



**Klawock City School District
2021-2022**

STUDENT HANDBOOK

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Acknowledgement of Handbook Receipt

Student Agreement

As a student of the Klawock City Schools, I acknowledge that I have received an *electronic* copy of the Handbook for the 2021-2022 School Year, **including the Parent Compact**. I understand and agree to abide by the procedures, guidelines, specific rules and regulations included in this Handbook **and commit to the provisions of the Parent Compact**. I recognize and understand that rules cannot be written to cover all behaviors in all situations. I understand that school personnel may need to assess and address a given situation and take action (which may include disciplinary action), in light of the school's mission statement as well as state and federal laws and regulations, and school board policies. I further acknowledge, understand, and agree that I will be held accountable for my behavior.

Name of the Student: _____

Signature of Student: _____

Date: _____

Parental Agreement

As a parent(s) / guardian(s), I (we) acknowledge that I (we) have read the Klawock City School Handbook **and the Parent Compact**, and I (we) agree to assist my child(ren) to obey the procedures, guidelines, specific rules, and regulations included in this handbook while he or she is enrolled in and attending the Klawock City School. I (we) further acknowledge that I (we) understand the penalties for violations as noted in the Handbook. **I (we) also commit to the provisions of the Parent Compact**. **I (we) recognize and understand that rules can not be written to cover all behaviors in all situations**. **I (we) understand that school personnel may need to assess and address a given situation and take action (which may include disciplinary action) in light of the school's mission statement, as well as state and federal laws and regulations, and school board policies**. I (we) further acknowledge, understand, and agree that my child(ren) will be held accountable for his or her behavior.

Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____

Date: _____

Please complete and sign this form within 10 days of receipt of Handbook. Bring this Handbook to the School Office so a copy of this page can be made for our records. All changes to this year's Handbook are italicized.

Students will follow all current health mandates.

BP 0100

Mission Statement

Klawock School's mission is to challenge and support students to be the best they can be by providing an excellent education for every student every day.

*See your child's progress or missing assignments each day on PowerSchool.
Your child can show you how!*

This institution is an equal opportunity provider.

You can view the Klawock Handbook online at
www.klawockschool.com

Disclaimer

Rules can not be written to cover all behaviors in all situations. School personnel may need to assess and address a given situation and take action (which may include disciplinary action) in light of the school's mission statement, as well as state and federal laws and regulations, and school board policies.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

Parents may provide comment / input to the district in several ways: written/ verbal comments to the Board of Education at regularly scheduled board meetings under Public Hearing; verbal or written comments to staff and administration at P.O. Box 9, Klawock, AK 99925 or via e-mail; surveys and evaluations; and / or participation in committee meetings such as Handbook, School Improvement, KNEC, or other parent meetings such as Title I and Migrant Ed. The school phone number is (907) 755-2220 (staff phone extensions are listed elsewhere in this Handbook).

Staff e-mail is "first name.last [name@klawockschool.com](mailto:staff@klawockschool.com)".

I. GENERAL INFORMATION

A. Student's Rights and Responsibilities

Student's Rights

Each Student has:

1. The right to a basic education.
2. The right to due process. (Refer to AK State Statute AAC 07.010)
3. The right to be treated with respect.
4. The right to hold and to appropriately express opinions.
5. The right to participate in approved and appropriate school programs.
6. The right to attend school without fear of harassment, intimidation, discrimination or harm.
7. The right to be safe.

Student's Responsibilities

Each student is:

1. To be aware of school rules, understand them and to obey them at all times.
2. To be present and make an honest effort during all regularly scheduled classes.
3. To refrain from any behavior disruptive to the learning process.
4. To respect the dignity and worth of every individual and the rights of others.
5. To dress and appear in a way that meets reasonable standards of health, cleanliness, safety and decency.
6. To take pride in the school.
7. To not harm others physically or emotionally and try to prevent others from doing so as well.
8. To be responsible for his / her behaviors and actions.
9. To be responsible with school-owned notebook computers, iPads, cameras, peripherals, etc.

Klawock City School District Parent Compact for Grades 6-12

Our school philosophy is that families, students, and school staff should work in partnership to help each student reach his/her potential. As partners we agree to the following:

As a student I will:

- Believe that I can learn and will learn.
- Come to school and class on time, ready to learn and with assignments completed.
- Set aside time every day to complete my homework.
- Read for at least 30 minutes, five days a week.
- Know and follow the school and class rules.
- Regularly talk to my parents and my teachers about my progress in school.
- Respect my school, classmates, staff, and family.
- Ask for help when I need it.

As a parent/guardian or family member I will:

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Provide a quiet, well-lighted place for studying
- Encourage reading and discourage excessive TV viewing.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline code.
- Monitor my child's progress in school.
- Make every effort to attend school events, such as parent-teacher conferences, Open House and Back-to-School Night.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in shared decision making with school staff and other families for the benefit of students.
- Respect the school, staff, students, and families.

B. Due Process for Non-Activity Related Issues

Due Process is a procedure, which the Supreme Court has directed to be a part of any school policy and procedures dealing with student rights. “Due Process” recognizes the right of the student to appeal a decision made by the Teacher / Coach / Sponsor / Chaperone or Administration. The “Due Process” steps outlined below are a procedure for a student and his or her parents to follow in appealing decisions relating to rule infractions. It is understood that the student and parents will be expected to follow the “Due Process” procedures to ensure that all student rights are acknowledged under the law.

Students and their parents are expected to resolve conflicts with their teacher first. Informal communications with the teacher may involve the Principal. If the issue remains unresolved students / parents should submit concerns to the Principal in writing.

All formal complaints must be submitted in writing and signed and submitted to the Principal.

Conflict Resolution Non-Activities



Appeal to the Board of Education

The hearing before the Klawock Board of Education shall follow full legal due process procedures as stated by the Alaska Statutes AAC 07.010 dealing with student rights and responsibilities. It is the role of the school board to serve as the supreme and impartial authority for the school district during a formal hearing. The primary role of the Board of Education is to validate that due process has been followed. However, the Board of Education will consider all facts and information prior to making its decision. The decision of the Board of Education will be final. The student parent / guardian / caretaker will be notified in writing within three school days of the decision of the Board of Education.

The following is the legal process to be used in hearings to the Board of Education.

- All appeals / hearings shall be conducted at the next regularly scheduled Board Meeting.
- In order to protect the confidentiality of students and other people that may be involved, all sessions will be closed to the public and will be conducted in executive session.
- People involved will include only the student and parents / guardians of the student making the appeal, their attorney if desired, and the Board, the School District attorney if desired. The staff member may also be called to testify.
- No names of any students will be used during the proceedings other than that of the student directly involved. This is again to protect confidentiality and to adhere to FERPA laws.
- The Board shall retain the authority to set the agenda and keep minutes of the proceedings.
- The student and parents / guardians will be afforded an opportunity to present their case. The Board may ask questions during this period.
- The Administration shall present evidence gathered and again the panel may ask questions.
- After review of the evidence and information the Board will vote by paper ballot to reach a group decision. A majority vote shall prevail on all cases handled by the Board.
- The decision of the Board shall be put in writing and mailed within three days to the parent / guardian / caretaker of the student.

C. Student Conduct

1. Each teacher will set up, explain and enforce his or her specific classroom rules, policies and expectations **in addition to the rules and policies in this Handbook** in order to maintain a safe, productive, and positive learning environment.
2. Music, video, electronic games and notebook computers are **NOT** to be used in classrooms or during class times **without express teacher permission**. Laser pointers are **NOT** allowed in the school.
3. Cell phones and other electronic / communication devices are not to be turned on or used except during lunch, passing times, and before or after school **without express teacher permission**. (See EE. Cell Phones).
4. Basketballs, hacky-sacks, or any other sports equipment are not allowed in the school except when being transported from the classroom to recess or to the gym.
5. Displays of affection beyond the holding of hands are prohibited at school or on school trips. Behavior such as kissing, necking, and petting will result in disciplinary action.
6. Honesty and ethical behavior are expected. Cheating, including plagiarism, will result in disciplinary action.
7. Use of appropriate language is expected. Students will be assigned consequences when written up for inappropriate language.
8. Students teasing, using put-downs, bullying, cyber-bullying, being disruptive, disrespectful, or displaying any other inappropriate behavior are subject to disciplinary action as noted in the Discipline Section of this Handbook.
9. Dress: Student dress should be appropriate for school and not disruptive or a distraction to the educational process. (See Dress and Grooming).
10. Students are expected to follow all rules and procedures during fire drills, lockdowns, and safety drills.
11. **No Energy drinks allowed at school and no sharing of cups and utensils.**

D. Release of Directory Information (Board Policy 5125.1 a-b)

The Klawock City School District (“District”) has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act, also known as FERPA (**Per 34 C.F.R. § 99.37(d)**). A copy of the school district’s policy is available for review in the district office.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child’s education records. However, the District must disclose appropriately designated “directory information” without written consent to Military and / or institutions of higher education, unless you have advised the District to the contrary in accordance with District procedures. This means you can choose to “opt out” by filling out, signing, and returning the “Opt Out” form.

The District may also disclose to the State of Alaska or the University of Alaska your student’s eligibility for scholarship programs.

These laws are: Section 8528 of the Every Student Succeeds Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

The District has designated the following information as directory information:

Name

Address

Phone number

You have the right to refuse the designation of these categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than **the 15th of September of the current school year**. If you object to disclosure of this information, please submit an “Opt Out” form which can be found in your child’s registration packet, on the school district website www.klawockschool.com, or you may request the form from the School District Office located at 715 Bayview Blvd., Klawock, AK.

If you have no objection to the release of student information, you do not need to take any action.

E. Diversity and Tolerance

The Klawock City School District is an ethnically diverse school district with our residents representing various ethnic, cultural, and racial backgrounds. We take great pride and celebrate this diversity and believe it adds to our strength as a school district. We believe strongly in mutual respect and tolerance for all people. Any actions of discrimination, prejudice, or harassment will not be tolerated at any level of the school district.

F. Sexual Harassment (Board Policy BP 5145.7 a-b)

The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing school rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

The Board encourages students or staff to immediately report incidences of sexual harassment to the Principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

G. Bullying (Board Policy 5131.43)

Bullying takes many forms: gossip, cruel comments, insults, snubbing, put-downs, threats (physical or verbal or cyber) and violent attacks. It is deliberate, hurtful behavior that is often repeated and a form of anti-social behavior that has no place at school. It is the intent of this policy to make sure all members of our school community remain vigilant and consistent to help ensure that bullying behavior is actively resisted and stopped, and that we provide a safe school environment for all students. Any acts of bullying, at any level, will not be tolerated and will result in disciplinary action. **(Board Policy 5131.43)**

Cyber / electronic bullying (Facebook, Twitter, social media, texting, etc) whether in school or out of school that creates a concern / conflict / disruption in school and / or in activities will be grounds for disciplinary action.

The State of Alaska prohibits bullying. It is a legal offense to threaten physical injury or sexual contact (AS 11.61.120 Anti-Harassment statute).

Any student who experiences bullying of any kind should first report it to the classroom teacher. If the bullying continues, the student will report it directly to the principal. Students may also report bullying through the “bullying reporting form” linked to the school webpage.

H. Snowball Policy

Throwing of objects, not a part of a regular school program, which creates a property or safety hazard can lead to disciplinary action. This includes snowballs!

Teachers and playground supervisors have the authority to control and enforce this policy. (See Discipline Section)

I. Immunizations

Upon initial entry to school, each student’s parent or guardian shall provide the school with up-to-date immunization records as provided in Alaska Law. New students must have a complete immunization record. Continuing students need to keep current in their immunizations required by law.

J. Medications (Board Policy 5141.21)

District personnel shall not dispense or administer any medication to students without prior written authorization by a health care provider with written instructions and with written authorization of parents / guardians, except where, in the judgment of medical personnel, emergency provision of medication is necessary to prevent serious harm to the student. The District may decline a request for administration of medication in certain instances.

K. Field Trips

During the school year the teachers and staff may conduct field trips. No student will be allowed to travel or participate without a signed written permission form on file in the school office. Teachers will send parent notification prior to each field trip.

L. Non-School Sponsored Events/Activities/Fundraising

No individual or group can claim to represent Klawock School or use the name “Klawock School” and / or “Chieftains” or “Chieftains” logo. This also applies to those programs, functions, activities, and clubs that are not funded by monies housed and deposited in their Student Body Accounts within the school district. Klawock School groups have priority for fundraising at Klawock School events and facilities. Groups are allowed to use school equipment and facilities if they get approval via forms from school administration, excludes High School uniforms per ASAA rules.

M. Health Policy: Exclusion Due to Illness

A student must not attend school if he / she shows any of the following symptoms:

- * Breathing difficulties
- * Frequent Cough or Nasal Discharge
- * Fever, Diarrhea, Vomiting
- * Head Lice (a live bug), Scabies, or Any Contagious Medical Condition

If a student at school exhibits any of the above-listed symptoms, the parent / guardian / caretaker will be notified and asked to pick up the student. The student may return to school when the symptoms are no longer present, or when treatment has begun and he / she has been approved to return by a health care provider or school personnel. (A letter and/or notification will be sent home to all parents with students in that classroom that a live bug has been found).

***During any medical health pandemic, Alaska CDC guidelines will be followed to ensure the safety of the staff and students.**

N. Counseling and Guidance Program

The counselor is available to assist with academic, career, social and personal development. Resources available through the counseling department include career assessments, college entrance exams, scholarship applications and files.

The earlier that students and parents begin planning for career and college or vocational pursuits, the better their chance of success. Although most scholarships are applied for during the senior year, college savings plans and career research should be started as early as possible. Parents are encouraged to attend the Financial Aid Night, watch for announcements in the Daily Bulletin, stay in contact with the School Counselor, and provide their e-mail address to the Counselor. It is the final responsibility of the students and parents to pursue scholarship and career opportunities, including submission of all related applications and documents.

O. School Dances

Arrangements and permission must be made through the Principal, which will include notifying the Klawock Police Department. All school rules apply to dances. Note: Students who attend a dance and choose to leave the dance will not be allowed to return to the dance. All students who attend the dance must be approved by the principal.

P. Library Rules

The purpose of a school library is to serve as a quiet area for reading, doing homework, and researching information. Proper student behavior and attitudes in a library should reflect courtesy, responsibility, and respect. Students will be responsible for replacement cost of book(s) and materials lost or damaged. **There will be no food, or drinks except water allowed in the Library.**

Q. Internet / Computer Use (BP 6161.2- 5c)

Students must have an Internet / Computer Use form signed by both the parent and the student on file in the office before accessing the Internet from any school computer. Violation of the Internet / Computer rules will result in disciplinary action. Instant Messaging / Social Networking are not allowed. Downloading or printing of files, images, or programs is **by teacher permission only**. Instant messaging services and non-educational streaming audio or video are forbidden on school computers.

R. Student Insurance

The School District does not insure students.

S. Dress and Grooming (Board Policy BP 5132)

Dress: Student attire should be appropriate for school and not disruptive or a distraction to the educational process. **(Board Policy BP 5132)**

Profanity, nudity (real or in caricature), promotion of drugs, alcohol, and tobacco products are inappropriate attire. A student wearing revealing or inappropriate attire will be required to change into appropriate clothing. Undergarments cannot be visible. Extremely short skirts or short shorts are not allowed. Blouses / shirts / pants which expose any portion of the waist, hips, or midriff are not allowed. Blouses / shirts which are not appropriate for school include those which are low-cut, see-through, backless, or tube tops. Shoes must be worn on school grounds excluding the gym (in the classroom teachers may give permission for students to remove shoes).

T. Homework Assignments When Absent

School-Related Absences: All school-related activity trips will require completion of a signed pre-approved absence form. All school related activity trips are treated as excused. Students on school-related activity trips are treated as present for the purpose of attendance.

Pre-Approved / Verified Absences: Students are required to make up all work missed according to the classroom teacher's guidelines. Failure to do so may result in no credit for the work. (These absences count toward the 14-day maximum HS / 30-day maximum MS).

Incomplete Grades: Within two weeks of the end of the grading period, incompletes will be changed to a letter grade.

Non-Pre-Approved Absences: These absences (which include skipping) **are those absences that are not verified by the parents by telephone or note and are not excused by the administrator**, which includes leaving school grounds without permission. Students serving Out of School Suspensions (OSS) should complete homework / written work, but will lose participation points while they are suspended.

U. Fees

There may also be fees and charges in conjunction with projects for shop and other classes. An athletic participation fee will also be assessed (see Athletic / Activities Participation Fees / including Home School participation fees). Under extreme circumstances, alternative methods of payment may be established by the administration.

V. Student Lockers

Lockers are under the joint control of the student and the district. School officials shall have the right and ability to open and inspect any school locker without student permission, when there is reasonable suspicion that a school rule has been violated or that the search will disclose evidence of illegal possessions or activity, or when odors, smoke, fire and / or other threats to student health, welfare or safety emanate from the locker.

W. Meal Program

Lunch is provided at a set cost. Lunch menus are available at the school and on the website. Because the number of students eligible for Free and Reduced lunches affects the District's eligibility for federal grant opportunities, families are strongly encouraged to apply for Free and Reduced Lunch. Students are allowed to charge meals to their account and notices are sent home on a regular basis when students owe money for meals. This bill should be paid in full every month. If a student's bill (meal account) reaches \$50 or more, that student will not be allowed to practice, participate in, or compete in extracurricular activities until the amount owed has been paid in full or an approved payment plan has been set up with the District Office (Board Policy AR 3555). The Athletic Director will notify the parents and coach. The District may file a Small Claims Case with the State of Alaska when a household lunch account exceeds \$1000.

X. Visitors

Adults: All adult visitors must sign in at the School Office upon arrival on campus. Students: Classroom visits by students who are not enrolled in our school are limited to a half day. For prospective students the principal has discretion in determining the length of the visit. The parent / guardian / and / or student will be required to submit a Student Visitor form to the principal at least a day in advance to approve the student's visit. All student visitors must wear a student visitor name tag which must be visible at all times.

Y. Volunteers

Volunteers are a mainstay of our school program. Volunteers are asked to contact the Principal or the teacher to set up a volunteer schedule. Volunteer's time, talents, and contributions are a great asset to the education of our students. All volunteers who chaperone student activities are required to undergo background checks at the expense of KCSD. Volunteers will be required to undergo subsequent checks in accordance with Board Policy.

Z. Solicitation of Funds - From and By Students (Board Policy 1321)

The School Board recognizes that participation in fundraising for worthwhile purposes may facilitate the achievement of School District Student Exit Outcomes. When solicitations are made on behalf of the school or on behalf of a charitable organization, the Board particularly desires that no person be made to feel uncomfortable or pressured to provide funds. All Staff are expected to emphasize the fact that donations are always voluntary.

The Superintendent or designee may limit fundraising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations.

Students, teachers, coaches, and supervisors who are planning fundraising activities at the school facility must first have the approval of the Principal/AD before proceeding with the activity. It is important to control fundraising to avoid duplication of sales between groups of students or student organizations and to keep from over-burdening the public.

AA. Transportation

Bus / van transportation is a privilege extended only to students who display good conduct while waiting to ride, riding or leaving the vehicle. Riders shall be courteous to the driver and to fellow passengers. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

Students attending school-sponsored classes off campus will use school transportation (cannot drive themselves). Exceptional circumstances can be approved on a case-by-case basis by Administration.

Students can only be dropped off at their own residence unless written or verbal parental / guardian permission was given to the classroom teacher or office by noon. The secretary will send notification to the bus driver. The driver may also obtain verbal confirmation from the parent at his or her discretion but must then notify the office or teacher of the change. Students cannot be dropped off by the bus prior to the designated time at school. Unless the school is notified, bus students who do not ride for 10 consecutive days will be dropped from the route until a new bus form is on file. Note: A camera system may be used to monitor student behavior on the bus.

Bus / Van Conduct Rules

Because passengers' behavior can directly affect their safety and the safety of others, the following basic safety rules apply at all times when students are riding a school van or bus, including field trips and other special trips. Staff, parents / guardians and the students themselves must see that these rules are followed.

1. Students will display good conduct while waiting to ride the bus.
2. Riders shall follow the instructions and directions of the driver at all times.
3. Riders should arrive at the bus / van stop on time and stand in a safe place to wait quietly for entering the vehicle. Riders should be alert to traffic. Riders shall enter the vehicle in an orderly manner, go directly to their seats, fasten their seatbelts, and remain seated while the vehicle is in motion. They shall not obstruct the aisle with their legs, feet, or other objects. Riders shall remain seated until the vehicle stops. When entering and exiting, riders should be alert for traffic.
4. Serious safety hazards can result from inappropriate behavior that distracts the driver. Such behavior may lead to suspension of riding privileges.

5. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the vehicle.
6. Riders shall help keep the bus clean. Riders shall not damage nor deface the vehicle or tamper with bus / van equipment.
7. No animals are allowed on the bus / van.
8. Bus riders caught vandalizing the bus may have privileges suspended and be required to pay for damages.
9. Students are to remain on school grounds after arriving on the bus in the morning and while waiting for the bus in the afternoon.
10. Displays of affection beyond the holding of hands are prohibited on the bus. Behavior such as kissing, necking, and petting will result in disciplinary action.

Riders who fail to comply with the above rules shall be reported to the Principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his / her parent / guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the Principal, up to the remainder of the school year.

BB. Concerns and Complaints (Board Policy 1312.3 b)

Improving communications with parents and improving our effectiveness in working as partners toward quality education for each student is a Klawock City School District priority. An important component of this goal is **to establish communications at the level in which a problem occurs**. Below is the Klawock City School District Board Policy, which is aimed at establishing a positive and effective manner in which to handle complaints and concerns.

The Klawock School Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process. Individual Board members do not have authority to resolve concerns. The Board encourages individuals to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal written complaint as soon as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public. District procedures are available through the Principal or Superintendent's Office.

If approached directly with a concern, however, Board members should listen to the individual and refer the person to the Superintendent or designee so that the problem may receive proper consideration. **See Section B "Due Process" for specific instructions on Conflict Resolution.**

CC. Telephone Use

Students in grades K-5 will use the telephone in their classroom with teacher permission for local calls, and from the office for long distance calls. Students in grades 6-12 may use the school office phone with office staff permission.

DD. Surveys

The Klawock City School District may survey students, *parents* and community regarding general educational programs and grant-required data.

EE. Cell Phones

In order to minimize distractions, academic dishonesty, and theft, cell phones and other electronic / communication devices are to be turned off unless students have express teacher permission. Phones may be used during passing periods, lunch, and before or after school. Non-compliance will result in a Moderate Offense on the Discipline Cycle. Students bring these devices to school at their own risk. KCSD, its faculty and staff are NOT responsible for any damaged, missing, or stolen cell phones.

FF. Notebook Computers and Peripherals

Students are responsible for his / her actions and activities involving School District computers, peripherals, networks and Internet services for his / her files, passwords and accounts. Consequences for non-compliance will be administered in accordance with the Discipline section of the Handbook.

Prohibited uses include, but are not limited to: accessing inappropriate materials, illegal activities, violating copyrights, plagiarism, copying/ downloading / installing or modifying software; non-school related uses; misuse of passwords / unauthorized access; malicious use / vandalism; unauthorized access to chat rooms / streaming or downloading music, video during school hours / or Internet searches for non-academic purposes / use of VPN's.

*Abuse or misuse include, but is not limited to: careless disregard for the security of the notebook computers and peripherals (digitals cameras, headphones, camcorders, power cords, etc.) All notebook computers must be stored / carried in a school-approved protected / padded sleeve or carrying case. For rules regarding loss or damage to computers and peripherals see the KCSD Technology Plan on the KCSD website.

*Elementary students bringing personal electronic devices to school shall keep them stored in their backpacks or with the teacher until the end for the school day. Students are encouraged to leave all personal electronics at home to avoid distraction or being lost, damaged or stolen.

*Computer Negligence-If a laptop computer / iPad is left unattended for more than an hour during the school day or left unsecured after the school day, the laptop computer / iPad will be turned into the tech coordinator.

First Offense	Verbal warning
Second Offense	3-day restricted use of computer
Third Offense	5-day restricted use of computer
Fourth Offense	Referral to discipline cycle

GG: Student Access to Staff Room

Students are not allowed in the Staff Room unless accompanied by a Staff Member. Teacher Assistants with written permission from staff may have access.

HH. 18-Year Old Students

When a student reaches the age of 18, he or she has all legal rights and responsibilities associated with being an adult.

II. ATTENDANCE

A. COMPULSORY EDUCATION (State Statute 14.30.010)

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

Any students with excessive absences may also be reported to the Office of Children's Services and / or Tribal Family Youth Services.

Research shows that attendance is the single most important factor identified in school success.

The responsibility for regular school attendance lies with the student and his / her parents / guardians. Maximum success in school is highly correlated to a total commitment to attendance at school. The following Attendance Policy is based on this major factor.

B. ABSENCES:

- No credit is given for grades 9-12 when the total number of absences (excluding School Related or pre-approved Migrant Activities) in any class period reaches 15 per semester.
- For grades 6-8 students, when the total number of absences (excluding School Related Activities) for the majority of the school day (4 or more periods) reaches 30 days per year, these absences may result in retention.
- All out of school suspensions will count toward the 14-day maximum for Grades 9 -12 for the High School.
- All out of school suspensions will count toward the 29-day maximum for Grades 6-8.
- Any student missing 10 or more minutes will be marked absent.

Every absence with the exception of School Related Activities or preapproved Migrant absences, whether excused or unexcused, is considered an absence and counted against the total number of days needed to earn credit.

This will be monitored and recorded on a per class basis. Students receiving no credit for non-attendance will have a “NC” recorded on their transcript and counted in the grade point average as an “F”. Therefore, according to our Student Activity Policy, which states that a student must have a “C” grade or higher in each class to be eligible for student activities, a student who has an “F” in any class because of his or her absences is not eligible for student activities or travel for the remainder of that semester.

- Any 3-5 grade students accumulating more than 20 absences (as defined as half the academic day) per semester will not be eligible to participate in Activities for the remainder of that semester.
- Any 6 – 8 grade students accumulating more than 15 absences (as defined as 4 or more periods per day) per semester will not be eligible to participate in Activities for the remainder of that semester.

The Waiver Committee (composed of *one administrator* and three teachers) may, in exceptional circumstances, grant a waiver to exceed this number.

- a) A waiver for attendance must be requested in writing, dated and signed by both the parent(s) / guardian(s) and the student. All waiver requests (including supporting documents) must be submitted by the last day of the semester. *The student must attend the committee meeting.*
 - b) In granting a waiver, the following criteria will be considered.
 - 1) Reason for the absence including documentation and circumstances beyond the student’s control.
 - 2) The amount of class work completed, including any make-up work, as verified by the teacher or teachers.
 - c) All written waiver requests will be reviewed by a committee. The committee will give recommendations to administration. If the parents/student does not agree with the decision, they can go through the non-activity complaint process as stated in this handbook. (See B “Due Process”).
- For Grades 9- 12 the Principal’s Office will notify parents / guardians when the student has accumulated 6, 10, 12, and 15 total absences (both excused and unexcused per semester).
 - For Grades 6-8 the Principal’s Office will send out a letter when students have accumulated 10, and 12, 25, 28, 30 absences per year.
 - For Grades K-5 the Principal’s Office will send out a letter when students have accumulated 8, 18, 28, 35 absences and tardies per year. The Principal will schedule a parent meeting along with classroom

teacher of any elementary student reaching 10 absences/semester excluding documented medical treatment

- **Any HS student who has lost credit due to 15 or more absences are expected to come to school the full day. The school will assign the student to a place to work so that he/she can**
 - Attempt to receive credit from “testing out” at the end or start of the semester
 - Complete any work assigned from another class
 - Take an online class if time and availability allow
- For Grades 6-12 three tardies accumulated in any class period per semester **will result in a detention.** (See Attendance C)
- Students who have 10 or more days of consecutive absences will automatically be dropped from the school roster per state regulation.
 - A parent meeting will be arranged on a case-by-case basis to address tardies and absences in Middle and High School.

Migrant Related Absences

Currently eligible Migrant Education students may have a maximum of five days pre-approved per school year for qualifying migrant activities. Note: “Qualifying Migrant Activities” includes an overnight stay away from home, i.e. Fishing Subsistence Trips, Herring Ponds, and Commercial Fishing.

School Related Absences

School Related Activity Absences are defined as absences that are organized, chaperoned, school-related, educationally-sanctioned and school approved. Each activity must meet the following guidelines to qualify:

- 1) Must be pre-approved, i.e. – requested in writing and approved in advance.
- 2) Requires a pre-approval form to be filled out & signed before students leave (unless it is a class field trip or teacher excused activity / event during their class).
- 3) Meets all course / class requirements (i.e. music festival).
- 4) Meets all other activity eligibility requirements. (See student eligibility)

The following are approved Klawock School related activities and will not count toward the 15-day absences for loss of credit:

A. Klawock High School Sports and Activities:

Region V

- Eligibility Requirements Apply and does not count toward 15-day absence rule (Cross Country, Volleyball, Wrestling, Basketball, Softball, Baseball, Music Festival, Honor Band / Choir, ACDC, Art Festival, AASG, E-Sports)

School Sponsored Activities

- Eligibility Requirements apply in order for these absences to **not** count toward the 15-day absence rule. (Transition Camp, College, Career Fair, VHOP, PHLIGHT Club)

Under extenuating circumstances beyond the student’s control, the Administration can pre-approve absences for educational programs and activities, including up to three excused absences for college visits by juniors or seniors who provide verification from the colleges visited.

The following are examples of NOT APPROVED reasons for school-related absences and will count toward the 15-day absences for loss of credit.

Out of School Suspensions
Family Vacations
Sport Fishing / Hunting

Illnesses or Sickness
Club Athletics
Truancy

K- 8 students with pre-approved extended absences resulting from a medical condition will be provided with an ongoing curriculum from the teacher. Upon submission of finished work the student may not be counted as absent.

C. TARDIES

A tardy is defined as not being present in the classroom at the start of class (i.e. 8:00 AM is tardy).

- If a student is up to **ten (10)** minutes late to any class, it is considered a **tardy**.
- If a student is late **ten (10)** minutes or more to any class, it is considered an **absence**.
- **Any student missing 10 or more minutes of class will be marked absent.**

Punctuality is important to the individual student, the student's classmates, the teacher and the school. There are few, if any, acceptable reasons for tardiness. Missed rides, car problems, waking late, even parent permission to be late are not acceptable excuses for tardiness. If a student is detained by another teacher, the student must have a pass from that teacher that detained the student. The office does not issue passes unless the student is on official business in the office.

Consequences for Tardies:

Grades 6-12: Three (3) tardies in any given class will result in one detention.

- The fourth detention due to tardies in any one class in a semester will result in a half-day of Saturday School. *(See nonparticipation consequence in behavior section)
- The next tardy referral will result in a full day of Saturday School. *(See nonparticipation consequence in behavior section)
- Any additional tardy referrals will result in Out of School Suspension (OSS).
- Bathroom / Hall Passes will not be issued until a minimum of 15 minutes of class has elapsed. The teacher will have discretion in making determination in individual situations.

D. LEAVING DURING SCHOOL HOURS

Students will not be permitted to leave the school grounds without parent / guardians stated or written permission **and permission of school authorities or designee**. Students are not allowed to leave the school grounds at any time during school hours unless they have reported to the office, received permission from parents or guardians, and have a signed permit to leave the building. Students who become ill must report to the office before receiving permission to leave the building. Parents requesting their child (student) to leave the school grounds should contact the Principal's office in advance. When arriving at school (or class) 10 minutes late, or returning to school after checking out, students must check in at the office to obtain an admit slip to return to class. **Leaving school grounds without checking out of the school office will result in disciplinary action** (See Section IV Discipline). (See F for lunch check-out procedures). Note: When a student reaches the age of 18, they retain all legal rights. Parents of students who are habitually absent returning from lunch will be contacted by the principal to determine a remedy. Students who check out of school must leave campus.

- **SKIPPING**

A student who is absent from his/her assigned classroom without teacher permission, but still within the school facility is regarded as skipping class. Skipping will result in disciplinary action (See Section IV Discipline).

E. PRE-ARRANGED ABSENCE FROM SCHOOL

If a student knows he / she is going to be absent from school, the student is asked to complete a pre-arranged absence form prior to the absence. Pre-arranged absences may or may not count toward the 14-day maximum absence (See Approved Klawock School Activities).

F. SLEEPING IN SCHOOL

Students who are sleeping in class after two or more attempts to wake them up will be sent home after notifying the parent/guardian resulting in an absence for the periods of the day missed.

G. ATTENDANCE AND PARTICIPATION

If a student is 10 minutes late to any class he/she will be considered absent. If the student is absent any part of the day he or she is ineligible to practice, participate in, and / or compete in any school sponsored activity that day or night. Students need to be in attendance the full school day prior to off-Island school travel. Administration can make exceptions in extenuating circumstances. (See Klawock Attendance Program - Student Eligibility - Attendance). A student may be required to present a written statement from a doctor, dentist, or other qualified medical professional indicating it is not harmful for the student to participate in the activity.

H. CLOSED CAMPUS (Board Policy 5112.5)

The Klawock School campus is a closed campus for grades K-12 students. To check a student out for lunch, a parent must provide a signed written note with a contact number, submitted to the School Office prior to the beginning of 3rd Period on the same day the student is to leave campus for lunch, or the parent must physically come to the office to check their child out for lunch. Students 18 years or older may check themselves out during lunch by completing the required paperwork.

II. EDUCATION

A. Alaska Comprehensive System of Student Assessments (State Statute HSC CS SB 133)

Federal / State mandated assessments will be administered to all students according to the following guidelines:

Performance Evaluation for Alaska's Schools (PEAKS) Assessments – administered to all students in grades 3 – 10.

B. Honor Roll

Honor Roll will be posted at the end of each semester. All courses except pass / fail courses will be used to compute the Honor Roll. No student with a grade of D or F will qualify for Honor Roll. To qualify for Honor Roll, a student must have a grade point average of 3.0 to 3.49. To qualify for High Honor Roll, a student must have a grade point average of 3.50 to 4.00.

C. Promotion

The School Board desires to see students progress with their peers through the school system's grade levels. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual children and include strategies for providing extra attention or assistance when needed.

D. Acceleration (AR 5123)

When considering the possible acceleration of a student, the Principal or designee shall establish a "Child Study Team" which will consider the academic, social and emotional needs of the child. The Child Study Team will include, but will not be limited to, the student's past, present and / or receiving teacher, the school

counselor, and the student's parents. Student academic records, test scores, general classroom performance, and other school records will be taken into consideration in the decision regarding acceleration. Acceleration will only be considered prior to the beginning of the school year or upon initial enrollment in the Klawock City School District. The Child Study Team's role is to provide insight and input into the needs of the student. The final decision will be made by the Principal or designee. The parents will be notified of the decision.

E. Early Entrance (Board Policy BP 5111 b)

Children under school age (children who are not age five by September 1st) who exhibit the ability to perform satisfactorily including advancement through the curriculum or grade level the following year, may be admitted with administrative permission. A school official will administer readiness tests prior to admission.

October 1st is the deadline for early admission testing to kindergarten.

F. Retention (Board Policy BP 5123 a & b)

The School Board recognizes that research indicates that very few children benefit from being retained during the elementary and middle grades. The Superintendent or designee shall promote alternatives to retention.

When a teacher believes that retention is necessary to meet a student's needs, he / she shall ask the Principal to establish a student study team to consider the child's academic, social and emotional performance. The student's parent / guardian shall be invited to participate on the student study team.

Before retaining a student, the Principal or designee shall consider the following factors:

1. The student has not met grade-level standards of expected student achievement. This includes any student who fails a core subject.
2. Remedial help for the student has not sufficiently prepared the student for advancement.
3. Appropriate treatment targeted to the student's needs will be provided in addition to retention.
4. The student's parent / guardian has been notified and given reasons for the retention.
5. Excessive absences.

Parental agreement is suggested, but not required, for retention.

Students in Grades 6-8 who have been absent more than 29 days may be retained.

G. Credits / Class Rank / Class Membership

A student will be considered a member of a particular class based on:

1st year of high school – Freshman
2nd year of high school – Sophomore
3rd year of high school – Junior
16 or more credits – Senior until
credits for graduation are completed

Sources of Credit Bearing Courses:

1. Klawock High School Courses
2. College Courses
3. Accredited Corresp. Courses
4. Home School Courses Approved Through Accreditation Process by AK DEED

- Note: Regardless of the label of Junior, Senior, etc. students must complete the required KCSD credit requirements for graduation.
- Students may not substitute on-line and / or college courses for on-site courses without Administrative approval.

H. Credit for Re-taking Courses

With the approval of the Principal, a student may repeat a course in order to raise his / her grade. The student shall receive credit only for taking the course once unless approved by administration.

I. College Courses for Dual Credit

Students who choose to pursue an independent study college or tech-prep course may take the college course of their choice and will be responsible for all costs associated with the course. They may receive dual credit for the course, meaning Klawock High School will award credit for the course if credit is awarded by the college, and the course is approved by the Klawock High School counselor or administration. Students will be allowed to have this course in their schedule if there is a teacher available to supervise that student during the period in his or her classroom.

Students will receive .33 high school credits for each college credit (semester-based colleges). Thus, a three-credit college course would earn one high school credit.

J. College and / or On-Line Courses

Those students enrolled in college and / or on-line courses are responsible to demonstrate progress to the monitoring teacher as they submit assignments and / or receive graded assignments back from their college or on-line instructor. All college and/or online courses that count towards Klawock school credit must be verified and approved by the counselor or administration. A student may be enrolled in only one additional on-line class per day, (*additional classes must be approved by administration*).

Semester courses

Students taking online courses need to have work completed on the last day of the semester it is due by noon. Administrative discretion may be used to extend this date in unusual circumstances beyond the student's control. Any student needing an extension is responsible for the cost.

Year Long Courses

Students taking courses that are year-long must complete their class as listed above by the end of the 2nd semester. Progress will be monitored on a weekly basis for eligibility purposes.

Seniors

Valedictorian / Salutatorian:

It is the student's responsibility that verifiable, final course grades be submitted to the school by **noon** a full day before the day of graduation. If the courses are not completed at that time, the student will receive an "I" for that class which counts as an "F" when computing the student's GPA. They can still receive credit for the course if completed after that date, but for computing GPA purposes, they will receive an "F".

Second Semester Seniors:

Seniors taking online courses during the second semester must have those courses completed and a final grade verified by noon the day before graduation.

UA Scholar for Juniors:

Any junior enrolled in any year-long or 2nd semester course must have their course completed by the last day of school. If not completed by the last day of school, juniors will have an "I" and result in an "F" for computing GPA for the UA Scholar.

K. Class Changes

Class changes may only be made with written parent permission. Students may change courses only during the *first five school days following their enrollment at the beginning of the semester in order to receive*

credit. A student who changes a course during these time periods may do so without any entry on his / her permanent record. Students changing courses are responsible to make up coursework missed. A student who changes a course after the time periods noted above shall receive an “F” grade on his / her permanent record in the class the student is transferring out of, unless otherwise decided by the Principal because of extenuating circumstances. At the teacher’s and administration’s discretion, the student may be able to earn credit in the new class based on meeting the class requirements.

L. Youth Employability Skills

The District emphasizes the development of responsible, ethical and social behavior, career and technical education and a strong work ethic as major components of the district mission. Youth Employability Skills (YES) identifies eight major characteristics (attendance, punctuality, preparedness, time on task, respect, cooperation / teamwork, productivity and safety / conduct) which are essential for students obtaining employment and leading productive lives. YES will be used as a primary teaching tool and will make up a minimum of 10% of the grade for students in grades 9 -12. A teacher may decide to place a greater emphasis for grading purposes on Youth Employability Skills. All teachers may use YES scores or its equivalent in their grading system. In grades 6 – 8 these employability skills will be emphasized.

M. Specialized Courses for High Needs Students

It is recognized that on rare occasions, high needs high school students may need to enroll in highly specialized remedial courses that may impact their ability to obtain credits toward graduation. In these situations, students may obtain elective high school credit providing the following criteria are met:

- 1) Students for these programs must be referred to the program based on test scores, specialized placement or other documented needs.
- 2) Courses must be approved by the administration and teachers involved.
- 3) The courses will only be available to high school students who are out of the regular classroom for specialized needs for an entire class period.
- 4) All credits earned will be “elective credits”.
- 5) Grades will be on a pass / fail system.
- 6) Course titles will be “Content Mastery Support”, or “Specialized Individual Instruction.”
- 7) Class placements will be reviewed each semester.
- 8) Language Arts and Math courses are available by permission from the principal and teachers, to students needing specialized support and adapted curriculum based on test scores, specialized and documented needs.

N. On the Job Training (OJT)

On the job training prepares students for jobs after high school. The OJT experience must be approved by administration and follow the guidelines in the OJT handbook.

- 1) *Grades will be on a pass / fail system*
- 2) *All credits earned are CTE credits*
- 3) *The total number of credits will be ½ per semester, 2 credits maximum*

O. Challenging Courses for Credit

Students in grades 9-12 can test out of courses by demonstrating mastery of the course materials. Students will receive full credit for a course with a score of 80% or above. The challengeable courses are in math, language arts, science, social studies, and world languages. (4 AAC 06.065) The testing window will be the first week of each semester or last week of second semester for students who have lost credit due to attendance. Seniors in their senior year may be given the opportunity to test out during the year with administrative permission. Students will have one chance, per class, per semester.

P. Reduced Schedule

Second Semester Seniors, with permission of parents and administration, may elect to reduce their schedule if the classes dropped are not required for graduation *(only full-time students may participate in activities and be considered for valedictorian and salutatorian).

Q. Graduation Requirements

Students must earn the following credits graded on a semester basis (exceptions may be made for transfer students) to meet graduation requirements from Klawock High School: **Total Credits:** 24 All course work to count towards graduation must be turned in by noon the full day prior to graduation.

Subject areas:

Language Arts	4	PE/Health (<i>must include Health</i>)	2	Social Studies (<i>must include AK History</i>)	3
Science	3	Mathematics	3	CTE (Vocational: <i>Must include Futures</i>)	2

1. Completion of two sport seasons could result in a maximum of 1 PE credit with permission. Student must submit written request after the completion of the season or 2 weeks prior to graduation for principal approval
- Students must take required classes the year they are required. Exceptions due to a conflict in schedule may be granted by the principal in conjunction with the parent in rare situations.

R. Grades 9-12 Course Offerings – See Next Page (24)

(Earn ½ credit per semester completed)

Approval for enrollment in an on-line course that is a required KHS course must be approved by administration.

Course Title	Recommended Grade Level	Required Course	* APS Qualified	Course Title	Recommended Grade Level	Required Course	* APS Qualified
Mathematics (3)				Language Arts (4)			
Applied Math	9-12			Composition	9/10		✓
Pre-Algebra	9-11			World Literature	9/10		✓
Algebra I	9-11		✓	American Literature	11/12		✓
Algebra II	10-12		✓	British Literature	11/12		✓
Geometry	10-12		✓	Creative Writing	9-12		✓
Life Skills Geometry	9-12			Literature I/Comp I	9-12		
Pre-Calculus	11-12		✓	Journalism	9-12		
Calculus	12		✓	Life Skills LA/Composition	9-12		
Math In Health Careers	9-12		✓	Literature in Film	9-12		
Life Skills Math	9-12			Career & Technical Education (2)			
Science (3)				Woodworking I-II	9-12		
Physical Science	9/10	✓	✓	Computer Applications I-II	9-12		
Biology	9/10	✓	✓	Computer Discovery	9-12		
Marine Biology	9-12		✓	Welding I -II	9-12		
Chemistry	11-12		✓	Food & Nutrition	9-12		
Physics	11-12		✓	<i>Futures/Careers</i>	9-12	✓	N.
Earth Science	9-12		✓	Child Development	9-12		
Aquatica	9-12			Computer Principles	9-12		
Social Studies (3)				Construction I-II	9-12		
American Government	9-12		✓	OJT w/permission**	9-12		
Alaska History	9	✓	✓	Health Careers	9-12		
World History	10/11	✓	✓	Teacher Aide **	9-12		
Contemporary Problems	9-12			Applied Technology	9-12		
American History	10/11	✓	✓	Robotics	9-12		
Physical Education / Health (2)				Content Mastery/Specialized Individual Instruction	9-12		
Health	12	✓		Autos & Small Engines	9-12		
PE	10-12			Miscellaneous			
Strength & Conditioning	9-12			Concert Band I-IV	9-12		
**By Admin & Teacher Permission Only:				Native Arts I-IV	9-12		
HS On-Line Course	10-12			Art Exploration	9-12		
College Courses	10-12			Jewelry Engraving	9-12		
**Teacher Aide Staff Assigned Curriculum	11-12			Outdoor Lore	9-12		

S. Valedictorian and Salutatorian

Valedictorian or Salutatorian status is based on enrollment as a full-time student for at least two years at Klawock. A student must be enrolled in seven (7) credit bearing courses each semester to qualify as a full-time student and to be included in class ranking. Calculation is based on four years of courses from an accredited High School or from sources listed below:

Qualifications: Students who have attended Klawock High School for two years as a full-time student (enrolled in 7 credit-bearing courses) including the complete senior year, and having a GPA of at least 3.0, shall qualify. Calculation of GPA for the purpose of Valedictorian and Salutatorian is based on weighted and un-weighted grades as follows:

<u>Weighted Grades:</u>	<u>Un-weighted Grades:</u>	<u>Weighted Courses:</u>	<u>All Other Courses Are Un-weighted.</u>
A – 5.0	A – 4.0	Geometry	
B – 4.0	B – 3.0	Algebra II	
C – 3.0	C – 2.0	Pre-Calculus	
D – 2.0	D – 1.0	Calculus	
F – 0.0	F – 0.0	Physics	
		Chemistry	
		British Literature	
		American Literatures	

Pre-Approved College Courses may be added to the weighted status if found by administration to have sufficient academic rigor.

- For online courses refer to online courses Sections I & J.

T. Scholarships

UA Scholars: Calculation of GPA will occur at the end of the junior year for the purpose of determining the recipients of the UA Scholar's Award (top 10% of class) and will be based on the same weighted and un-weighted grades as listed for Valedictorian/Salutatorian.

- Tie Breaker: The student with the lowest letter grade will be dropped off for consideration.
- For online courses refer to online courses section J – College and / or Online Courses.

Alaska Performance Scholarship: The state of Alaska provides an excellent opportunity for graduates to attend Alaska colleges or career/technical schools, through the Alaska Performance Scholarship. A student must take the required qualifying courses while in high school, file a FAFSA, and take an ACT, SAT or WorkKeys test. The award amount depends on the student's test scores and GPA. Please see the details at www.acpe.alaska.gov, take note of which KHS courses qualify (see chart under letter R – APS Qualified), ask your school counselor about the APS, and plan to further your education.

U. Graduation Ceremonies and Activities (Board Policy 5127)

High School graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements. Students that have completed all credit requirements of the district may participate in the graduation activities. Foreign exchange students who are seniors and have

successfully completed all courses while enrolled at Klawock School, will be allowed to participate in graduation activities but will not receive a diploma, but will receive a certificate of attendance.

In accordance with school rules, the Superintendent may deny a student the privilege of participating in graduation or promotion activities because of misconduct.

IV. DISCIPLINE

We believe the district discipline program should advance the learning of social and life skills and should be based on maintaining a safe and effective learning environment within an atmosphere of mutual respect.

Age appropriateness, frequency and severity of the violation will be considered when dealing with behavior and consequences.

In all disciplinary actions handled by the administration, a disciplinary report will be sent home with a copy of the infraction. In addition, the parent may also be contacted by phone.

The District will comply with all State and Federal laws.

At the beginning of each school year the administration shall ensure that each student and his / her guardian are notified in writing of the Discipline policy.

It is understood that not all possible situations or circumstances can possibly be outlined in this Handbook. This Handbook should be considered general guidelines relating to discipline during the instructional day and / or while students are under school supervision.

This Handbook serves as notification.

A. MINOR OFFENSES

Each classroom will have posted their “classroom rules” consistent with the Handbook expectations. Each teacher will have a “Classroom Management Plan” which will include a minimum of 4 steps to allow students to self-correct their unacceptable conduct. These steps will include a “warning”, then increasing consequences to extinguish the unacceptable behavior. Examples include excessive talking, inappropriate language or comments, reluctance to follow directions given, failure to follow classroom rules, and minor rudeness.

Documentation will be made by the teacher. Repeated Minor Offenses will require parent contact by the classroom teacher to inform and enlist parental support in correcting student conduct.

B. MODERATE OFFENSES (Parent notification by the administrator will occur to solicit support)

*****Discipline Levels for Moderate Offenses may be reduced, skipped or repeated if warranted by the situation based on severity or past behavior*****

Repeated Moderate Offenses may be deemed a Major Offense.

1. Physical or verbal offense including bullying and cyberbullying For Example: Pushing, shoving; intimidation; harassment; bullying; cyberbullying; abusive language (or gestures); throwing snowballs.
Disrespect or rudeness to staff and/or peers- Any rude or disrespectful comments and/or gestures made to students or staff including visitors and substitute teachers; lack of courtesy; profanity, personal display of affection (PDA).

Administrative Consequences:

First Offense	1 detention
Second Offense	2 detentions
Third Offense	3 detentions
Fourth Offense	½ day Saturday school (3 hours) day of offense plus 3 days non-participation in activities
Fifth Offense	1 day Saturday school (6 hours) day of offense plus 5 days non-participation in activities
Sixth Offense	2 days Saturday school
Seventh Offense	OSS
Eighth Offense	To Be Determined

2. Defiance and/or insubordination: Refusal to follow a reasonable request by staff including substitute teachers, recess monitors and aides. For example: Inappropriate response to direction; non-compliance; argumentative; uncooperative; sleeping in class; failure to serve administrative detention.

Administrative Consequences:

First Offense	1 detention
Second Offense	2 detentions
Third Offense	3 detentions
Fourth Offense	½ day Saturday school (3 hours) day of offense plus 3 days non-participation in activities
Fifth Offense	1 day Saturday school (6 hours) day of offense plus 5 days non-participation in activities
Sixth Offense	2 days Saturday school
Seventh Offense	OSS
Eighth Offense	To Be Determined

3. Leaving school grounds without checking out at the office.

Administrative Consequences:

First Offense	1 detention
Second Offense	2 detentions
Third Offense	3 detentions
Fourth Offense	½ day Saturday school (3 hours) day of offense plus 3 days non-participation in activities
Fifth Offense	1 day Saturday school (6 hours) day of offense plus 5 days non-participation in activities
Sixth Offense	2 days Saturday school
Seventh Offense	OSS
Eighth Offense	To Be Determined

4. Skipping Class (remaining on campus, but failure to attend assigned class)

Administrative Consequences:

First Offense	1 detention
Second Offense	2 detentions
Third Offense	3 detentions
Fourth Offense	½ day Saturday school (3 hours) day of offense plus 3 days non-participation in activities
Fifth Offense	1 day Saturday school (6 hours) day of offense plus 5 days non-participation in activities
Sixth Offense	2 days Saturday school
Seventh Offense	OSS
Eighth Offense	To Be Determined

5. Cheating (these incidents may be enforced at the Minor Offense level at teacher discretion)

Administrative Consequences:

First Offense	1 detention
Second Offense	2 detentions
Third Offense	3 detentions
Fourth Offense	½ day Saturday school (3 hours) day of offense plus 3 days non-participation in activities
Fifth Offense	1 day Saturday school (6 hours) day of offense plus 5 days non-participation in activities
Sixth Offense	2 days Saturday school
Seventh Offense	OSS
Eighth Offense	To Be Determined

6. Computer and/or cell phone (notebook, desktop and peripherals) Misuse / Abuse (See Student Conduct Section). Cell phones may not be used in class (unless by teacher permission) or outside of class during class time.

Administrative Consequences:

First Offense	1 detention
Second Offense	2 detentions
Third Offense	3 detentions
Fourth Offense	½ day Saturday school (3 hours) day of offense plus 3 days non-participation in activities
Fifth Offense	1 day Saturday school (6 hours) day of offense plus 5 days non-participation in activities
Sixth Offense	2 days Saturday school
Seventh Offense	OSS
Eighth Offense	To Be Determined

7. **Bus Safety Rules: (Klawock or Craig routes)** The bus driver will maintain a safe, non-disruptive transportation environment. Disruptive or inappropriate conduct will be documented by the bus driver. If a Discipline Report is written by the bus driver and submitted to the Principal the following consequences will result:

First Offense	1 detention
Second Offense	2 detentions
Third Offense	3 detentions
Fourth Offense	½ day Saturday school (3 hours) day of offense plus 3 days non-participation in activities
Fifth Offense	1 day Saturday school (6 hours) day of offense plus 5 days non-participation in activities
Sixth Offense	Removal from bus transportation privilege

Students are to remain on school grounds after arriving on the bus in the morning and while waiting for the bus in the afternoon. Noncompliance is considered a Moderate Offense (See #4 on Page 46).

The penalty days counted for any school suspension will begin the full day following **verification by the administration** of the violation and will be in addition to the remainder of that school day on which the violation is verified.

- ½ day SS day of offense plus 3 calendar days
- 1-day SS or OSS day of offense plus 5 calendar days

Rules for Saturday School

- Students will serve Saturday School the 2nd or 4th Saturday closest to the date of their rule violation.
- Full Day Saturday School begins at 8:00 AM and ends at 2:00 PM
- Half Day Saturday School begins at 8:00 AM and ends at 11:00 AM.
- No *personal* technology will be allowed.
- Administration will make every attempt to work with parents to make sure students attend Saturday school.

- Students will not be able to eat food or drink beverages other than water in a closed container, except at the designated lunch time for students serving a full day.
- Students may not put their head down or sleep during Saturday School.
- Students who do not attend the scheduled Saturday School will be written up for Moderate #2: insubordination
- When the number of accumulated days in Saturday School and OSS surpasses 10 the student loses the ability to travel off-island for extra-curricular activities for the next 365 days.

C. MAJOR OFFENSES – For Example: Fighting; extreme verbal assault including bullying and cyberbullying; threats of violence, gross disrespect; gross insubordination (refusing administrative directive); profanity directed at a staff member; physical assault; possession of alcohol, drugs or tobacco; possession of a dangerous weapon (i.e. knives) or the use of an object to inflict bodily harm or injury to another person; major vandalism, theft, destruction of property, and sexting (see definition below). This list is not *all-inclusive*. Major offenses apply to school-related activities on and off the school property. Major offenses involving criminal activities will be reported to law enforcement.

Sexting is defined as the transmission of pornographic or lewd images via a cell phone, email, or any other means of electronic data transfer. The taking, possession or transmission of pornographic or lewd images at school, school activities, or through use of the District's equipment or technology, is prohibited, regardless of the medium used for the creation, storage or transmission of the image. Creation, possession or transmittal of such images may also constitute a crime. Any student engaged in sexting or other behavior prohibited by this rule is subject to appropriate disciplinary action, up to and including expulsion from school, and may be subject to criminal prosecution as provided in Alaska law.

*****Discipline Levels for Major Offenses may be reduced, skipped or repeated if warranted by the situation based on severity or past behavior*****

***** Students serving full-day ISS will not be allowed to check out for lunch**

Administrative Consequences:

First Offense	3 days OSS
Second Offense	5 days OSS
Third Offense	10 days OSS
Fourth Offense	45 days OSS or recommendation for expulsion or placement outside of the regular school program.

***** Students serving OSS will have the opportunity to turn in missed work, but will lose participation points.**

D. Guns / Knives or Dangerous Objects (Federal Statute 18 U.S.C. 921)

Possession of weapons, explosive devices (i.e. fireworks, ammunition), “look-alikes”, or dangerous objects (any object that is used in an act of aggression) may result in suspension and / or expulsion per state law and board policy - up to a full year of expulsion, report made to proper authorities, and confiscation of objects. Federal law states that any student in possession of, or determined to have brought a gun, explosive device (i.e. fireworks, ammunition), “look-alike”, or other firearm on school property shall be expelled from the District for a period of not less than one year.

E. Administrative Detention Rules

Only the Principal or Administrator can assign students to serve time in the assigned Detention Room. These assigned detentions will always be:

- 35 minutes or more in length.
- No phone
- No sleeping or laying on desk
- No talking
- No food
- Encouraged to complete school work
- No computer use that is not monitored by supervising teacher

Failure to serve a detention by the dates listed on the detention notice will result in consequences Moderate Offense #3.

Permission to serve detention with another teacher upon request may be granted by principal or designee. Students may serve detention in the office during lunch time with principal permission.

V. KLAWOCK ACTIVITIES PROGRAM

Mission Statement (BP 0100)

Klawock School's mission is to challenge and support students to be the best they can be by providing an excellent education for every student every day.

Disclaimer

Rules can not be written to cover all behaviors in all situations. School personnel may need to assess and address a given situation and take action (which may include disciplinary action) in light of the school's mission statement, as well as state and federal laws and regulations, and school board policies.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

The Klawock City School District offers every student the opportunity to try out for the various activities that compete with other schools throughout the school year.

Major activities that **may** be offered are:

- Boy's and Girl's Cross Country (Grades 3 –12)
- Battle of the Books (3-12)
- Girl's Volleyball (Grades 6 – 12)
- Boy's and Girl's Basketball (Grades 3 –12)
- Wrestling (Boys & Girls Grades 6 – 12)
- Baseball/Softball (Grades 9-12)
- Academic Decathlon (9-12)
- Spelling Bee (3 –8)
- Honor Festival (6-12)
- Music Festival (6-12)
- Student Council / Leadership (7-12)
- Art Festival (9-12)

- Choir (6-12)
- Prom (9-12) and School Dances (6-12)
- PHLIGHT Club (6-12)
- E-sports (9-12)

As a member of the Alaska School Activities Association, the Klawock City School District is required to follow all requirements for student eligibility and rules of competition. Klawock is classified as a 1-A School, based on school enrollment and competes in Region V.

A. Specific Activity Information

- ❖ All travel costs not covered by the School District will be the responsibility of the student or parent. The student / parent is expected to provide money for meals, snacks, and emergencies.
- ❖ Parents of 9 – 12 students who attend Alternative Education Programs as defined under AS 14.30.365 are responsible for all associated travel costs. (Alaska Statute 14.30.365). Deadline for registering a student for participation in Klawock School Activities is the first day of school. Home School Students participating in Klawock School Activities will demonstrate weekly progress in all courses. These students must meet all ASAA eligibility, Klawock City School District eligibility and criteria as defined by AS 14.30.365.
- ❖ Students will be transported to school-sponsored activities from the school and returned to the school. The parent / guardian / caretaker is expected to provide transportation from home to the school and from the school to the home.
- ❖ Students will be primarily group-housed -- no individual housing. Males and females will be housed in separate areas.
- ❖ Grades 6-8 students are group-housed when traveling. If fundraising allows for hotel rooms, an adult will stay in each hotel room.
- ❖ If any school group chooses to stay in a hotel for a school-supported activity there must be a school-approved chaperone in each room. The coach is responsible for arranging chaperones and presenting them to the administration for approval. As per Board Policy all chaperones must be 21 years of age, fingerprinted, and have background checks conducted. KCSD will pay cost of conducting the background checks and reimburse costs of fingerprinting for chaperones. Volunteer / Chaperones will be required to undergo subsequent background checks in accordance with Board Policy. The coach/ team is responsible for any costs associated with the additional chaperones.
- ❖ While on school-sponsored trips, students / participants may be physically released to the parent / guardian as long as release does not interfere with the purpose of the activity and is not overnight. The parent / guardian may consent to release the student to the parent's adult designee who is at least 21 years of age **with prior written consent filed with the Athletic Director / Administrator** and as long as release does not interfere with the purpose of the activity and is not overnight.
- ❖ In extenuating circumstances students may be released for separate travel purposes to an adult (21 years or older) for medical or family situations. Travel must be arranged prior to departure in writing within a reasonable time frame and all additional costs will be paid by the parent / guardian. Once the student leaves the trip, the student does not have the option to rejoin the activity.

- ❖ Grades 6 -8 students must have five (5) practices prior to participation in any contest.
- ❖ Grades 9-12 students must have ten (10) practices prior to participation in any contest unless the student is participating in a concurrent sport.
- ❖ Per coach's recommendation, an injured player may be allowed to travel off-island with the team if they are academically eligible, consistently attend practices, and travel costs are paid by the individual player or from the Student Body Account.
- ❖ High School Managers may travel off-island with the team if they are academically eligible, consistently attend practices, and travel costs are paid by the individual player or from the Student Body Account. Middle School Managers for High School Sports cannot travel off-Island with a team.
- ❖ Fifth graders may be included in middle-school team activities based upon student numbers, and based on administrative approval, and are bound by the same rules and regulations.
- ❖ Off-Island travel will be considered part of the Middle School Season if it occurs within 21 calendar days of the culminating Island Tournament.

B. Fees

Athletic Participation Fee: High School students are allowed to practice and participate in athletic activities only after they pay a one-time \$100 Athletic Participation fee per year or have a completed and signed payment contract on file with the Principal, with the work completed prior to any regional event. (Board Policy AR 3452)

The maximum fee per family will be \$200.

No student will be allowed to participate until the fee is paid in full, after the 10th day of the season.

No student will participate in future activities until uniform from the previous sport is turned in or restitution is made.

Participation Fees will also pertain to all Alternative Education students who are participating in High School Activities.

Students who signed a work contract the previous year but did not complete the hours required must complete those hours before a contract can be entered into for the current year

Lunch Bill: If a student's bill (meal account) reaches \$50 or more, that student will not be allowed to practice, participate in, or compete in extracurricular activities until the amount owed has been paid in full or approved payment plan has been set up with the district office (*Bd.Pol AR3555*).

The Athletic Director(s) will notify the parents and coach.

C. Student Eligibility

To participate in Klawock School extracurricular activities or those activities that require travel each student must be eligible according to **ASAA Rules and Guidelines, as well as rules and regulations of the Klawock Student Handbook.**

ASAA Sanctioned Activities

Region V Sanctioned Activities

School Sanctioned Activities

Basketball	Cross Country	Baseball/Softball	Student Government
Music Festival	Honor Festival	Choir	Academic Decathlon
Art Festival	Volleyball	Wrestling	E-sports

***To be counted as a school-related absence, a student must be eligible.**

The Klawock City School District follows the ASAA Handbook for all activities. The ASAA Rules and Guidelines as stated in the ASAA Handbook can be found at www.ASAA.org.

Klawock City School District Concussion Procedures

Please reference ASAA Concussion, Prevention, Identification, Treatment at <http://ASAA.org/sports-medicine/>

- Prior to season each coach will complete the concussion course and provide documentation that training was completed to the AD (visit asaa.org and go to the coach education link for training)
- At the parent/player meeting the coach or AD will briefly review the danger of allowing an athlete to continue to participate in a game or practice if a concussion is suspected.
- All players/parents will be given concussion information and the procedures Klawock City School District will follow. After reading the information a signature sheet must be signed and returned by all players and parents in order to participate.
- When a coach suspects a concussion/brain injury has occurred, the athlete will no longer continue to participate and the parent and medical provider will be contacted.
- After the coach has contacted the parent and medical provider an incident report will be filed with the district office.
- The athlete suspected of a concussion/brain injury will not be allowed to return to practice until the school receives written notification by the medical provider that all symptoms have receded and the athlete is medically able to participate.

Klawock Student Handbook Rules and Regulations:

1. Grades

- a. Teachers will turn in eligibility lists for grades 6 –12 to the Principal or designee 12:01 **PM Tuesday with Eligibility posted on Tuesday by 3:30 PM**. The first time a student becomes ineligible, parents will be notified.

***Eligibility will be based on all work turned in by Monday at 3 PM unless a different time on Monday has been pre-arranged with the teacher. Special eligibility postings may occur when travel departures occur before Tuesday (including but not limited to regional and state travel). These postings will be announced at least two weeks prior to the travel.**

- b. To be eligible a student must have earned a **C** grade or higher in each class, **cumulative for the semester**. (BP 6145A)
 - C = 70%
 - For students taking college and / or on-line courses, to be eligible those students must demonstrate progress to the monitoring teacher as they submit assignments and / or receive graded assignments back from their college or on-line instructor.
- c. When an ineligible student raises his / her grade to a C, the student may practice, but **not** compete or participate in any contest that week. The teacher must provide written verification to the *student athlete* or Principal of the improved grade, and parents will be notified.
- d. Eligibility applies for the entire week – i.e. Wednesday at 12:01 AM through the following Wednesday at 12:01 AM. If a student is ineligible the last day prior to Christmas or Spring break, the student remains ineligible until the next eligibility posting. The first day of school students are in session following the Break is the beginning of the next eligibility period.
- e. Weekly eligibility applies to the entire year.
- f. A List of Eligible Students will be provided to each coach and posted by 3:30 PM on Tuesday.
- g. An ineligible student may not travel (on or off island), dress in uniform, or participate in any game or competition including team warm-ups during the period of ineligibility.

- h. Students who become eligible after a team departs may join the team not at the expense of the district (i.e. parents or fund-raised sources). Parents are responsible for travel arrangements, costs, and for the student until the student joins the team. Travel plans must be approved by administration prior to the student's departure.
- i. Parents can access *Powerschool* any time to view their child's grades (ask your child how to log in or contact the Principal's office for assistance).

2. Attendance (Applies to Grades 3-12)

- a. A student must be in attendance at school the full day in order to practice, participate in, and / or compete in an athletic contest or school sponsored activity (See Attendance and Participation). Students must also be in attendance the school full day prior to off-island travel. Exceptions may be made for funerals, memorial services, medical or dental appointments, court appearances, religious observances, approved *Migrant absences* or extenuating circumstances. (While these exceptions may allow participation in Activities, these absences still count toward the 14-day maximum (HS) – (See Attendance Section B).
- b. Any 6 – 8 grade students accumulating more than 15 (as defined as 4 or more periods per day) absences per semester will not be eligible to participate in Activities for the remainder of that semester. Any 3-5 grade students accumulating more than 20 absences per semester will not be eligible to participate in activities for the remainder of the semester.
- c. If a student is late 10 minutes or more to any class they will be considered absent. If the student is absent any part of the day (see above exceptions), he or she is ineligible to practice, participate in, and / or compete in any school sponsored activity that day or night. (See Tardies).
- d. Students need to be in attendance the full day before school travel off Island. Administration can make exceptions in extenuating circumstances.
- e. Travel is considered participation.

3. Discipline

- a. When a student has a rule violation resulting in Saturday School, the student will **NOT** be allowed to participate, travel, or compete in any school activities **for three calendar days for moderate or 3rd tardy offenses resulting in a half day Saturday School and five calendar days for full-day Saturday School assignment, beginning the day after the verified violation.**
- b. For Major Rule Violations, the penalty days counted for any out-of-school suspension will begin the full day following verification of the violation and will be in addition to the remainder of that school day on which the violation is verified. There may be additional days of ineligibility (See Activity Rules; Discipline: Rules for Saturday School).

4. Required Forms

No student will be allowed to participate, practice or compete until all required forms are completed and returned to the Coach.

- a. To participate in athletics / activities a student must have on file the following forms for Grades 6-12:
 - 1. A signed Activity Participation Contract
 - 2. A signed and valid Physical
 - 3. A signed ASAA Student & Parent / Legal Guardian (TAD) Acknowledgement Form (9-12 only)
 - 4. A signed Medical Release Form
 - 5. A signed Concussion Form
- b. In addition a student must have on file in the office within 10 calendar days of the 1st day of practice the following:

1. A signed Acknowledgement of Handbook Receipt.
2. A signed Player Contract outlining the Coach's rules / expectations including rules on team trips.
3. A signed Participation Fee Receipt or signed Payment Contract (9-12 only).
4. A signed Parent Consent for Student Travel and Participation.
5. A signed wrestling weight certification (9-12 only).
6. Any additional required ASAA forms.
7. All Alternative Education Program required forms.

D. Activity Expectations

- ❖ The Coach will outline consequences for failure to follow the Activity Expectations. Serious violations may be deemed Gross Insubordination (See Activity Rules).
- ❖ Activity Expectations include, but are not limited to the following.

Students shall:

1. Attend all practices.
2. Abide by any curfew and / or training times set by the coach / advisor / chaperone.
3. Refrain from public displays of affection while traveling to and from, or at any time during the activity.
4. Dress appropriately (See Dress and Grooming, Page 13).
5. Respect teammates, advisors, coaches / chaperones and display proper sportsmanship.
6. Participate in daily study sessions (minimum of 4 hours per school day) during off-Island travel.
7. Abide by coach's / advisor's / chaperone's written itinerary.
8. Follow all additional written and verbal rules and guidelines as established by the coach / advisor / chaperone.
9. Students are expected to attend school after returning from activities travel

E. Athletic Equipment

It is the responsibility of each athlete or participant to make sure the uniform and equipment are maintained in a state of proper cleanliness and repair. Parents will be notified of the responsibility of the athlete or participant to return or pay for any equipment or uniforms damaged or not returned to the coach at the end of the season or activity. **No student will participate in future activities until uniform from the previous sport is turned in or restitution is made.**

F. Activity Rules

Klawock student athletes represent their school and community and are held to a higher standard than other students. If a student is charged for any misdemeanor or felony offense as described below, the concept of "burden of proof" will not deter from the application of the consequences described below. (The administrator only has to verify that a legal charge has been filed.)

These rules apply to ALL STUDENTS FOR THE ENTIRE SCHOOL YEAR, from day one of school (or the first day of the school activity season if prior to the start of the school year) to the last day of school and as noted, the penalty for some violations can continue for the remainder of the student's High School years.

The following Activity Rules apply to all student participants in Klawock School Activities; however this list is not to be considered all-inclusive:

1. If a student is charged, convicted, fined or incarcerated for a **felony offense**.

- Students who violate Activity Rule #1 as listed above will become ineligible for ONE CALENDAR YEAR. Eligibility will be reconsidered if charges are dropped or the student is proven innocent in a court of law.
2. If a student **possesses, uses or distributes alcohol, vaping, tobacco or any other controlled substance** (medication only with signed written parental or doctor's permission). (Students will agree to submit to a Breathalyzer test at the discretion of the Coach / Advisor / Chaperone while at a school sponsored activity. Any student who tests positive for alcohol usage will be in violation of the Activity Rules. Refusal to submit to a Breathalyzer test will be considered admission of a positive test.)
 - Students who violate Activity Rule #2 as listed above will become ineligible in accordance with ASAA regulations (Policies Regarding Possession, Distribution and Use of Controlled Substances, Alcohol and Tobacco.)
 3. If a student **attends** any activity or place at which alcohol, other drugs or other intoxicants are being exchanged, sold or consumed.
 - First Offense: Ineligible 5 days
 - Second Offense: Ineligible for 10 days
 4. If a student is caught and verified, charged, convicted, fined or incarcerated for a **misdemeanor offense**.
 5. If a student exhibits **Gross Insubordination** (blatant and intentional disregard for written and verbal rules or expectations which may also jeopardize the safety of the student as well as the safety of others).
 - Students who violate Activity Rules #4, or #5 as listed above will become ineligible to practice, travel, participate or compete in any school-sponsored activity, beginning on the date the school reasonably verifies the violation.
 - First Offense: Ineligible for ten (10) calendar days
 - Second Offense: Ineligible for forty-five (45) calendar days.
- Note: based upon administrative, coaches/sponsors discretion and the severity of the violation: students may become ineligible for up to ONE CALENDAR YEAR from the day the violation is verified.
- **These offenses may also be considered Moderate to Major Offenses in the Discipline Cycle and dealt with accordingly (See Discipline Section in this Handbook).**
 - **A combination of any three offenses on three separate occasions (#'s 2, 3, 4 or 5 as listed above) during the school year will result in student ineligibility for one calendar year, from the day the last violation is verified.**

❖ Any student who violates any of the above Activity Rules will have his or her parent / guardian / caretaker contacted.

Student Travel:

❖ If the violation occurs while on a school-sponsored trip, the student will be returned home as soon as possible as is reasonable and practical after the incident at the student's or parent's expense and will not be allowed to travel on any school-sponsored trips for **one calendar year**. This travel restriction is in addition to any other disciplinary action resulting from the behavior (i.e. drinking, etc). This travel

restriction will not prevent the student from participating, practicing and competing in home events as long as all other penalties have been served. **When the number of accumulated days in Saturday School and OSS surpasses 10 the student loses the ability to travel off-island for extra-curricular activities for the next 365 days. (See Rules for Saturday School)**

- ❖ Except for ASAA violations, where there is no appeal, a student may request a “probationary hearing” from the Activity Appeals Board after four calendar months from the time of the violation. At that hearing the student may provide written documentation (grades, attendance records, letters of recommendation from staff, etc.) that indicate the student has in fact “reformed” and should be considered for reinstatement for district travel.
- ❖ The Appeals Board will follow the procedures outlined in the section entitled Activities Appeals Board. The “probationary hearing” is the exception to the normal appeals process, meaning the decision is final and cannot be appealed to the School Board.
- All activities offenses will also be considered Moderate or Major Offenses in the Discipline Cycle and will be dealt with accordingly (See Discipline Section in this Handbook).

G. Activity Rule Infraction Verification

If an Activity Rule violation is alleged by an outside or third party, the following verification procedures will be followed:

- ❖ It is the purpose of this procedure to deal only with complaints of student participants who have demonstrated evidence of violating the Activity Rules.
 1. Any signed complaint or statement regarding the eligibility of a student participant shall be sent to the Activities Director for verification and clarification.
- ❖ It shall be the responsibility of the Principal in consultation with the Coach, Sponsor, and / or Chaperone to carefully consider all evidence and relative information in determining if an Activity Rule infraction has taken place.
 1. The Principal shall proceed to verify if the complaint established evidence that a violation does exist by a student.
 2. The Principal shall notify the parent or guardian that a complaint has been submitted for verification.
 3. The student will be given the opportunity to testify and present evidence in his or her behalf to the Principal.
 4. A letter will be sent to the parent or guardian stating the decision of the Principal.
- ❖ If the Activity Rule Infraction is verified, disciplinary action will occur the day following verification. The Principal will determine the discipline based on the Discipline Policy, Activity Rules and ASAA regulations.

Due Process Procedure:

“Due Process” is a procedure, which the Supreme Court has directed to be a part of any school policy and procedures dealing with student rights. “Due Process” recognizes the right of the student to appeal a decision made by the Coach / Sponsor / Chaperone or Administrator. The “Due Process” steps outlined below is a procedure for a student and his or her parents to follow in appealing decisions relating to ineligibility due to rule infractions. It is understood that the student and parents will be expected to follow the “Due Process” procedures to insure that all student rights are acknowledged under the law.

A complaint must be verified before it can be considered by the Activities Appeals Board.

H. Activities Appeals Board

Purpose:

The purpose of the Activities Appeals Board is to allow a student to appeal a decision pertaining to violations of Activity Rules in full compliance with procedures adopted by the Klawock Board of Education. The Appeals Board will evaluate whether due process has been administered as well as evaluate the circumstances surrounding the situation that resulted in the appeal.

Membership: All appointments to the Activities Appeals Board will be made prior to the beginning of the school year. An alternate staff member and alternate community member will also be selected.

- * Activities Director or designee – who will preside over the Appeals Board
- * Non-involved Coaching Staff Member
- * One Staff – selected at large by the Principal or Designee
- * Two Community Members (if available)

Procedures:

1. After a written ruling resulting in suspension from the activity has been made for violation of the Activity Rules, the student and his or her parents / guardian / caretaker may formally appeal the decision in writing to the Activities Appeals Board. The written appeal must be received within seven calendar days from the receipt of the notice of suspension from activities.
2. After a request for an appeal has been received, a date for a hearing with the Activities Appeals Board will be set within 14 calendar days.
3. In order to protect the confidentiality of students and other people that may be involved, all sessions will be closed to the public and will be conducted in executive session.
4. People involved will include only the student and parents / guardians of the student making the appeal, their attorney if desired, the Activities Appeals Board, and the School District attorney if desired. The teacher/staff member/chaperone/coach may also be called to testify.
5. No names of any students will be used during the proceedings other than that of the student directly involved. This is again to protect confidentiality and to adhere to FERPA laws.
6. The Activities Appeals Board shall retain the authority to set the agenda and keep minutes of the proceedings.
7. The student and parents / guardians will be afforded an opportunity to present their case. The Activities Appeals Board may ask questions during this period.
8. The Administration shall present evidence gathered and again the panel may ask questions.
9. After review of the evidence and information the Activities Appeals Board will vote by paper ballot to reach a group decision. A majority vote shall prevail on all cases handled by the Activities Appeals Board.
10. The decision of the Activities Appeals Board shall be put in writing and mailed within three days to the parent / guardian / caretaker of the student.
11. If the student and his / her parent / guardian / caretaker are dissatisfied with the decision of the Activities Appeals Board, they may appeal the decision to the Klawock Board of Education within five school days stating in writing what specific decision is being appealed. The appeal hearing will be held at the next regularly scheduled Board meeting.(See Appeals to the Board of Education – Section I-B)

I. Appeal to the Board of Education

1. The hearing before the Klawock Board of Education shall follow full legal due process procedures as stated by the Alaska Statutes AAC 07.010 dealing with student rights and responsibilities. It is the role of the school board to serve as the supreme and impartial authority for the school district during a formal hearing. A student considered ineligible will be required to present his / her case before the school board in compliance with the hearing procedures established by the Board of Education. In addition to the parent / guardian / caretaker, student, and the Board of Education, (and each party's attorney if desired), the only other participants during the appeal proceedings will be witnesses called into the session to testify. The Board of Education will consider all facts and information regarding the student's privilege to be reinstated or not be reinstated in the extracurricular activity. The decision of the Board of Education will be final. The student and parent / guardian / caretaker will be notified in writing within three school days of the decision of the Board of Education.
2. All concerns must be in writing on School District Complaint Forms.

Chain of Command Activities

