish to visit. We must have a record that the visiting student was in that particular room to ensure the security of students' personal belongings.

Students must have a specific student to visit and the student being visited must approve. If any roommate of the student being visited objects to the visiting student, then the visiting student must leave.

The student being visited must be present in the room at all times during the visit. Otherwise, the visiting student will be considered to be in a restricted area. The visiting student may only visit in the room which they designated on the sign-in sheet.

There will be no students visiting in the rooms of students of the opposite gender.

Under no circumstances will a student be present in the room of a student or students who are not present in that room. In such cases the RA should write an incident report for the student being in a restricted area.

WITHDRAWAL AND TERMINATION OF STUDENTS

Students or parents wishing to have information regarding withdrawal of a student should be referred to the Academic Principal. Students wishing to withdraw must obtain the necessary form from the Academic Principal. No residential staff should give a withdrawal form to a student.

To withdraw a student, the parents must fax that withdrawal request to fax number: 966-2442. The Academic Principal or designee must also speak with them by phone to

confirm this. When a student is scheduled for withdrawal and travel has been arranged the dorm should be notified via fax or telephone by the academic office.

When the dormitory secretary receives travel information for a withdrawal, this information will be entered in the Student Travel Log which is kept in the main dorm office. (If notification of the withdrawal has not been received from the academic campus prior to receiving travel arrangements, an administrator must be notified immediately to verify the withdrawal.) The student's name will be entered on the calendar in the main dorm office on the day for which the student is scheduled to travel.

If a student requests transportation to the airport or ferry terminal for termination purposes confirm travel authorization first on the calendar and then in the student travel log. If there is no information entered in either of these places, do not transport the student off campus without administrative approval.

If a student should suddenly leave and you are uncertain if they have withdrawn, call or leave a voice mail at either **966-3200 or 966-3221**.

If a student is terminated for disciplinary reasons the dorms will be notified by administration when the travel arrangements are made. We will be notified by phone, fax or e-mail. When the dorm secretary receives this information it will be posted in the Student Travel Log and entered on the calendar in the main dorm office.

When a student departs by withdrawal or termination and you become aware of the fact, make the appropriate corrections to the bed check reports and clearly indicate this. Do not make changes to bed check sheets without confirming the facts. This information must be passed on to all other shifts of residential advisors.

When you become aware that a student is terminating you should make every effort to obtain the room key that was issued to the student. Also, ensure that the bed is stripped and all personal belongings are removed from the room. If the key is not returned you must complete a "Lost or Damaged Property Report" form.

RESPONSIBLE CITIZENSHIP

Students at MEHS are expected to act responsibly at all times. This means, among other things, being self-disciplined and showing consideration for all members of the school and local community. The staff believes that the development of responsible citizenship is a critical part of the learning program at MEHS.

MEHS Code of Conduct:

The standard of behavior expected for MEHS students

All families, organizations, and communities establish codes of conduct to guide members to act in appropriate ways. At MEHS, all students and staff are expected to:

1.DEMONSTRATE RESPECT FOR ALL PERSONS AND PROPERTY. Forbidden are such behaviors as harassment, vandalism, theft and inappropriate public displays of affection. Dishonesty to staff and other students will not be tolerated at MEHS.

2.ABIDE BY SCHOOL RULES DESIGNED TO PROMOTE PERSONAL AND COMMUNITY HEALTH AND SAFETY.

These rules are as follows:

a) Students may not have matches or cigarette lighters in the dormitories; burn incense, candles, cigarettes or any other combustible materials; or have small electrical appliances such as popcorn poppers or coffee makers. Fire safety is life safety.

b) Students cannot bring onto campus, provide to others, or otherwise have in their possession, any weapons. Weapons are defined as “any instrument or object possessed or used to inflict harm on another person, or to intimidate any other person.” Examples include firearms of any kind (fake, operable or inoperable, loaded or unloaded); all types of knives, chains, pipes, razor blades or similar instruments with sharp cutting edges; ice picks, dirks, other nunchakus; brass knuckles; Chinese stars; billy clubs; tear gas, guns; electrical weapons or devices (stun guns); BB or pellet guns; and explosives or propellants. Students will have an opportunity to surrender all weapons upon arrival at MEHS in fall and winter. All knives other than ordinary pocketknives are considered dangerous weapons.

c) Students must keep MEHS staff informed of their physical whereabouts on campus at all times by properly using dormitory check-out procedures.

d) Students may only be checked out by persons 25 years of age or older, by persons of same gender, and only with written permission from the students’ parents/guardians and/or verbal approval of the Residential Principal or the designated representative. Refer to check out procedure on page 24 for further clarification.

e) Students will remain within campus boundaries at all times unless they are participating in an official school activity with school personnel or have permission from appropriate MEHS staff to be off campus. For their personal safety, students are not allowed in the following areas unless accompanied by a parent or a staff member, or unless they have written staff permission to be there:

- private homes & vehicles
- UAS housing
- airport, including causeway
- SEARHC hospital/grounds
- Sitka Fine Arts campus, dorms & housing
- all boats & harbors
- U.S. Coast Guard base
- John Brown’s beach
- bars or liquor stores
- fire escapes, unless an alarm has sounded
- hotels/motels (except for attached restaurants and stores within the hotel/motel)
- behind the dorms
- Totem Park
- SMC Theatre
- UAS after dark
- Behind Kattleson Library & Harrigan Hall
- Baranof Elementary Playground, Katlian and Marine Streets
- Skate Park

f) No student can enter the room of another student without permission. Students may never enter the room of a student of the opposite gender without staff permission and must observe posted gender visiting hours in dormitory lounges.

g) Student access to learning technologies (Internet, e-mail, etc.) provided at MEHS is a privilege not a right. Failure to follow the MEHS Technology Code of Responsibility and/or Internet Ethical Code as outlined in the licensing agreement will result in user privileges being restricted or taken away.

h) Students who have medical issues or need a medical appointment should go through the School Health Clinic. Only the nurse or his/her designee can place a student in sickbay. Refer to sickbay rules and medication procedures.

3.OBEY ALL LOCAL, STATE, AND NATIONAL LAWS. Examples of violations of this requirement include shoplifting and the possession and/or use of tobacco, alcohol, or other controlled substances. Violations of local, state and federal law by students will be reported to legal authorities as well as to parents. A student who violates the law will be subject to school disciplinary procedures as well, including the possibility of indefinite suspension. Students who demonstrate good citizenship will be appreciated by their fellow students, positively recognized by staff, reported to their parents/guardians, and will earn additional privileges both on and off campus.

CONSEQUENCES FOR INFRACTIONS OF THE CODE OF CONDUCT

Students who violate the MEHS Code of Conduct will be disciplined consistently depending on the severity of the infraction. At the same time, MEHS believes in promoting student success. Therefore, the school has instituted a progressive discipline plan that consists of a point system that includes intervention meetings and regular communication with parents/guardians that promote students' successful adjustment to boarding school life. The proactive intervention steps are as follows:

Intervention #1

When a student accumulates 10 discipline points the administration or Home School Coordinator will call the parent, document and possibly refer student to counselor.

Intervention #2

When a student accumulates 20 discipline points, the student is required to appear before the residential and/or academic principals for a disciplinary hearing that may result in suspension depending on the seriousness of the action. The student and parent/guardian will be involved in the disciplinary hearing and notified of intervention #3 options. Once again, staff will work with the student and parents to develop a plan of action that promotes the students' successful adjustment to school life.

Intervention #3

When a student accumulates 20, but less than 30 discipline points, the student may request a level #3 intervention with the Residential and/or Academic Principals. The meeting will be the responsibility of the student to develop a behavioral contract with a counselor which demonstrates his/her willingness to change the inappropriate behavior(s). The administration has the authority to remove up to 3 discipline points based upon compliance of the behavior contract. Removal of major discipline points will not be considered. The Sitka Youth Court option will also be explained. (Please see SYC in handbook).

Intervention #4

When a student accumulates 30 discipline points, the student & parent/guardian will meet/teleconference with the Residential and/or Academic Principals and may be indefinitely suspended from school.

Sitka Youth Court (S.Y.C.)

MEHS and Sitka High School students, led by a Youth Advocates of Sitka (Y.A.S.) coordinator work in conjunction with local attorneys of law to facilitate a student youth court. Students are offered the opportunity to utilize the S.Y.C. system as a learning opportunity and positive reinforcement “option” and a less punitive procedure to school disciplinary consequences. S.Y.C. in no way supersedes school policies but instead encourages the educational approach to dealing with violations of the school’s rules of conduct and discipline. Trained MEHS and SHS students preside in a controlled court environment, review the incident and render a verdict. In most cases the consequences include community service commitments. If the student successfully completes his/her commitment to S.Y.C. the administration will delete the demerit points specific to the incident referred to the court. Should a repeat offense occur following completion of the Youth Court and school consequences, the original demerit points will be reinstated. Students may request SYC for the infractions indicated by an asterisk in the infractions section of this student handbook. For minor infractions it is the student’s responsibility to request S.Y.C. Participation in S.Y.C. is optional.

MAJOR INFRACTIONS

Discipline Points & Consequences

Infractions marked with an * are eligible for Sitka Youth Court

<u>Major Infraction</u>	<u>Discipline Pts.</u>	<u>Consequences</u>
Bringing onto campus, and/or possession of dangerous weapon(s)	30	Indefinite suspension; Referral to Police (refer to dangerous weapon definition under Code of Conduct)
Threatening to kill or doing bodily harm to another person	30	Indefinite suspension; Referral to Police
Self Harm		TBD by Residential and/or Academic Principal
Shoplifting	10	Possible suspension up to 10 school days; Referral to Police; 5 days restriction
Off campus overnight without permission	10	Automatic 10 school day suspension
Intent to distribute alcohol, OTC products or drugs	10	Automatic 10 school day suspension; drug & alcohol assessment, follow through on treatment recs; 15 hrs community service
Substance abuse: Possession or use of alcohol, drugs, drug paraphernalia, OTC’s, prescription meds or any other products used for mood altering purposes	10	1 st offense please refer to on page 23 2 nd offense please refer to “substance abuse” on page 24

<u>Major Infractions (continued)</u>	<u>Discipline Pts.</u>	<u>Consequences</u>
Intent to distribute tobacco		
1 st offense	5	5 days restriction
2 nd offense	10	5 days restriction
3 rd offense	10	5 school days suspension
Caught in sexually compromising circumstances	10	5 days restriction up to 10 school days suspension
Theft over \$75.00	10	10 school days automatic Suspension; Referral to Police
*Theft under \$75.00	10	5 days restriction, possible referral to police, 2 nd offense possible suspension
Being in private vehicles, homes, or college housing	5-10	3-5 days restriction
Harassing or endangering other students (definition of harassment in this handbook)	5-10	Possible referral to Police; 5 days restriction or 5-10 suspension
Being in room of opposite gender or allowing opposite gender into room	5-10	5 days restriction; possible suspension up to 10 school days
*Fighting with another Student	5-10	Possible referral to police; 5 days restriction or 5-10 school days suspension
Failure to comply with discipline or counseling stipulations	5-10	5 days restriction or possible suspension up to 10 school days
Possession of fireworks or hazardous materials	5-10	5 days restriction; possible 10 school days suspension

<u>Major Infractions (continued)</u>	<u>Discipline Pts.</u>	<u>Consequences</u>
*Smoking in dorms	5-10	5 days restriction
Cheating	3-10	No credit for assignment up to no credit (NC) for class
*Destroying or damaging property	3-10	Possible referral to police restitution for damages; 3-5 days restriction; possible suspension up to 10 school days
Skiping school/class		SS=Saturday School
1 st offense	5	3 days restriction & SS
2 nd offense	5	5 days restriction & SS
3 rd offense	5	5 days suspension
*Unauthorized extended leave (30+ mins) beyond town leave or curfew times	3-10	5 days restriction
Body piercing/tattoos	3-10	3-5 days restriction
Leaving campus without Permission (AWOL) outside of town leave	3-5	3-5 days restriction
Using inappropriate language directed at staff or students	3-5	3-5 days restriction
Defying staff	3-5	3-5 days restriction
Inappropriate gestures or behavior	3-5	3-5 days restriction
False Reporting	3-5	3-5 days restriction

<u>Major/ Minor Infractions</u>	<u>Discipline Pts.</u>	<u>Consequences</u>
HATS, SUNGLASSES, GUM ARE PROHIBITED IN ALL BUILDINGS, BUT DORMS AND GYM		
Violation of Technology	1-10	Lose technology privileges Use Agreement (2 weeks); possible confiscation of property
Inappropriate dress, i.e. Pajamas pants, bandanas, see- through/ low cut shorts/ shirts, chains/spiked collars/bands, clothes advertising illegal items (alcohol, drugs, sex, etc.)	1-5	1-5 days restriction
Being in restricted area	1-5	3-5 days restriction
Breaking restriction	1-5	1-5 days restriction

Minor Infractions

<u>Minor Infraction</u>	<u>Discipline Pts.</u>	<u>Consequences</u>
*Possession/using tobacco 1 st offense	1	3 days Restriction: Mando tobacco class & fees involved. Parents contacted
2 nd offense	2	5 days restriction
3 rd offense	3	5 days restriction
Inappropriate-Display of Affection *All Staff will note via e-mail when they have given IDA warnings	0 1 3	1 st offense – Warning 2 nd offense – 1 day restrict 3 rd offense - 3 days restrict
Possession of OTC (Over the Counter) Substance	1	1 day restriction
Late from town leave (Less than 30 mins.)	.5-1	1 day restriction
Dishonesty	.5-1	1 day restriction

<u>Minor Infractions (Continued)</u>	<u>Discipline Pts.</u>	<u>Consequences</u>
Missing tutorials	.5-1	1 st offense – Saturday Detention 2 nd offense – SD & Friday restriction 3 rd offense – SD & FR + Sat restriction 4 th offense – SD & FR + SR + 1 day restriction
Skiping Saturday School Detention	.5-1	1 day restriction
Failure to follow state/contract staff direction	.5-1	1 day restriction
Failure to arrive at destination in a timely manner	.5-1	1 day restriction
Profanity not directed at another person	.5-1	1 day restriction
Littering	.5-1	1 day restriction
Chewing gum/food in classroom	.5-1	1 day restriction
Up after lights out	.5-1	1 day restriction
Disrespectful behavior	.5-1	1 day restriction
Inappropriate behavior	.5-1	1-3 days restriction
Inappropriate use of cell phone	1-3	Cell phone confiscated (refer to page 20)
Inappropriate use of electronic device (Ipod, etc.)	1-3	Device confiscated for 2 weeks
Failure to sign in or out to a specific area	.5-1	1 day restriction

CHECK SYSTEM GUIDELINES

The “check system” will be used to assign appropriate consequences for the following infractions:

- Poor housekeeping
- Missing detail

Restriction Guidelines

- Restriction is limited to no more than 5 consecutive days.
- The student’s residential assistant (RA) will assign the student on restriction additional restriction details.
- Students will be afforded limited privileges while on restriction, including no TV room rentals or overnight stays. Other privileges may also be revoked.
- Students are required to sign in with his/her RA every 30 minutes while on restriction.
- Students on restriction must stay on their own dorm floor, unless eating meals in cafeteria (30 minutes), attending school or tutorials. Students have 10 minutes passing time from the dorms to tutorials.
- RA’s will work with those students on restriction to help students understand why staff assigned consequences for irresponsible student behavior so students can learn from the experience.
- Cell Phone/TV/Gaming access may be taken away.

NOTE: Only an administrator can assign discipline points for major infractions.

How the discipline procedures work for MAJOR infractions:

1. Staff member witnesses student behavior.
2. Staff member writes incident report describing incident and presents the behavior report to the student to obtain the student’s signature and to discuss why the staff disapproved of the student’s action(s).
3. Staff member submits incident report to principal in his/her respective area - residential or academic.
4. Student is placed on restriction until an administrative decision is reached on the incident report.
5. Administration notifies student’s parents/guardians of the decision if it is a major infraction.
6. Incident report is placed in student’s file (a cumulative record of the student’s discipline points are kept).
7. Process of enacting consequences is begun immediately.

8. Any senior who commits an infraction of 10 points during the last 30 days of school will forfeit their opportunity to: “march” during the graduation ceremony. If a student reaches 30 demerits they will be indefinitely suspended.

How the discipline procedures work for MINOR infractions:

1. Staff member witnesses student behavior.
2. Staff member writes incident report describing incident and presents incident report to the student to obtain the student’s signature and to discuss why the staff member disapproved of the student’s action(s).
3. Dorm administrator or designee assigns discipline points, restriction and other consequences; Academic staff refers all incidents to the Academic Principal.
4. Staff files the incident with appropriate administrator or designee.

Definition of Harassment: Harassment means intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language,

conduct, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, color, national origin, religion, sexual orientation, marital status, pregnancy, parenthood, or disability.

How students can be recognized for quality behavior and continuous improvement:

The underlying philosophy behind merit points/merit bucks is to reward positive student behavior in a non-condescending manner. Merit points in the form of merit bucks are to be given to students for good deeds, positive personal growth, tasks performed, and outstanding academic or residential distinction. When a staff member gives a student merit bucks, s/he should explain to the student why s/he is awarding them to the student.

Merit Buck System Guidelines:

1. Any residential staff member may issue merit bucks to students who demonstrate behavior worthy of positive recognition. Academic staff may not personally issue merit bucks to students. However, they may recommend to the academic principal that he/she award merit bucks to a student.
2. Merit bucks may be issued in increments as small as one (1) merit buck but not to exceed a maximum issue of fifty (50) merit bucks.
3. Students accrue points by staff indicating that they are giving “x” number of points to the students. The staff member then goes to a central place (preferably the student’s dorm floor station) and writes the number and date of merit points awarded to the student. Students are encouraged to accumulate and use as many merit bucks as they can.
4. Merit points will buy privileges including, but not limited to, the following:

10 merit points/bucks

- Up to four days town leave/week
- one hour of study time after lights out in a designated place (if the student has applied in advance and can return to his/her room quietly without disturbing other students)
- one dance admission when designated “merit buck” dance

(Continued)

20 merit points/bucks

- 1.5 hours of study time after lights out in a designated place (if the student has applied in advance and can return to his/her room quietly without disturbing other students)
- Movie after lights out in room

100 merit points/bucks

- one overnight party in TV room

150 merit points/bucks

- one overnight party in the SUB with 5 invited guests of the same gender and chaperone

Guidelines for Distributing Merit Points to Students

- Students earn 100 merit bucks for receiving a 3.5⁺ GPA
- Students earn 50 merit bucks for receiving a 3.0⁺ GPA

- If students work for staff, staff should use the guideline of “paying” 20 merit bucks/hour for work performed.
- Students earn 10 merit bucks each week for cleaning their rooms to the satisfaction of the Residential Assistant.
- Only dorm, recreation and administrative staff can give out merit bucks.

Some things students shouldn’t earn merit points/bucks for:

- Performing a task and then asking for merit points, e.g. hounding a staff member(s) for merit points. Staff will have to exercise discretion in applying this rule. However, students may ask staff if there are things s/he can do to earn merit points.
- Performing personal odd jobs, such as house cleaning or yard work for a staff or community member (unless the task is literally volunteer community service).
- Performing a task specifically directed to do so by a staff member. Staff are under no obligation to give a student merit points for this; however, staff may choose to do so. Remember, merit points are given to reward positive behavior. A student who performs his/her detail with a bad attitude or generally poor manner should not receive merit points, but students who go about their task in a positive manner should be rewarded for their diligence.

Students are also eligible to receive merit points for excellent work or compliance in the following areas:

- Going to bed as directed or helping get others to bed on time.
- Helping clean the gym or other areas of school
- Attending mandatory tutorials faithfully
- Performing daily details and room cleaning successfully.
- Assisting staff when needed.

TECHNOLOGY USE AGREEMENT

It is the policy of Mt. Edgecumbe High School to; (a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

Technology consists of computers, the Internet, software, and peripherals that provide access to a vast collection of online resources, including libraries, government resources, public information resources, as well as links to millions of people around the world. Mt. Edgecumbe High School provides technology and Internet access for its learning community because of its importance as an educational resource. As such, use of MEHS’s technology is to be used primarily to further the school’s educational goals. At all times, MEHS’s technology is to be used in a responsible, efficient, ethical, and legal manner, in accordance with all school rules and policies as stated in student and staff handbooks and elsewhere.

In signing this Technology Use Agreement I personally agree that I will read, understand and follow the responsibilities and unacceptable uses of technology outlined here. I understand that my access to the learning technologies provided at Mt. Edgecumbe requires a large degree of personal responsibility and I agree to handle these personal responsibilities in a mature manner. Additionally, if I violate this agreement I realize that my user privileges will be restricted or taken away.

Technology Use - Code of Responsibility:

1. Each student is required to change their MEHS computer access account password the first time of logging in for the school year.
2. I will properly use Mt. Edgecumbe's computer equipment, lab facilities, Internet connection, and all school learning technologies in a responsible manner so that no damage will occur.
3. I will leave the integrity (the position and set-up of all technology equipment and connections) of all Mt. Edgecumbe technology equipment and software intact for optimum (best quality) performance.
4. I will not violate the privacy of my fellow learners or the privacy areas of our technology system (to include data storage, Internet and e-mail). The only passwords I will use will be my own.

Unacceptable Uses of Technology Include:

1. Creating, using, transmitting, or viewing obscene, pornographic, threatening, abusive, hateful, libelous, or harassing language or messages.

(Continued)

2. Intentionally transmitting any material or messages that contain software viruses, unsolicited advertising, "spamming", chain letters, and "everyone emails".
3. Participating in Internet chat rooms, non-school email accounts, playing games, or other interactive recreational activities (including online games) using the school network or Internet resources.
4. Compromising personal safety by posting personal contact information about yourself or someone else (including home, school or home e-mail addresses, full names, telephone numbers, credit or bank information), or, for students, agreeing to meet someone met online without prior parental approval. Using someone else's name or account, or in any way impersonating another person or misrepresenting affiliation with a person, group, or entity.
5. Playing streaming media such as Internet radio, television, or streaming video (this depletes bandwidth resources).
6. Downloading any software from the Internet to a Mt. Edgecumbe computer or to the Mt. Edgecumbe network or printing directly from an Internet browser.
7. Loading or downloading written works, information, images, or other files in violation of copyright or patent protection as stated by the owner or by U.S. law, or plagiarizing such works (this means presenting the works or ideas of others as your own).
8. MEHS or designated representatives will provide age-appropriate training for students who use MEHS's Internet facilities. The training provided will be designated to promote MEHS's commitment to:
(a) the standards and acceptable use of Internet services as set forth in the MEHS Internet Safety Policy;

(b) Student safety with regard to: (i) safety on the Internet; (ii) appropriate behavior while on line, on social networking Web sites, and in chat rooms; and (iii) cyberbullying awareness and response. (c) Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

CELL PHONE GUIDELINES

Students may possess and use cell phones, except during class time, study time, assemblies, or when dorm phones are turned off for the night School staff will confiscate students’ cell phones if students use them inappropriately or at times or places not allowed by the school. The first offense is one week without use; second offense is one month; third offense is confiscation until the end of the year. If a student loans their phone and it is being used in restricted areas or times it will be confiscated for one week.

SUBSTANCE ABUSE

A Special Note on Substance Abuse

The use and abuse of alcohol, tobacco and drugs have devastating consequences for many Alaskans. We know that such use often begins in the teenage years, and that students who do not begin using such substances prior to age 18 have a much lower incidence of later use. MEHS thus makes a special effort to help its students remain substance-free. With this goal in mind, please note the special policies and procedures regarding the possession and/or use of drugs, alcohol and tobacco.

Student Use of Tobacco and Nicotine Addiction

- The use of tobacco has been identified as a major cause of death in the United States and is the single largest cause of death among Alaska Natives.
- The use of tobacco by anyone under the age of 19 is illegal.
- Smoking in school buildings and around other students poses a threat to the health and safety of members of the Mt. Edgecumbe community.
- The possession and/or use of tobacco violate the MEHS Code of Conduct.
- The use of tobacco demonstrates that a student is not meeting the school’s curriculum requirements in wellness/healthy life skills.

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.

After the initial interview, the student is enrolled in the program and becomes official when they set a quit date.

A counselor meets with the student once a week for the first 4 weeks, again 6 weeks following their quit date, and at the 3-month, 6-month, and 1-year marks. If they have any questions or concerns, you are always welcome to contact their counselor and request an additional appointment.

Upon enrollment in the program, the student will be eligible for 3 months worth of free Nicotine Replacement Therapy (NRT) if they stay in touch with your counselor. If the student is younger than 18 years of age, then a medical provider will review their chart to ensure there are no medical contraindications, and written consent from the parent or guardian will be secured.

(Continued)

Illegal Drugs and Alcohol

1. MEHS has the legal right to test its students for the use of alcohol or drugs using, among other appropriate assessments, the rapid eye test, breathalyzer test, and urine analysis (UA). Any staff member who has reason to believe, based on good cause, that a student may be using drugs or alcohol can request to administration that the student submit to a drug and/or alcohol detection test. School policy prohibits staff from conducting random drug and alcohol testing on students.

2. The refusal by any student to submit to testing for drug and alcohol use will be considered an admission of such use, with disciplinary procedures to follow based upon such assumed use.

3. The possession of or distribution of alcohol or legal/illegal drugs includes provision of such substances to other students under any circumstances, on or off campus, including sale, gift, or exchange for other considerations.

The major infraction of *Substance Abuse* is defined as;

- Possession of drug paraphernalia
- Possession or use of alcohol, marijuana or other illegal drugs
- The use of any OTC's (Over the Counter) products or prescription drugs for the purpose of obtaining a mood altering experience.

1st offense for substance abuse student will:

- a) be referred to legal authorities for possible prosecution
- b) submit to a drug and alcohol assessment with follow-up counseling as recommended by this assessment. This may include ADIS (alcohol drug information school), which is at the family expense (currently \$184 but subject to change), group and / or individual counseling.
- c) receive 5 days restriction
- d) perform 15 hours of community work service within 30 days of the date of the MEHS incident report
- e) be assessed 10 demerit points

2nd offense for substance abuse student will:

- a) be referred to legal authorities for possible prosecution
- b) be assessed 10 demerit points
- c) be indefinitely suspended from MEHS at guardians expense

NOTE: All transportation costs involved with student suspensions are the responsibility of the student and his/her parent(s). In addition, fees and fines can also result from illegal activity, as well as loss of a driver's license or the right to apply for such a license for a period of time.

ACTIVITY ELIGIBILITY & LETTERING POLICY

Re: Alcohol, Drug, Tobacco and Other Illegal Substances

a) 1st Offense with tobacco, alcohol or illegal drugs:

Tobacco Offense: TAD policy plus tobacco cessation classes or enrollment of SEARHC Tobacco Program.

Alcohol/Drug Offense: TAD policy plus student will be suspended from all ASAA athletic participation for 30 days from the date of the incident or until the end of the activity, whichever is longer.

b) Participants who are cited for tobacco, drug/alcohol or other illegal substance possession or use during the season will not be eligible to receive a school letter for that sport.

c) Drug/Alcohol Violation while traveling on a school sponsored trip: 12 month suspension from school recognized events from day of infraction, plus regular school discipline.

d) A student determined to be guilty of theft, vandalism or intentional destruction of property while on a school sponsored activity will be suspended from all MEHS activity travel for one calendar year from the date of the incident. The participant will also be responsible for expenses incurred for restitution, repaid or replacement of items

ASAA Tobacco/Alcohol/Drug (TAD) Policy

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.

ASAA Athletic/Activity Eligibility

Academic Eligibility for Competition Home or Away

- All students must meet minimum ASAA eligibility requirements before they can participate in any ASAA sanctioned activities offered by MEHS.
- Once a student begins competing in an ASAA activity, he/she must receive approval from all of his/her teachers at a designated time every three (3) weeks, stating the student is passing in order for the student to continue participating in the activity's games or events. The student may attend practice while regaining academic eligibility.
- Coaches will email a list of competing student/athletes to each teacher for eligibility checks. The grade sheet will be given by the coach 5 school days in advance. If no response occurs in the 5 days, then the student/athlete will be presumed eligible for the three week span.
 - A student who is declared ineligible during a three-week grade check may regain eligibility as soon as the student catches up in the class and demonstrates an appropriate effort as determined by his/her teacher.
- Coaches will work with teachers to monitor participants' academic performance weekly.
- Coaches will initiate a final grade check one week prior to traveling to their culminating event. The final grade check results must be forwarded to the AD five school days before the event begins. Mitigating circumstances may occur ie tests, graded work, etc. If so with approval from administration a grade check may be allowed up to three days of travel.

Travel Eligibility

- To be eligible for travel, all school fees and fines must be paid in full before a student will be considered eligible to travel.

Dual Participation Rule

- Dual participation requires prior agreement between coaches/sponsors.

Boarding School Transfer Rule

Students who transfer to a boarding school at the beginning of a school year, or from a boarding school at the end of a school year, will be eligible for interscholastic competition at the new school as soon as properly certified. Students who transfer to or from a boarding school during the school year shall be ineligible for interscholastic competition for a period of eighteen (18) school weeks.

TRAVEL POLICY

4.43 MEHS Student Travel

As a residential high school, student life at Mt. Edgecumbe involves travel. Students travel between their home communities and Mt. Edgecumbe 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 Mt. Edgecumbe 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, they have 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 their parent or guardian, in the form of a Student Absence Notification Form (obtained from the Mt. Edgecumbe office); must be received by the dorm or academic secretary. The written authorization must be received by fax or mail 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 Mt. Edgecumbe students are covered by Denali Kid Care, which will cover the costs of travel for covered students as well as for an escort.

Mt. Edgecumbe 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 Mt. Edgecumbe, parents are responsible for the costs of the student returning to their home community and returning to Mt. Edgecumbe (at the end of a short-term suspension period).

(Continued)

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, minimize travel time, and 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 Mt. Edgecumbe chaperones when provided. Parents will receive specific travel instructions with their tickets, and are required to report travel problems or delays to the 24-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 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.

Variances 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 Mount Edgecumbe, and is responsible for their child until they return to Mt. Edgecumbe

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 Mount Edgecumbe through the end of classes and return to school promptly after winter break.

If a student decides to leave school before completing the school year, parents are responsible for paying transportation costs for the student to return to their 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 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.

NATIONAL HONOR SOCIETY ELIGIBILITY

The MEHS NHS local chapter follows the national NHS constitution and guidelines. Students are selected for NHS based on demonstration of high standards of scholarship, leadership, service, and character. A five member Faculty Council selects students for induction into NHS. Membership is an honor bestowed upon a student.

NHS eligibility requirements:

- Students must have been in attendance at the school for least one semester.
- Students must be members of the sophomore, junior or senior classes. Freshmen are not eligible for NHS.
- Students must have a cumulative GPA of 3.00.

Note: academic eligibility does not guarantee selection for NHS

L. E. A. D. S.

LEADERSHIP-EDUCATION-ATTITUDE-DISCIPLINE-SUCCESS

RESIDENCE HALL HONOR PROGRAM MISSION STATEMENT

L.E.A.D.S. is a student-run program, designed to honor hard-working, dedicated students. L.E.A.D.S. students show leadership, self-control, and self-discipline, a respectful attitude towards others as well as themselves, and motivation to strive for success to the very best of their abilities. Each semester the L.E.A.D.S. Executive Council and three MEHS dorm staff members select students for induction into L.E.A.D.S.

L.E.A.D.S. eligibility requirements:

- Consistently displays strong citizenship and leadership
- Shows committed academic progress
- Accumulates no major infractions prior to application
- Failure to follow the eligibility requirements will result in removal from LEADS

P.I.L.A.R.S.

Peers Initiatives for Leading Attitude through Responsibility and Service

P.I.L.A.R.S. is a student-run community service organization. P.I.L.A.R.S. members are students who have been identified as leaders in the dorms and want to make the dorms a better place to live. Students do various service projects in the dorms, plan and carry out activities, and serve as role models and mentors for other MEHS students.

P.I.L.A.R.S. eligibility requirements:

- Students who have been identified by staff members as leaders are invited to join P.I.L.A.R.S.
- Students must be an upper-classmen.
- Students must have less than 10 demerits
- Students must be positive role models for other students.

Natural Helpers

Natural Helpers is a program designed for school communities, grades 6-12. It is based on the premise that when students have problems, they often turn to their friends or other adults whom they trust for help. Within every school an informal “helping network” exists. The Natural Helpers program seeks to identify this informal helping network and provide training and support to students who are already serving as helpers.

The three goals of the Natural Helpers Program:

- To teach Natural Helpers effective ways to help their friends
- To teach Natural Helpers positive ways of taking good care of themselves
- To teach Natural Helpers ways to contribute to a safe and supportive school environment

Personal Wellness Activities

A. Region V Athletic Activities

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

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. National Honor Society
2. Student Council
3. Future Teachers of Alaska
4. Battle of the Books
5. Pep Club
6. Japan Club
7. Recreation Club
8. Alaska Native Brotherhood or Sisterhood
9. MEAYA Environmental & Conservation Club
10. Spanish Club
11. China Club
12. Technology Club
13. Art Club

Added Youth Court, Sitka Youth First Responders, PILARS, LEADS, Natural Helpers

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, and step-aerobics. 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.

BIKE SAFETY

To insure the safety of all students, all students must wear protective headgear (helmets) and any other necessary protective equipment whenever engaged in the following activities:

1. riding a bike 2. skateboarding 3. rollerblading 4. participating in any other activity that presents inherent danger to the participant

Staff members are directed to stop all students who are engaging in any of the above activities without the benefit of protective headgear and confiscate the students' bike, skateboard, rollerblades, etc. until the student dons protective equipment. There will be no exceptions to this rule.

Students must also complete a school-approved bicycle safety/rules of-the-road course before being allowed to ride bicycles, skateboards, rollerblades, etc.

COMMUNITY SERVICE

For many years, Mt. Edgecumbe graduates have earned a reputation throughout Alaska for the contributions they have made and continue to make to their communities, regions, and the entire state. Whether serving as a school board member, a corporate leader, a soldier, a state legislator, an engineer, a fisherman, or any other profession, MEHS graduates continue to promote a long tradition of public service and community leadership. Like developing a love of learning, becoming a responsible citizen, and committing to a healthy life style, habits of community service are also formed during the teenage years. Students, thus, are expected to make some contribution to others in the MEHS community and/or in our wider community of Sitka.

Service can take many forms. For example, students can serve as class officers, members of student council, peer helpers in the Natural Helpers program, or members of clubs and organizations. Some school organizations provide public service as part of their regular club activities, such as helping at the White-E store or tutoring elementary school students. Some students develop individual plans to help with programs such as the Sitkans Against Family Violence or the Alaska Raptor Rehabilitation Center.

Opportunities for planned community service are many, and the learning that takes place in such circumstances will help you explore your talents and skills as a contributing member of a community. These experiences will also help prepare you to carry on the rich tradition of service and leadership established by those who have gone before you and continue to make it possible.

FREQUENTLY ASKED QUESTIONS

1. Will I need to reapply for admission for the following school year?

Once you become an MEHS student, you continue to have the privilege of attending until you have completed high school - unless you stop being an Alaska resident or you are indefinitely suspended or non-retained due to serious violations of the Code of Conduct or lack of reasonable academic effort. Each April, we ask students to tell us whether or not they will be returning for the fall semester. In June, you and your parents will be asked to sign a statement of intent. In July you will complete a few forms to finalize your continued enrollment. Then, you will receive a ticket for travel back to Sitka!

2. If I decide to leave MEHS during the school year, will I be allowed to return the following year?

You may apply for re-admission and your application will be given the same consideration as that of all other applicants, including new applicants. However, you need to remember that MEHS receives at least two applications for each available position, and that students receive part of their points toward admission based upon the likelihood that they will complete at least one full year here. Whether or not you would receive any points in this category would likely depend on the circumstances under which you left MEHS. For example, if you left because of a serious illness in your family, such circumstances may not occur again were you to return. However, if you left because you didn't like it here, then the reviewers of your new application might predict that you wouldn't necessarily like MEHS a second time either. This would probably also be the case if you had been suspended the previous year and had not returned.

You should also be aware that MEHS is able to accept fewer 11th and 12th grade students than 9th and 10th graders. If you are thinking about leaving MEHS during the school year, please discuss this very carefully with your parents, your teachers and counselors, for there is no guarantee that you will be re-admitted to MEHS. This may be your only opportunity to become an MEHS graduate.

3. Can a student “flunk out” of MEHS?

MEHS students come to school with a variety of academic skills. Some are excellent readers; some are not. Some have English as their primary language; others do not. Some have had excellent earlier educations; some have not. We know, however, that the goal of students, parents and staff is that all students will eventually be capable of doing excellent work. For some, this will require greater amounts of time than others; foremost, much hard work. It is this EFFORT that we look for, and for which you will be held accountable. If you do not make a consistent effort to learn, staff will question whether you should continue to be a student here. If you are not working hard at learning, you may not be given the opportunity to return; so another student can have the same opportunity you now have.

4. What can I do if I get homesick?

It's not uncommon for many of our students to become homesick, sometimes within the first two weeks of the school year. This is a normal response for anyone who leaves a familiar environment and enters a very different one, whether going to school, to a new job assignment, or even on a vacation. **(Continued)** 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. Minor issues can be viewed as major problems. At MEHS, typical homesick responses are “The food is no good”; “The staff doesn't like me”; “The students are mean”; or “The schoolwork is too hard.” If you suffer from homesickness, we recommend the following steps:

a) Recognize what the real problem is. There is nothing wrong with being homesick. It doesn't mean that you are a less capable person or unusual in any way. You are having a very normal reaction to being in a

new environment. Knowing what you are going through will help you understand some of what you are feeling.

b) Remember that your parents and MEHS have both spent time and money getting you here, and that for most students it will be particularly expensive for your parents to buy a ticket home for you without at least a two-week advance purchase (preferably three).

c) Let school staff know that you are homesick. Most problems have more than one solution, and we are often able to help. Also, be aware that over a third of the students who leave MEHS early in the year soon call us wanting to come back. Most have missed too much school by that time, however, to make such a return practical.

d) Get involved! Try out for an athletic team, play intramurals, join a dance group, go kayaking, or . . . MEHS offers so many different activities – there will be one just right for you.

e) If you continue to be homesick, ask your parents and your favorite staff members(s) to join you in an audio conference to discuss the situation. We have recommended this same procedure to your parents. That way everyone can be aware of the problem, can consider possible options, and can reach a decision that will be in your long-term best interest.

5. What should I do if I think a student is putting other students and the school at risk?

Mt. Edgecumbe has long had a reputation for being a community of caring individuals who will help one another reach important life goals. If an individual student is jeopardizing the safety and/or success of other students, you may face a tough decision. For many students, peer pressure dictates that you never “narc” on anyone. Yet, we all know that such a position has its limitations. For example, if you believed someone was about to hurt your little brother, sister, mom or dad, you would undoubtedly try to do something to stop that from occurring. If a student is doing something that clearly puts your life or that of your fellow students at risk, you would probably also do something about it. The problem is that many unsafe activities that don’t initially seem serious can, in fact, prove to be deadly, or, at least, cause individuals anguish. Providing drugs or alcohol can serve as a prime example. Every year we see students and parents experience real pain when someone provides students with illegal substances. Violation of safety rules can serve as another example that potentially puts students in harm’s way. How can you address such a problem?

a) Consider doing yourself and the people you care about a big favor and let someone in authority know that potentially harmful behavior is happening. You can do this in person or anonymously.

b) You can send a message to the individual involved telling him/her the behavior in question is not acceptable in this community and needs to stop. You may wish to have some of your friends join you in providing this message. **(Continued)**

c) You can try to get the student or students creating the risk to become involved with you and other students in activities that are healthier for everyone. Peer pressure can lead to students making poor choices; peer pressure can also help students return to making healthy life decisions.

d) If you know danger exists, at a minimum, you should warn your fellow students. Certainly you would hope for and expect the same from others.

e) Doing nothing in such circumstances not only increases the risks for everyone – you included – but also sends the message that it’s okay to put others in danger, to risk lives and personal well-being. Your future and that of your fellow students are too important to let that happen.

6. What should I do if I get anxious, depressed, or really upset about something?

All Mt. Edgecumbe staff (residential staff or dorm staff, teachers, MEHS counseling staff, office and administrative staff) is dedicated to helping students. Several staff members are specifically trained to help you in such circumstances, for example, our nurse, counselor, and social worker. Finally, the

community of Sitka is well equipped to provide assistance through SEARHC Behavioral Health Clinic, Sitka Counseling and Prevention Services, Inc., and Youth Advocates of Sitka. Whatever the problem, someone can help. But the first step is often yours to take-letting someone know you need that help.

7. Is there something I can do if I find myself in real conflict with another student?

Perhaps you have had an occasional argument at home with one of your brothers or sisters. The same could happen here. As in other families, if the squabble gets out of hand, staff will step in. You'll learn some excellent skills through this process, and may even replace an enemy with a friend.

8. What responsibilities do students have to keep their personal rooms clean, as well as the rest of their dormitory and other school buildings?

Students are expected to maintain their dormitory rooms in an orderly and healthy condition. With many students living closely together, organization and cleanliness are essential to everyone's well being. In addition, students are expected to clean most areas of the dormitories. Such cleaning emphasizes the need for all of us to assume responsibility for our actions and activities, including cleaning up after ourselves and maintaining a positive living environment. MEHS students demonstrate much pride in their school by taking good care of all school facilities and keeping our campus grounds free of litter. Many students recognize that their parents, relatives or older siblings attended school here and that younger siblings may follow. Surveys of recent graduates also indicate that many of these young adults hope that their children will one day have the opportunity to attend MEHS. Many of us thus have special reasons to take good care of our school.

9. What can I do to keep my personal belongings secure?

Most MEHS students respect the property of the school and other students. To protect yourself from mistakes made by fellow students or outsiders that come on our campus, always lock your wardrobe, locker(s), and your dorm room. Only authorized, school-issued combination locks may be used to secure your academic lockers, no personal locks may be used in academic areas. Sufficient locks are free and available for student use. MEHS staff will remove unauthorized locks.

10. What information will my parents or guardians receive from the school?

MEHS staff members communicate regularly with parents in a variety of ways:

- a)** The Channel Light, the student newspaper, is produced seven times each year and includes school news and views from a student perspective.
- b)** Mid-term and quarterly grade reports are mailed to your parents approximately every 4½ weeks advising them of your academic progress, including suggestions on what they can do to encourage you in your studies.
- c)** Your MEHS residential staff or dorm staff may contact your parents to provide them an overview of how you are doing socially.
- d)** If you violate the MEHS's Code of Conduct in a major way, such as using alcohol or drugs, your parents will be called immediately to discuss consequences for your actions, which may include possible suspension from school.
- e)** Your parents will be included via audio conference when feasible in the case of your appearance before a Discipline Committee.
- g)** Your parents will often call school personnel to see how you are doing or to share particular concerns or ideas.
- f)** Staff enjoy mailing home such things as newspaper clippings from the Sitka Sentinel featuring something great that you did, or a photograph of you in a scuba outfit, in a kayak, in a ROPES course, reading in the library, or . . .
- g)** Access to electronic grade book on the MEHS website w/ student ID# and PIN#

10 TIPS FOR STUDENT SUCCESS

Below are tips from staff members and former students that will help you find success at MEHS. They range from small suggestions to significant recommendations. Follow them to your future.

1. Deposit your money in a bank account and keep only small amounts of cash in your pockets or room. An occasional student is unfortunately still learning how to be a responsible citizen and will make mistakes along the way, including committing theft. Above all else, don't leave cash or valuables lying around in your room.
2. Do some homework everyday. Many class assignments involve large projects that you will work on for several weeks. You may be tempted to put off working on such projects until it is simply too late to get them completed – which can result in poor quality work that will not be accepted by your teachers. Stay up with your work by committing yourself to some amount of homework every day, with a minimum being one to two hours/day.
3. Budget the money you receive from home or earn with a part-time job. If your parents will be able to send you, for example, \$50 a month, don't spend it all the first weekend and then be broke for the next three weeks.
4. Mark your clothes with a black permanent marker. Clothes get mixed up in laundry rooms and sometimes even disappear. Don't leave clothes for a long time in the dryer; keep your eye on them, and keep them marked. Staff will provide you with a permanent marker if you don't have one.
5. Get involved! Many students come to MEHS to participate in the many opportunities a larger school can provide. Whether you're interested in college courses, Native Youth Olympics, sports, creative arts, outdoor experiences, advanced math and science courses, or computer technology, take advantage of the opportunities the MEHS learning community offers.
6. Stay in touch with your culture. Participate in Native dance groups, NYO, arts and crafts workshops. Add to your Native language skills by speaking with students who may be more skilled than you. Expand your knowledge of other cultures, as well, by making friends and working with students from cultural backgrounds other than your own.
7. Make friends. Many MEHS students create friendships during their years here that will continue all of their lives. If you don't have any friends at first, be nice to someone. And someone else. You'll soon have all the friends you need.
8. Communicate regularly with your family. Write to them; send them a picture, call. They miss you just as you miss them. Remember, though, that phone calls can get expensive, so, call during the least expensive times of the week and make efficient use of the time you spend on the phone.
9. Take care of your possessions. Put a lock on your locker and keep your valuables there. Book bags with important class notes are at risk when left on sidewalks overnight, as are coats left in kayaks and gym shoes left under benches.
10. Care about others. Explore how good you will feel when you help someone, solve problems, make a contribution, and set a positive example. It is amazing how well you can lift yourself out of the dumps by your own hand when it is extended to someone else.

You'll no doubt find your own special paths to MEHS success and a positive future. We are confident that high quality academic learning, responsible citizenship, personal wellness and community service will be among the major stepping stones on your way.

State of Alaska Requirement

The State of Alaska requires that all MEHS students have the following forms in place when they arrive on campus.

- Parent/Guardian-General Consent Form
- Parent/Guardian: Consent to Incur Medical Expense Form
- Non-Prescription "Over-the-Counter" Medication Permission Form
- Health Information Update Form SEARHC

These forms are provided to the parent in the student's enrollment packet and are to be updated every academic year, they may also be obtained on our website, www.mehs.us, or by calling the school at 907-966-3200. If a student arrives on campus and is missing any portion of these forms they will be required to return home immediately at the parent's expense.

11 DORMITORY NEED TO KNOWS

1. No candles, knives of any kind, appliances including TV's are allowed in dorm rooms.
2. To change rooms one must: Fill-out a request form found at the Main Office.
3. For Tsunami or Crisis information see the Dorm Principal or Main Dorm Office Staff: All students are required to follow crisis response plan procedures and drills.
4. Mail Room Hours: M-F 4:00-4:15pm, Sat-Sun 1:00-1:15pm Everyday 8:45-9:00am
5. Laundry Facilities are free and can be used anytime except quiet hour and after lights out; you must provide your own detergent.
6. Study Hour/Tutorials: Students placed in tutorials are required to attend. Skipping tutorials=1 Saturday School detention. Skipping Saturday School detention=1 day restriction Regular study hours are 7:00-8:30pm Sun-Thurs.
7. Travel that is not School related requires: written permission faxed or mailed from your parent or guardian.
8. Computers are allowed in rooms however will be confiscated if used during prohibited times or if technology code of conduct is not followed.
9. Students are not allowed in other students rooms if the people who reside there are not present; this will be considered being in a restricted area.
10. LOUNGE RULES: No food or drink on the carpet areas, No IDA, Laying down of the furniture is not allowed, Rough housing is not allowed, Clean-up your area
11. After lights out all areas of the dorm are restricted areas except your room and the nearest bathroom.

DAY STUDENT NEED TO KNOWS

Day students may not leave campus unless authorized by written parent permission and administrator approval.

Day students are subject to all privileges and consequences as residential students.

STUDENTS' RIGHTS TO PRIVACY

The staff at MEHS recognizes that students deserve and require privacy. Therefore, every effort will be made to respect their right to privacy while recognizing that MEHS has the obligation to ensure a safe, secure environment for all students. To that end, students should recognize that dorm rooms, residential wardrobes, school lockers, and the like, are school property and are subject to search by school officials. No right to privacy should be assumed by students in utilizing school owned equipment, furniture, computers, etc.

SEARCHES

School administrators or designee may conduct searches of a student's:

- room
- dressers
- wardrobes
- lockers
- electronics (cell phone, computers, etc)
- belongings
- person, or any other state-owned property.

Searches will take place when there is reasonable suspicion the student has taken something that does not belong to him/her, or when there is reasonable suspicion the student possesses something prohibited by the MEHS Student Handbook, city, state or federal law. The presence of at least two staff members is preferred when a search of a student's room or person is conducted. With probable suspicion searches for illegal substances and weapons may occur at anytime.

Indefinite Suspension/Expulsion Policy

The following procedures, safeguards, and student rights are triggered when MEHS believes that a student has engaged in conduct that, if substantiated, would constitute cause for the student's indefinite suspension or expulsion from Mt. Edgecumbe High School. The purpose of this policy is to support Mt. Edgecumbe High School'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:

Referral:

- 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.
- 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.
- 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.

Appeal:

If the student disputes an indefinite suspension or expulsion imposed under this policy, the student may appeal the decision to the Mt. Edgecumbe High School Director and request a hearing within two days of the Principal's decision. 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 have the right to have a parent present at the hearing, either physically or via teleconference. 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Mt. Edgecumbe High School is dedicated to assuming certain responsibilities, which insure basic student rights.

Mt. Edgecumbe High School assures each student:

1. the right to an education.
2. the right to confidential treatment of personal information.
3. a role in student affairs through:
 - a. the right to meet together,
 - b. the right to participate in institutional government,
 - c. the right to freedom of inquiry and expression, and
 - d. the right to religious choice.
4. adequate standards of law, discipline, and grievance procedures to protect the rights of others.
5. Each student must enforce these standards.

Each student is responsible for conducting himself/herself so his/her behavior will not limit the rights and responsibilities of others. He/she has a responsibility to attend classes, to do his/her details and to respect the health, safety and property of others.

Students are responsible for dressing themselves appropriately for school and school related activity. Inappropriate dress may include clothing or attire deemed disruptive to the teaching and learning environment or deemed offensive to student or staff members. Please refer to major/minor Discipline points and consequences listed on page 16 of this handbook

The school administration has the authority suspend students if there is just cause. Teachers have the authority to temporarily remove students from class if the student is doing anything that is disruptive to the orderly educational process of their class. Appropriate dormitory and academic personnel may place restrictions on students, deny or reduce student privileges, and assign extra duties as a consequence or penalty for rule violations. City, state and federal authorities may prosecute students who commit crimes or violate laws as established by the city ordinances or state or federal codes. The school may impose a second penalty that will not be construed as double punishment or jeopardy.

NOTIFICATION OF RIGHTS UNDER FERPA FOR SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to student’s educational records.

Rights under FERPA:

1. The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school officials) a written request that identifies the record(s) they wish to inspect. The principal will make arrangement for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask MEHS to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record(s) in order to fulfill his/her professional responsibility.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

Mt. Edgecumbe High School staff members are required by state law to report confirmed or suspected child abuse and neglect. Mandated reporters, who in the performance of their professional duties, have reasonable cause to suspect that a child has suffered harm as a result of abuse or neglect, must immediately (as soon as reasonably possible – no later than 24 hours) report that information to the nearest office of state’s Department of Health & Social Services, Office of Children’s Services.

For more information on reporting child abuse and neglect in Alaska, please visit:

<http://www.hss.state.ak.us/ocs/publications/ReportingChildAbuse.htm>[<http://www.hss.state.ak.us/ocs/publications/ReportingChildAbuse.htm>]

Crisis Response Plan



Mt. Edgecumbe High School
2012-2013

Name: _____

Location: _____

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**a. Campus Safety Officer and Departmental Safety Officers
Organizational Chart
Mt. Edgecumbe High School
Department of Education and Early Development**

a. * Campus Safety Officer *

(A) Establish the program safety officers, and employees for safety and health in the workplace and hold them accountable for carrying out those responsibilities;

(B) Provide safety officers, and employees with the authority, access to relevant information, training, and resources they need to carry out their safety and health responsibilities; and

b. (C) Provide safety officers with direction on providing training to employees in health and safety conditions, hazard inspection, identification and reporting in their respective work areas and, where appropriate, to initiate corrective action (corrective actions beyond the immediate control of employees will be reported for corrective action to maintenance).

Academic Staff Safety Officer	Residential Staff Safety Officer	Maintenance Staff Safety Officer
<p>(A) Regularly communicate with employees about workplace safety and health matters;</p> <p>(B) Provide employees with access to information relevant to the program;</p> <p>(C) Provide expectation and training for employees to become involved in hazard inspection, identification and, where appropriate, to initiate corrective action (corrective actions beyond the immediate control of employees will be reported for corrective action to maintenance);</p> <p>(D) Establish a way for employees in respective area of school program and campus facilities to report job-related fatalities, injuries, illnesses, incidents, and hazards promptly and to make recommendations about appropriate ways to control those hazards; and</p> <p>(E) Provide prompt responses to such reports and recommendations;</p> <p>(F) Maintain a system of health and safety training and health and safety meetings.</p>	<p>(A) Regularly communicate with employees about workplace safety and health matters;</p> <p>(B) Provide employees with access to information relevant to the program;</p> <p>(C) Provide expectation and training for employees to become involved in hazard inspection, identification and, where appropriate, to initiate corrective action (corrective actions beyond the immediate control of employees will be reported for corrective action to maintenance);</p> <p>(D) Establish a way for employees in respective area of school program and campus facilities to report job-related fatalities, injuries, illnesses, incidents, and hazards promptly and to make recommendations about appropriate ways to control those hazards; and</p> <p>(E) Provide prompt responses to such reports and recommendations;</p> <p>(F) Maintain a system of health and safety training and health and safety meetings.</p>	<p>(A) Regularly communicate with employees about workplace safety and health matters;</p> <p>(B) Provide employees with access to information relevant to the program;</p> <p>(C) Provide expectation and training for employees to become involved in hazard inspection, identification, and initiate corrective action;</p> <p>(D) Maintain a system for employees to report job-related fatalities, injuries, illnesses, incidents, and hazards promptly and to make recommendations about appropriate ways to control those hazards; and initiate corrective actions;</p> <p>(E) Provide prompt responses and corrective actions to safety and hazard reports from all school staff;</p> <p>(F) Maintain a system of school-wide health and safety inspection schedules, training, certifications and safety meetings.</p>



Plan Overview



A **CRISIS** can be defined as a sudden, generally unanticipated event that profoundly and/or negatively affects a significant segment of the school population and may involve serious injury or death.

Purpose

Mt. Edgecumbe High School recognizes the need for **information and protocol when a traumatic event occurs**. To meet those needs and to effectively reestablish a safe environment for students and staff, the Mt. Edgecumbe High School has adopted the following approach and plan.

Crisis Response Plan

Because each crisis has its own unique characteristics as well as traits that are common with other crises, many different types of expertise are needed in handling tragic and traumatic events in schools. **Crisis response plan is that part of a school's approach to school safety which focuses more narrowly on a time-limited, problem-focused intervention to identify, confront and resolve the crisis, restore equilibrium and support appropriate adaptive responses.** The following factors should be included in responding to critical situations:

- Authority
- Safety (emotional and physical for students and staff)
- Communication
- Media
- Stress (emotional and psychological of students and staff)

b. Crisis Response Team Responsibilities

A **crisis response team** is a group of professionals who coordinate their efforts to provide crisis intervention services and assumes an educational role with teachers, staff, parents, other personnel and students. The administration is responsible for establishing a crisis response team at the beginning of each school year for their building. The crisis response team is responsible for

- Assessing and providing structure
- Preparing for the crisis
- Intervention strategies and coordination
- Responding during the crisis
- Post-crisis procedures
- Evaluating effectiveness of the crisis response plan

Crisis Response Team Members

Randy Hawk, Superintendent, Media Liaison/ Communication 966-3201

Andrew Friske, Residential Principal, Coordinator for Dormitories 966-3228

Bernie Gurule, Academic Principal, Coordinator for Academic Building 966-3202

Paula Clayton, School Improvement Admin. / Campus Safety /Counselor 966-3289

Stan Johnson, Maintenance 966-3206

Joel Lueders, Counselor, Parent Liaison 966-3210

MEHS Clinic Supervisor, Kari Lundgren 738-2089 or Clinic 966-3227

Blossom Twitchell, Home School Parent Liaison 966-5246

Tracy Dupee, Social Worker, Parent Liaison 966-3224

Shirley Perkins, Residential Security 966-3255

Greg Raschick, Teacher/Fire Fighter and EMT, Safety 966-3216

_____, Sitka Police Department Officer, Safety 747-3245

_____, Sitka Police Department Officer, Safety 747-3245

Ivy Lanthier, Residential Contractor 747-3275

Community Resource Agencies- At the discretion of the administration- dependent upon availability at the time. Please see next page for possible contacts.

Crisis Response Plan Protocol

1. At the beginning of each school year, the building administrators will call a response team together to coordinate and update assignments.

- Establish team prior to crisis within buildings (selected school staff, maintenance, parent, and personnel from social services agencies, other school district, law enforcement, bus transportation agency and hospital)
- Update a communication plan
- Establish building phone tree including home telephone numbers
- Review crisis response protocols and policies
- Review emergency procedures, evacuation and lock down plans
- Identify and address any new enrollees that may have difficulty walking and plan for proper procedures in crisis situations.

2. When crisis happens, convene response team.

- Verify problem/event
- Identify degree of impact on school
- Invite necessary community members to join team

3. Notify key personnel

- Superintendent
- Residential and Academic Principals
- Campus Safety Officer
- Counselors and Social Workers
- Teachers and Residential staff
- Sitka School District and Pacific High Administrators (if appropriate)
- Social services and community agencies (if appropriate)
- MEHS Student Health Clinic

4. Request additional district and community support if needed.

5. Review facts. Determine how information is to be shared in order to control rumors and provide factual information.

- Develop plan to share information with staff, students, parents, community, and media
- Who will share information
- What information will be shared
- When will this information be shared (individual interviews, classroom activities, assemblies, parent telephone calls, staff meetings, community meetings)
- Determine a central person to whom media questions will be referred
- Determine a building person as central contact with affected family
- Develop a prepared statement for secretaries and staff to handle questions and incoming calls.

6. Identify at-risk students and provide support services as needed.

- Notify parents
- Alert teachers/staff
- Call in students for individual counseling/support sessions
- Recommend group support sessions
- Refer to community professionals as needed
- Establish long-range debriefing plan as needed (how many counseling sessions, etc.)

7. Identify at-risk staff and provide support services as needed.
8. Establish “safe rooms” as needed.
 - In addition to the counseling and social workers’ offices, it may be appropriate to establish “safe rooms” within a school where students and staff know they can go throughout the school day to talk to adults or other students. Usually the need for these reduces after a few days following the crisis. Community people such as personnel from social services agencies, and members of the Ministerial Association can staff “safe rooms”.
9. Consider if special attendance policy/procedure is needed.
 - It may be advisable to closely monitor the at-risk students following a crisis.
10. Debrief staff as needed.
 - Before school
 - Lunch time
 - After school
 - Establish debriefing team, if needed
 - Excellent community resources include Critical Incident Debriefing Team from Sitka Fire Department and counselors from various counseling programs (Islands, Clinic II, etc.)
11. Memorial services and activities following the death of a student or staff member.
 - Establish team within building, including students, to plan and coordinate memorial activities such as photo display, preparing posters in schools, and writing letters to parents or families.
 - Help students prepare comments they plan to participate in a memorial service
 - If death involves a senior at the high school, determine if there will be recognition of that student at the graduation ceremony. Goal is to find balance; recognizing missing student as well as celebrating life and achievements of living graduates. Keep ceremony positive.
 - After appropriate time, establish a plan to bring closure to memorial activities within the school (when to bring down picture and posters)
12. Consider and develop a long-term post-crisis plan
 - Plan to provide necessary support for students and staff
13. Response team evaluates effectiveness of crisis response plan following a critical event and adjusts plan as needed.
14. Response team annually reviews crisis response plan and updates as needed. Updated plans are distributed to Residential and Academic Principals and Superintendent.

Checklist / Protocol for Communicating With Media During a Crisis

One of the most important parts of a plan is **communication**; who tells what **to whom** **and when**. Incomplete information only fuels rumors. Communication must be ongoing and should be closely followed-up. Effective communication can build trust, reliability and credibility within the school and greater community.

- ___All media communication is to be directed to the Superintendent's office.
- ___Be prepared. Be honest. Stick to the facts. Be brief. Stress concern for student safety
- ___Keep cool. Do not become defensive; do not lose your temper or argue.
- ___Develop a written statement to be read and/or distributed.
- ___Contact the news media before they contact you. Set any reasonable geographic boundary or time limits. Explain the reason for the limitations.
- ___Stress positive actions taken by the school.
- ___Do not make statements about responsibility until all the facts are known.
- ___Pause and collect your thoughts before you respond to reporter's questions.
- ___The interview is not over until the reporter leaves. Always be careful about what you say in the presence of a reporter before or after an interview- the microphone may still be on.
- ___Do not respond to negative questions by repeating words that inflame the situation. "Yes, it is a real tragedy..."
- ___Be alert to statements that begin with "isn't it true that?"

Crisis Management Plan

1. **Determine the seriousness** of the situation.
2. **Call 911** or main police number (**747-3245**) and secure everyone's safety.
3. **Get assistance** for all victims.
4. **Gather facts** while maintaining confidentiality as appropriate.
5. **Notify the families** of people directly involved, (consult with emergency responder agencies prior to notification).
6. **Notify the Superintendent.**
7. **Assemble the Crisis Response Team** and activate School Emergency Plan.

FIRST

Assess the situation. Contact the school administrator or designee in charge. Depending on the nature of the emergency contact:

Police Emergency- **911 or 747-3245**

Or

Medical Emergency- **911 or 966-2411**

Or

Fire Emergency- **911 or 747-3233**

SECOND

School Administrators/ Principals will contact the administrative chain of command:

CONTACT:

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
6.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

Intruders on Campus

Intruders/ Trespassers on campus may be any person knowingly entering or remaining unlawfully on District property after a reasonable request to leave is made.

CONTACT: Police Department- 911 or 747-3245

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
6.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

1. The person should be asked his/her name and address and the purpose of his/her presence on campus. Ask for a pass.
2. If the person has no legitimate reason to be on campus he/she should be informed of the policy that no one is allowed on campus without a pass and is asked to leave the school site or facility by the building administrator or designee.
3. If the person refuses to leave, the police should be called immediately.
4. A person who becomes disruptive following initial permission or legitimate reason to be on campus may be treated as a trespasser and asked to leave.
5. If the person appears dangerous, highly agitated, or mentally or emotionally unstable, contact the police immediately., then contact the administration.
6. The Building Administrator or designee shall ensure all staff members know what action to take when they observe strangers on school grounds and when and how to get help from police department.

Lockdown Procedure for High School Campus

“Intruders on Campus” - This issue is covered in your Crisis Response Plan. The follow procedure elaborates on what to do if an intruder or other circumstances warrant a serious threat, hence a “LOCKDOWN”

In the event of an intruder on campus or an act of violence on campus it may be necessary to go into a “lock down” mode to increase the safety of all students. Such a situation will be called “Lockdown” and may be initiated by any staff member observing an imminently dangerous situation for the protection of the students. Upon hearing the office announcement over the intercom “LOCKDOWN” implement the following:

- _____ Immediately close and lock your classroom door/s. Close and lock classroom windows. Pull down window shades or coverings.
- _____ Place the RED/GREEN sign in the window or slip it under the door. Remember RED if you do not have all students in your classroom. Write the name/s of students that are missing on the red sheet (don't consider absences). GREEN is all students are accounted for.
- _____ Do not open the door for any reason, even to allow a student back into your room. The administration will quickly round up students and direct them into the office copy room.
- _____ Direct students away from doors and windows and stay as low to the ground as possible. Use desks or tables as protection..
- _____ Wait for the all clear message.

Under no circumstance should any identities of targets or perpetrators be revealed.

Administrative duties:

- Collect students that are not in classrooms and secure in safe place. (vault)
- Call Police and notify them of the situation. 911 or 747-3245.
- Account for missing students.
- Call Satellite classrooms UAS Hughes 747-7739/ Puckett 747-7111
Denherder 747-7700 Mulligan 3266 Routon 3254 Home EC 3225 ETT 3249

Lockdown Procedure for Residential Campus

“Intruders on Campus” - This issue is covered in your Crisis Response Plan. The follow procedure elaborates on what to do if an intruder or other circumstances warrant a serious threat, hence a “LOCKDOWN”

In the event of an intruder on campus that poses a dangerous imminent threat, it may be necessary to go into a “lock down” mode to increase the safety of all students. Such a situation will be called a “LOCKDOWN” and may be initiated by any staff member observing an imminently dangerous situation for the protection of the students.

The staff member observing an intruder that poses a serious threat of endangering a student or students, should immediately notify all other staff via radio by calling “LOCKDOWN” and then giving the location of the threat.

As soon as a “LOCKDOWN” is announced, the administrator on duty is to call the **Sitka Police 911 or 747-3245** and give a preliminary report of the incident and then follow-up with additional information as it becomes available. All off-campus communication should be handled by the administrator on duty until the crisis is resolved.

All students in dorms are to immediately move to their room if they are in their own dorm and if not in their own dorm they are to move to an office or room that can be locked within the dorm they are visiting at the time. Once in a room, lock all doors, windows, and turn off lights.

Once all hallways are cleared or all residents of a room are inside, all doors should be locked.

Security personnel and administrators on duty at the time of the threat will immediately take the two megaphones in the residential area and drive around the campus in vehicles informing any students who are outside of the threat and instructing them where to go for safety.

Personnel in non-residential areas, such as the SUB, the gym, or tutorial rooms are to keep any students in their area with them, move students away from any windows and lock the doors.

If the threat occurs at a time when students could be returning to campus such as during town leave or movie passes, a staff member will be stationed at the base of the bridge with instructions for returning students to move them to a safe location.

All students and staff are to remain in the “lock down” mode until they are told by an administrator that the crisis has been resolved. At that time, all students will be moved back to their own dorms for an account of all students and a debriefing to the extent it is appropriate to share information. **Under no circumstance should any identities of targets or perpetrators be revealed.**

CONTACT: Police Department- 911 or 747-3245

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
6.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

Evacuation of Building - Fire

CONTACT: Fire Department- 911 or 747-3233

Police Department- 911 or 747-3245

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
6.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

For Fire Evacuation Procedures:

1. Fire Alarms set off.
2. Dormitories will be evacuated IMMEDIATELY.
3. **Staff is not to attempt to extinguish fires unless they are convinced that they can do so without jeopardizing the safety of any person. For example, staff may use a fire extinguisher to extinguish a grease fire on a stovetop, but should not attempt to extinguish an entire kitchen that is ablaze.**
4. All students will use the closest available exit and leave as quickly and orderly as possible without running.
5. If time permits, windows and doors should be closed.
6. Once outside, take roll call and await further instructions.
7. **STUDENTS WILL NOT RE-ENTER THE DORMITORIES UNTIL THE ALL CLEAR IS GIVEN.**

Medical Emergencies

CONTACT: Fire Department- 911 or 747-3233

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
6.	Kari Lundgren or	MEHS Supervisor	W 966-3227		C 738-2089
7.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

In the event of a medical emergency:

1. Begin first aid procedures immediately. Notify Principal.
2. If further emergency procedures are necessary, call 911 and be prepared to describe the emergency, state of the victim, other available information of the victim (date of birth, etc.).
3. Send someone with the student to the hospital to offer assistance and/or comfort the student.
4. After steps have been taken to resolve immediate medical emergency, notify the student's parent
5. If emergency is self-inflicted or as a result of a fight, the principal or designee will call the police to investigate.
6. If a crime has been committed, the scene should be preserved until police have investigated. **The Superintendent must give all statements to the media. Staff members are highly discouraged to talk with the media to avoid giving conflicting information.**

Weapons and Dangerous Instruments on Campus

All persons are prohibited from carrying or possessing a weapon or dangerous/ defensive instrument on school grounds. Police officers are exempt from this section.

CONTACT: Police Department- 911 or 747-3245 (tune in radio)

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
6.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

The following points should be considered when any person, including a student, appears on campus with a weapon:

1. **Determine the nature of the weapon (?)**. If it is a deadly weapon such as a firearm (gun) or explosive device, notify the police immediately. Principal determines if an announcement will be made and if lockdown procedures will be followed.
2. Appearance and/or state of mind of person with weapon – does the person appear angry, agitated, under the influence of alcohol, drugs, etc.? **If you have doubts, notify the proper law enforcement agency immediately.**

DO NOT TRY TO DISARM THE INDIVIDUAL

3. If careful evaluation of situation indicates, inform the individual that weapons are not allowed on school grounds and request the individual turn over the weapon for safe keeping. If the person becomes hostile, angry or upset, notify the police.
4. **Under no circumstances should any heroic attempts be made to endanger the lives of students or staff. If person appears intoxicated, mentally or emotionally unstable or highly agitated, the police should be notified immediately and area cleared. Students are to be directed to nearest classroom, office, or dorm room and held there until the all clear is given.**

Earthquake (Volcanic) Procedures / Evacuation

CONTACT: Fire Department- 911 or 747-3233 (for accurate information)

Police Department- 911 or 747-3245 (tune in radio)

Prewitt – Secure Buses 747-6436

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
6.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

For Earthquake Procedures / Possible Evacuation:

Notify all students that earthquake procedures are being implemented. All staff is mandated to help, use the PA system or other means to communicate.

During an earthquake:

1. If indoors, take cover under a heavy desk, table, or bench, or in doorways, halls, or against inside walls. Stay away from glass. Don't use candles, matches, or other open flame either during or after the tremor because of possible gas leaks. Douse all fires. Do not dash for exits.
2. If in a crowded store, do not rush for the doorway since hundreds may have the same idea. If you must leave the building, choose your exit as carefully as possible.
3. If outdoors, move away from buildings and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, stay there until the shaking stops.
4. If in a moving car, stop as quickly as safety permits, but stay in the vehicle. A car may shake violently on its springs during an earthquake, but it is a good place to stay until the shaking stops. Do not stop on or under a bridge. When you drive on, watch for hazards created by the earthquake, such as fallen or falling objects, downed electric wires, or broken or undermined roadways.

5.

After an Earthquake:

1. Be prepared for additional earthquake shocks called "aftershocks." Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
2. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
3. Turn on your radio or television to get the latest emergency bulletins and instructions from local authorities. DO NOT use your telephone.
4. Check utilities. Earth movement may have broken gas, electrical, and/ or water lines. If you smell gas, open windows and shut off the main gas valve. Then leave the building and report the gas leakage to authorities. Do not re-enter the building until a utility official says it is safe. If electrical wiring is shorting out, shut off current at the main meter box. If water pipes are damaged, shut off the supply at the main valve. Emergency water may be obtained from such sources as hot water tanks, toilet tanks, and melted ice cubes.
5. Check chimneys for cracks and damage. Unnoticed damage could lead to a fire. The initial check should be made from a distance. Approach chimneys with great caution.
6. Wear shoes in areas covered by broken glass. Do not touch downed power lines or objects touched by the downed lines.

Immediately clean up spilled medicines, drugs, and other potentially harmful materials. Do not eat or drink anything from open containers near shattered glass. Stay out of severely damaged buildings. Aftershocks can shake them down.

Tsunami or Emergency Evacuation Procedures

- Upon hearing of an impending tsunami, wait for further direction from an administrator. The administrator will make a decision on the plan of action depending on the following circumstances:

- Expected arrival of tsunami
- Expected height of the tsunami
- Availability of transportation
- Availability of staff to assist
- Time of day
- Current weather conditions

- Call first contact in box and continue down the list until one contact is made.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
6.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

The plans of evacuation, based on the criteria above, will be the following:

Evacuation to the upper floors of dorms

Evacuation by foot to the Sitka High School

Evacuation by bus to the Sitka High School

Please refer to the attached plans for the plan specified to implement.

Tsunami or Emergency Evacuation Procedures

From: Dorms

To: Upper Levels of Dorms

- Upon hearing from MEHS administrator or supervisor that Tsunami or Emergency Evacuation Procedures are being implemented for Evacuation to Upper Levels of Dorms,

- If an Administrator has not been contacted, call first contact in box and continue down the list until one contact is made.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
6.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

- If it is prior to curfew, sound horn for all students to come in and report to their dorm.
- Notify all students the tsunami evacuation procedures are being implemented. Instruct students to assemble in a designated common area with pillow and blanket.
- Instruct Floor leaders to get Emergency Evacuation buckets and assemble in designated common area.
- Take roll call.
- Proceed to Upper Level of the dorm when all are accounted for. Make sure to take radio communication with you.
- Await further instructions.
 - For students off campus that call for direction, instruct them to start walking back to the dorms while looking for school van or bus for a ride back to the dorms. If they arrive at the dorm they should proceed to the upper level of their dorm and report in.

Administrative duties:

- Secure Vans and drivers to search for students in town on town leave.
- Monitor students in Dorms. Relieve staff as soon as possible.

Tsunami or Emergency Evacuation Procedures

From: Dorms

To: Sitka High School

- Upon hearing from MEHS administrator or supervisor that Tsunami or Emergency Evacuation Procedures are being implemented for Evacuation to SEARHC Mt. Edgecumbe Hospital,

- If an Administrator has not been contacted, call first contact in box and continue down the list until one contact is made.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
5.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

- If it is prior to curfew, sound horn for all students to come in and report to their dorm.
- Notify all students the tsunami evacuation procedures are being implemented. Instruct students to assemble in a designated common area with pillow and blanket.
- Take roll call. Identify any student that would be unable to walk due to injury or ailment. Inform administrator or supervisor the names of students that will need assistance.
- When administrator has given you the go ahead, proceed either via bus or foot based on the administrator's direction to Sitka High School. It is very likely that the bus would drop off as close as possible to Sitka High and that some walking will be required.
- For students off campus that call for direction, instruct them to start walking to Sitka High School and upon arrival report to any Mt. Edgecumbe High School staff.

Administrative Duties:

- Call Busses 747-7321
- Secure Vans and Van Drivers
- Call Maintenance to move buckets 3240 Stan 752-0860 or secure pickup truck keys and drivers to move buckets in off hours
- Secure buildings
- Monitor students at Sitka High. Relieve staff as soon as possible.

Tsunami or Emergency Evacuation Procedures

From: High School

To: Upper Level of Dorms

Upon hearing from MEHS administrator or supervisor that Tsunami or Emergency Evacuation Procedures are being implemented, employ the following:

- _____ Evacuate room. Windows should be closed, lights should be turned off and doors should be locked upon leaving. Bring class roster and red and green signal sheet with you.
- _____ Escort students to the Field House and sit with students in the chair seating area of stands.
- _____ Take Roll Call. Hold up green signal sheet if all students are accounted for. Hold up red signal sheet if you have students that are not accounted for or students present that can not walk to dorms. Await administrator to report missing student/s or immobile students. Instruct students to stay together.
- _____ The administrator will then direct all Heritage Hall residents to proceed to their dorm proceeded by all other dorms. Escort students to their dorm and meet in the designated common area. SEE ASSIGNMENTS AT THE BOTTOM OF THIS PAGE.
- _____ Take roll call using roll call sheets provided to you on arrival to assigned dorm.
- _____ Proceed to upper level of dorm.
- _____ Await further instruction from administration. As soon as possible an Administrator will release you to attend to your own family.

Heritage Hall	Ivy Hall	Girls' Dorm	Boys' Dorm
Main floor lounge	Main floor lounge	Main floor lounge	1st fl. RA station
Arnold	McAdams	Jackson	Davis
Drain	Drake	Tan	Fitzgibbon
Hay	Hughes	Larson	Hart
Jacoby	Kimber	McCrossin	Hunter
Christianson	Mahoney	Routon	Calkins
Raschick	Nance	Moll	Puckett
Courtright	Winslow	Mulligan	Young

Administrative duties:

- Call Satellite classrooms UAS Hughes 747-7739/ Puckett 747-7111 Denherder 747-7700
Mulligan 3266 Routon 3254 Home EC 3225 ETT 3249
- Secure Vans and Van Drivers Nance or Rashick
- Call Maintenance to move buckets/secure pickup truck keys and drivers to move buckets
- Secure buildings Nance or Raschick Secure Field House / ETT/ Home Ec
- Monitor students at Sitka High. Relieve staff as soon as possible

Tsunami or Emergency Evacuation Procedures

From: MEHS

to

Sitka High School

Upon hearing from MEHS administrator or supervisor that Tsunami or Emergency Evacuation Procedures are being implemented, employ the following:

- Evacuate room. Windows should be closed, lights should be turned off and doors should be locked upon leaving. Bring class roster and red and green signal sheet with you.
- Escort students to the Field House and sit with students in the chair seating area of stands.
- Take Roll Call. Hold up green signal sheet if all students are accounted for. Hold up red signal sheet if you have students that are not accounted for or students present that can not walk due to injury or other ailment. Await administrator to report missing student/s or immobile students. Instruct students to stay together.
- When administrator has given you the go ahead, proceed either via bus or foot based on the administrator's direction to Sitka High School. It is very likely that the bus would drop off as close as possible to Sitka High and that some walking will be required.
- Take roll call upon arrival
- Await further instruction from administration. As soon as possible, an administrator will release you to attend to your own family.

Administrative Duties:

- Call Busses 747-7321
- Call Satellite classrooms UAS Hughes 747-7739/ Puckett 747-7111 Denherder 747-7700
Mulligan 3266 Routon 3254 Home EC 3225 ETT 3249
- Secure Vans and Van Drivers
- Call Maintenance to move buckets/secure pickup truck keys and drivers to move buckets
- Secure buildings Nance or Raschick Secure Field House / ETT/ Home Ec
- Monitor students at Sitka High. Relieve staff as soon as possible

Severe Weather Procedures

CONTACT: Fire Department- 747-3233 (for accurate information)

(tune in radio for weather reports)

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
5.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

Severe Weather Procedures:

1. A severe weather watch means that conditions are favorable for weather that may be threatening to life and/or property. When a severe or hazardous or storm watch is in effect, school will continue normal activities, but may restrict out-of-door activities. Of special concern is flying debris.
2. If an incident occurs while students are outside, all staff will need to assist in returning student to school buildings quickly. This is a *reverse evacuation*. Once staff and students are safely in the building, you may find the situation calls for a lockdown.
3. **Lockdowns** are called for when a crisis occurs outside of the school and an evacuation would be dangerous. A lockdown may also be called for when there is a crisis inside and movement within the school will put students in jeopardy. All exterior doors are locked and students and staff stay in their classrooms or dormitory rooms. Windows may need to be covered.
4. It may be necessary to contact families that in certain situations-this would be to inform them that their children will be safer in the school building than outside, particularly in cases of severe weather. Determination to contact parents will be made only by the administrator on duty.

Bomb Threat

ALL BOMB THREATS MUST BE TAKEN SERIOUSLY

CONTACT: Fire Department- 911 or 747-3233

Police Department- 911 or 747-3245

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
5.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255

In the event of a bomb threat:

1. Remain calm and convey to the caller that you are listening. Speak in a calm, straightforward manner. Get as much information as possible.
 - Time of call
 - Exact words of caller
 - Caller's tone of voice (calm, angry, slow, crying, slurred, etc.)
 - Background sounds (street or house noises, PA system, machines, etc.)
 - Threat language (well-spoken, incoherent, taped, irrational, foul, etc.)
 - What time will the bomb explode?
 - Where is it located?
 - What kind of bomb is it?
 - Did he/she place it? Why?
2. Give information to administrator in charge who will make determination of further action.
 - a.) Evacuate building, if appropriate.
 - b.) Call 911
 - c.) Call Superintendent immediately.
3. If police are called, they may require the administrator in charge to evacuate the building and will do so if there is a clear and present danger. Police officers upon arrival at the scene will take charge in directing a search of a building for explosive devices.

Phone Threat Call Record

PLACE THIS SHEET UNDER YOUR TELEPHONE

EXACT WORDING OF THE THREAT: _____

TIME OF CALL: _____

LENGTH OF CALL: _____

NUMBER AT WHICH CALL IS RECEIVED: _____

DATE: _____

QUESTIONS TO ASK:

1. WHEN IS BOMB GOING TO EXPLODE?
2. WHERE IS IT RIGHT NOW?
3. WHAT DOES IT LOOK LIKE?
4. WHAT KIND OF BOMB IS IT?
5. WHAT WILL CAUSE IT TO EXPLODE?
6. DID YOU PLACE THE BOMB?
7. WHY?
8. WHAT IS YOUR ADDRESS?
9. WHAT IS YOUR NAME?

BACKGROUND SOUNDS:

- ☐ HOUSE NOISES ☐ PHONE BOOTH
- ☐ OFFICE ☐ MOTOR
- ☐ VOICES ☐ STREET NOISES
- ☐ CHILD ☐ MUSIC
- ☐ ADULT ☐ FACTORY
- ☐ PA SYSTEM MACHINES
- ☐ OFFICE MACHINE ☐ STATIC
- ☐ ANIMAL NOISES ☐ LONG DISTANCE
- ☐ CLEAR ☐ LOCAL

CALLER'S VOICE: (check those that apply)

- ☐ SOFT
- ☐ LOUD
- ☐ SLURRED
- ☐ DEEP VOICE
- ☐ HIGH PITCHED VOICE
- ☐ MALE VOICE
- ☐ FEMALE VOICE
- ☐ DISTINCT
- ☐ NASAL
- ☐ HIGH VOICE
- ☐ STUTTER ☐ RASPY
- ☐ CLEARING THROAT ☐ LISP
- ☐ DISGUISED ☐ CRACKING VOICE
- ☐ ACCENT
- ☐ FAMILIAR, IF VOICE IS FAMILIAR, WHO DID IT SOUND LIKE?

CALLER'S TONE: (check those that apply)

- ☐ CALM
- ☐ EXCITED
- ☐ ANGRY
- ☐ RAPID
- ☐ SLOW
- ☐ CRYING
- ☐ LAUGHING
- ☐ ANGRY

THREAT LANGUAGE:

- ☐ WELL SPOKEN
- ☐ INCOHERENT
- ☐ EDUCATED
- ☐ TAPED
- ☐ FOUL
- ☐ READING MESSAGE
- ☐ IRRATIONAL

c. Other Comments:

Provide Original to your immediate supervisor and a copy to the Superintendent and Campus Safety Officer.

SUICIDE ATTEMPT

CONTACT: Fire Department- 911 or 747-3233

Police Department- 911 or 747-3245

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk	Superintendent	W 966-3201	H 747-5328	C 752-0810
2.	Andrew Friske	Residential Principal	W 966-3228	H 966-4141	C 752-0812
3.	Bernie Gurule	Academic Principal	W 966-3202	H 966-2332	C 752-0811
4.	Paula Clayton	Campus Safety	W 966-3289	H 747-8236	C 738-8236
5.	Stan Johnson	Maintenance Director	W 966-3206	H 747-6145	C 752-0860
5.	Ivy Lanthier	Dorm Contract	W 966-3275	H	C 738-4255
7. .	Kari Lundgren or	MEHS Supervisor	W 966-3227	H 747-4624	C 738-2089

What to watch for when assessing potential risk: critical questions...

Do they have a PLAN? ... do they report they will take a large quantity of pills, use a weapon...?

Is the plan LETHAL? ... can they die?

Is the plan AVAILABLE? ... do they have the means to carry it out?

Is there HISTORY? ... has there been a previous attempt?

Low Risk: Suicide ideation (thoughts of killing self- no plan)

Medium Risk: Suicide threat (saying or doing something which indicates desire to kill self, has attempted suicide in the past)

High Risk: Has a plan (knows when, where, and how suicide will occur and has means to carry it out) or has attempted suicide.

Low Risk should be noted, monitored and is cause for a personal referral to a MEHS counselor or nurse. They will notify others who need to be involved.

Medium Risk is cause for an immediate referral to counselor or nurse. Notify the residential principal. At this stage, there will be a dramatic increase in attention by staff regarding the student's whereabouts and moods.

High Risk warrants implementing the following:

1. DO NOT LEAVE THE STUDENT ALONE
2. Notify the residential principal
3. Notify another staff on duty
4. call SEARHC ER at 966-2411

If a MEHS staff member comes into contact with a student who they know or suspect has **attempted suicide, they are to implement the following:**

1. Administer first aid if necessary.
2. Call 911 or enlist help to do so as first aid continues.
3. DO NOT LEAVE THE STUDENT ALONE until relieved by EMS personnel or crisis staff.
4. Take steps to ensure the student in question and other students are safe from further danger.
5. Clear students and any unauthorized personnel from the area and out of sight.
6. Obtain important facts, i.e., physical sign of method used in attempt, notes, students present at time of attempted suicide, if applicable.

DEATHS or COMPLETED SUICIDE

CONTACT: Fire Department- 911 or 747-3233

Police Department- 911 or 747-3245

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk C 752-0810	Superintendent	W 966-3201	H 747-5328
2.	Andrew Friske C 752-0812	Residential Principal	W 966-3228	H 966-4141
3.	Bernie Gurule C 752-0811	Academic Principal	W 966-3202	H 966-2332
4.	Paula Clayton C 738-8236	Campus Safety	W 966-3289	H 747-8236
5.	Stan Johnson C 752-0860	Maintenance Director	W 966-3206	H 747-6145
5.	Ivy Lanthier C 738-4255	Dorm Contract	W 966-3275	H

- Staff should channel all communication through the Superintendent's office.

In the event of a death of a student or staff:

1. Call the Superintendent and other administrators above immediately. (The Superintendent or administrative designee will communicate with health and legal authorities)
2. The Superintendent or administrative designee will verify the death from a medical examiner or police.
3. The immediate family will be contacted by the administration.
4. Emergency Response Team meets with administration to discuss implementation of the plan.
5. Initiate emergency phone tree(s) to notify all staff (and notify Department of Education).
6. Assess the situation and adjust the size of the team accordingly.
7. Fax the incident report form to Department of Health and Social Services.
8. Disseminate information to faculty and students, including a written prepared statement for staff.
9. Meet and generate a list of students and staff at risk for counseling. Provide the list to the counselors. Check with victim's close friends and relatives as soon as possible.
- 10. Assistant Residential Principal or administrative designee will compile and monitor the identified students and staff at risk counseling list, and coordinate communication between academic and residential buildings and counseling staff.**
11. Designate a counselor to attend victim's classes or duties throughout the day, assist teaching or other staff.
12. Designate counseling staff, rooms, and schedule (24 hours) coordinated with internal and external counselors and agencies.
13. Designate personnel to provide the following:
 - Provide counseling or discussion opportunities for staff.
 - Initiate parent call-in teleconference.
 - Convey condolences to family.
 - Arrange for students and faculty to attend funeral or memorial services.
 - Link with community services as appropriate.

- Follow up with continued counseling as needed.

Duties of all school personnel:

- Any staff member who has knowledge of a student's or colleague's death through suicide or other causes immediately informs the Superintendent at his home or office. If he is not available, contact the administrator on duty.
- Staff members should contain the story as much as possible and protect the confidential rights of the student, staff and their family.
- Staff should channel all communication through the Superintendent's office. Staff should not contribute in any way to rumors or unsubstantiated information

ENVIRONMENTAL EMERGENCIES

CONTACT: Fire Department- 911 or 747-3233

Police Department- 911 or 747-3245

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk C 752-0810	Superintendent	W 966-3201	H 747-5328
2.	Andrew Friske C 752-0812	Residential Principal	W 966-3228	H 966-4141
3.	Bernie Gurule C 752-0811	Academic Principal	W 966-3202	H 966-2332
4.	Paula Clayton C 738-8236	Campus Safety	W 966-3289	H 747-8236
5.	Stan Johnson C 752-0860	Maintenance Director	W 966-3206	H 747-6145
5.	Ivy Lanthier C 738-4255	Dorm Contract	W 966-3275	H
6.	Kari Lundgren or C 738-2089	MEHS Supervisor	W 966-3227	H 747-4624

Environmental Emergencies that have affected people should be treated as medical emergencies.

In the event of a medical emergency:

1. Begin first aid procedures immediately. Notify Principal.
2. If further emergency procedures are necessary, call 911 and be prepared to describe the emergency, state of the victim, other available information of the victim (date of birth, etc.).
3. Send someone with the student to the hospital to offer assistance and/or comfort the student.
4. After steps have been taken to resolve immediate medical emergency, notify the student's parent
5. If emergency is self-inflicted or as a result of a fight, the principal or designee will call the police to investigate.
6. If a crime has been committed, the scene should be preserved until police have investigated. **The Superintendent must give all statements to the media. Staff members are highly discouraged to talk with the media to avoid giving conflicting information.**

In the event of chemical exposure, an emergency shower or eye wash station may be accessible and should be used to flush chemical from the eyes and/or skin of the victim.

For emergency response, you may be asked the following information:

- What is the name of the chemical spilled?
- What quantity of the chemical is spilled?
- Where is the spill (building name and room number)?
- Is anyone injured or splashed with the chemical?
- Is a fire or explosion involved in the spill?
- What is your name and phone number?

Secure the area affected by the environmental hazard until the hazard is resolved

Communicate to others the hazard and maintain communications regarding the hazard until the hazard has been resolved.

TERRORIST THREATS / LARGE SCALE ACTS OF VIOLENCE

CONTACT: Fire Department- 911 or 747-3233
Police Department- 911 or 747-3245

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk C 752-0810	Superintendent	W 966-3201	H 747-5328
2.	Andrew Friske C 752-0812	Residential Principal	W 966-3228	H 966-4141
3.	Bernie Gurule C 752-0811	Academic Principal	W 966-3202	H 966-2332
4.	Paula Clayton C 738-8236	Campus Safety	W 966-3289	H 747-8236
5.	Stan Johnson C 752-0860	Maintenance Director	W 966-3206	H 747-6145
5.	Ivy Lanthier C 738-4255	Dorm Contract	W 966-3275	H

1. In the event of a **local terrorist incident or threat**, the situation may call for a **lockdown (LOCKDOWN)**.
2. If an incident or threat occurs while students are outside, all staff will need to assist in returning student to school buildings quickly. This is a *reverse evacuation*. Once staff and students are safely in the building, you may find the situation calls for a lockdown.
3. **Lockdowns (LOCKDOWN)** are called for when a crisis occurs outside of the school and an evacuation would be dangerous. A lockdown may also be called for when there is a crisis inside and movement within the school will put students in jeopardy. All exterior doors are locked and students and staff stay in their classrooms or dormitory rooms. Windows may need to be covered.
4. It may be necessary to contact families that in certain situations-this would be to inform them that their children will be safe. Determination to contact parents will be made only by the administrator on duty.
5. The Building Administrator or designee shall keep all staff and students informed during local terrorist incidents or threats and in times of national incidents, threats, or national emergencies.

FIELD TRIP EMERGENCIES

CONTACT: Fire Department- 911 or 747-3233

Police Department- 911 or 747-3245

Call contacts on list in order until you have notified one of the individuals listed.

1.	Randy Hawk C 752-0810	Superintendent	W 966-3201	H 747-5328
2.	Andrew Friske C 752-0812	Residential Principal	W 966-3228	H 966-4141
3.	Bernie Gurule C 752-0811	Academic Principal	W 966-3202	H 966-2332
4.	Paula Clayton C 738-8236	Campus Safety	W 966-3289	H 747-8236
5.	Stan Johnson C 752-0860	Maintenance Director	W 966-3206	H 747-6145
5.	Ivy Lanthier C 738-4255	Dorm Contract	W 966-3275	H

In the event of a field trip emergency:

1. If it is a medical emergency, begin first aid procedures immediately.
2. If further medical assistance is needed contact emergency services 911, radio distress or means necessary to establish communications with emergency services (do not leave students unattended). Be prepared to describe the emergency, the victim and your location.
3. Send another adult to the hospital with the student (or staff) to offer assistance and/or comfort the student (or staff).
4. After the steps have been taken to resolve the immediate medical emergency, contact the student's parents/guardians, or staff member's immediate family.
5. If a crime has been committed, the scene should be preserved until the police have completed their investigation.
6. An accident report must be completed by the staff person supervising when the field trip incident occurred.

INFECTIOUS DISEASE EMERGENCY PLAN

These are general guidelines for dealing with flu or flu-like disease in a boarding school environment. Specific plans may and will need to be adopted as the characteristics of any one particular disease will change.

COMMUNICATION

Any inquiries from the press should be directed to the Superintendent.

It is important to communicate with staff, parents, students, and community both prior to, during, and after sickness takes place.

Information topics may include:

- the latest medical advice from CDC or other governmental agencies
- how to preserve one's own safety
- how to reduce the incidence
- general information about the disease and its affect on people and the environment.

Information should be distributed to all staff (dorm staff, counselors, administrators) who may be answering questions from parents and relatives in the form of a "phone sheet."

SUPPLIES

If possible, appropriate supplies for the prevention and treatment of the disease should be ordered and on-hand. Supplies, including masks, hand sanitizer, facial tissues, thermometers, and soups/fluids, should be available to all staff and students.

PREVENTION

Make sure everyone knows the latest accurate information, including hand washing protocol, use of hand sanitizer, covering one's mouth when coughing; cleaning of touch surfaces, and avoid sharing food or drink.

VACCINATION

Vaccination, according to the recommendations of the Center for Disease Control and State of Alaska Public Health, may be appropriate for the close living and learning situation at MEHS. Parents should be notified and given the option to opt out of vaccinations.

TREATMENT AND CONFINEMENT OF SICK STUDENTS

Students will be assessed as to the level of sickness and treated appropriately. Isolation in a boarding school environment is nearly impossible. Staff will attempt to confine students as well as possible according to the following table.

Stage	Approximate number of students	Location
Stage 1	1-8	Sick Bay
Stage 2	6-40	Student rooms
Stage 3	> 40	Wings of dorms
Stage 4	Over 40	Dorms or large spaces such as the SUB

Administration and the school health clinic personnel will determine appropriate stage and action required. Circumstances may arise that administration and school health clinic staff may take action that differs. All staff will work together to contain illness and care for students. Staff may be asked to use certain protective equipment to prevent the spread of infection. Communication should be directed to the superintendent in a timely matter. The superintendent or the designee will update staff and address concerns.

MEAL PLAN

Meals will be provided by the food service program. Typically, nursing and/or residential staff will identify how many meals are needed and provide prior notice. Food service will provide “sack” type meals. Residential staff will pick up and deliver the meals.

If sick students feel well enough to go to the cafeteria, they can go after the regular hours of other students.

Students may need additional fluids provided by MEHS.

SUMMARY

Contingency plans will vary due to the nature of the specific situation. Having a number of sick students in a 24 hour environment is very stressful for both students and staff. This plan is intended only as a guide.

ALWAYS

**Follow checklist / protocol for communicating
with media during a crisis**



OTHER RELEVANT SCHOOL POLICIES

Corporal Punishment

No form of corporal punishment will be allowed at Mt. Edgecumbe High School in any program areas or under any circumstances.

Solicitation, Selling and Campaigning

Solicitation and selling by non-school personnel, by school employees, or by contract employees, is prohibited on school premises except by authorization of the Superintendent. Political campaigning on school grounds by any employee is prohibited.

Advertising in School

Advertising on premises which has a profit motive for a private individual, firm or corporation is prohibited unless specifically approved by the Superintendent or Residential Administrator.

Utilization of students to distribute partisan political advertising is prohibited.

Cell Phone Guidelines:

Cell phone procedure: Thousands of issues with cell phones and thousands of excuses:

There is now a 10 minute grace period after lights out for students to use, set or whatever with their cell phones: Weekdays 10:40pm, Weekends 11:40pm...if a student has their phone in their hand or is using it in any way than the student is considered in violation of the cell phone policy.

FAQ: What if I have an emergency with my family? Answer...get out of your room and go to the RA station and let your RA know as soon as you receive the call or text.

FAQ: I was setting my alarm: That is why we allow the 10 minute grace period to set your alarms, say your goodbyes, etc.

FAQ: What if I paid to stay up? Doesn't matter...student must follow the cell phone procedures

Overall, the goal is to take away that gray area when or when not a student is violating the cell phone policy. If the student is using after the 10 minutes than they are in violation. Please remind students of this update and encourage them to follow it...It goes into effect Thursday, Oct 6.