

KAKE CITY SCHOOL DISTRICT



Student Handbook 2017-2018 School Year

Mission Statement:

The Kake City School District, in partnership with staff, parents and the community, will provide an educational environment that prepares students to be successful, respectful, confident learners and responsible contributing citizens within society and local culture.



Kake City School District

*P.O. Box 450
Kake, Alaska 99830
(907) 785-3741*

August 21, 2017

Dear Students, Parents and Guardians:

On behalf of School Board, faculty and staff, it is with great pleasure that I welcome all our new students to Kake City School District and to welcome back returning students. I hope you've had a memorable summer and ready for this school year. Also, I'll like to welcome our new and returning staff members. It is comforting to have highly qualified professionals to guide and mentor students.

Although, I've been teaching here for several years and since it is my first year as your superintendent/principal, I look forward to knowing you and working together to make this year's scholastic experience productive and fun. My main focuses this year are improving literacy across all content areas and to find relevance as well as to celebrate our local culture in regards to our everyday learning in both school and community.

As 2016-2017 school year passed and like any other year we've had some doubts in full funding for this year's academic year. It is with great news that our state legislature decided to fully fund our schools this year. This means that we will have the capacity to keep and maybe add to our already robust programs throughout our schools.

One huge and noticeable change this year is moving 7th grade back to the middle school wing of our elementary building. I look forward to their leadership and mentorship of our younger students, as they model positive behavior and citizenship. Having taught 6th grade in past years, I envy Mr. Ross in his capacity as he embarks in guiding our 6th and 7th graders as the "mature and older" students in our elementary building. I look forward to a significant academic growth with this move.

We will continue to measure academic improvements through normal classroom assessments, MAP (NWEA), and PEAKS (state assessments). I anticipate the progress we will be making as students, educators and parents joined as a team to best guide KCDS students in academic success. In addition, studies have shown that students perform better when parents are involved each day in support of their children's education throughout their school years. It is this encouragement and positive outlook of our schools and community for academic support at home and classrooms that monumentally boost student success. Together, I hope we can embrace this aspect of education as part of our culture.

Lastly, please read and keep this handbook as reference and guide throughout the school year. My promise is to adhere to this handbook as well as you would, to model and enforce with integrity and service to every member of our KCSD team. Again, welcome back!

Sincerely,

Rich Catahay
Superintendent/Principal

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GENERAL INFORMATION

School Hours

Students can enter the building at 8:00 a.m. and can proceed to the commons area. Parents are advised that playgrounds are supervised from 8:25 a.m. - 3:15 p.m. Students are expected to arrive no earlier than 8:00 a.m. and leave no later than 3:15 p.m. unless involved in extracurricular activities or tutoring.

If there is a need to change a student's after school plans (i.e. different drop-off from bus) this information needs to be given to the school secretary in writing using the "Student Bus Transfer Request" form. Also accepted is a hand-written note containing the same information, and signed by the parent/guardian or by phone *prior to 2:00 p.m.*

Student phone calls will be permitted from the office before or after school on a limited basis. Students who abuse the use of the telephone will lose this privilege.

Breakfast	8:00 a.m. to 8:25 a.m.
Kindergarten	8:30 a.m. to 1:00 p.m. (First Semester) 8:30 a.m. to 3:00 p.m. (Second Semester)
1st grade -12th grade	8:30 a.m. to 3:00 p.m.

Lunch hours

K-3rd grade	11:50 a.m. - 12:20 p.m.
4 th - 6 th grade	12:00 p.m. -12:30 p.m.
7 th - 12 th grade	12:30 p.m. - 1:00 p.m.

Office Hours

The office hours for Kake City Schools are 7:45 a.m. to 4:00 p.m. Student's absences, tardiness, or homework requests should be called in before classes start at 8:30.

Contact Information

Kake City Schools 785-3741 Fax: 785-6439

Telephone Use

Students are not to use the phone in the office except in the case of an emergency. In every case, the office staff must grant approval and the call must be documented on the form provided in the office. Phone calls will be limited to 3 (three) minutes per call. Phone usage is a privilege that can be revoked for misuse.

Calls from parents will not be transferred to classrooms during academic blocks.

Student Financial Obligation

On occasion students incur a financial obligation at school. Once a bill is given to the student, he/she is to pay the obligation as soon as possible. Failing to honor the debt incurred may result in all report cards, transcripts, and diploma being withheld until payment is received (BP 5125.3). Please make payment as soon as possible. Students will not participate in extra-curricular activities, dances, off-island field trips or receive grades or report cards until all fines are paid.

Student Records

The district shall maintain those student records necessary for the educational guidance and/or welfare of the students, for orderly and efficient operation of the schools and as required by law. The District will maintain two (2) sets of school records for each student: a permanent record and a cumulative record.

The permanent record shall include the following:

- Basic identifying information
- Academic transcripts
- Immunization records
- Attendance records

The cumulative record may also include the following:

Intelligence and aptitude scores, psychological reports, achievement test results, activities participation, honors and awards, disciplinary information, teacher anecdotal records, attendance reports, custody records, verified reports or information from non-educational persons, verified information of clear relevance to the student's education, and information pertaining to the release of this record.

Records of students include academic achievement, test scores, and other information required by district and state rules and regulations. Parents/guardians of the student may, upon request, make inspection of the contents of the file. These records are confidential. They are not available to non-school personnel without the expressed written consent or permission of the family. Student records will be covered by the rules established by the Family Educational Rights and Privacy Act, 20 U.S.C. Subsection 1232 (g).

Parents who have joint custody of their children must provide the school with copies of the court papers that define any limitations to the access of the student and his/her records. This includes, but is not limited to injunctions, restraining orders, or any other court orders that may apply. Parental rights will be respected even if legal custody is vested in only one named parent, unless a court order that restricts the right of the non-custodial parent is on file with the school office. School staff will always abide by the most recent court order on the matter (BP 5021).

School Calendar

Find the school calendar at www.Kakeschools.com.

Books / Supplies

Textbooks and some supplies are furnished without cost. All books and supplies remain as property of the Kake City School District. A place in the book will be provided where the student's name and the date issued must be recorded. Any equipment will be tagged with a KCSD inventory number. Students who lose a book or supplies or return them with damages will be billed for the replacement value of the book or supplies on a prorated basis. Credit for the course will be withheld until the bill is paid. Unpaid damages or lost books at the end of the year will result in students not receiving a final report card (BP 5125.3). Students electing to take a dual-credit college course may be required to purchase their own textbooks and pay any fees associated with a class.

Bulletins and Announcements

Items to be placed or read in the daily bulletin should be carefully edited, written on the forms provided and submitted to the office no later than 8:00 a.m. on the day the announcement is to appear. All student notices must be approved and signed by a faculty sponsor. The administrator, or his/her designee, must give final approval before any notice appears.

Library

The library is a place reserved for reference work and school-related study. Courteous behavior is expected of all students entering there. Usage of the library is a privilege. Library books are loaned to students on a two-week schedule. However, it is possible to renew most books. If a student loses a book or if a book is damaged, a fine will be imposed. Library debts must be paid prior to the end of each semester. Failure to do so will result in the withholding of student's report cards, transcripts, and diploma (BP 5125.3).

Lockers

Lockers are the school's property and remain under the jurisdiction of the school. Their purpose is to store and secure legitimate school and personal items. The school reserves the right to inspect all lockers at any time. The school has and will provide a lock for the security of each locker. Locks, other than those issued by the school are not allowed and will be removed. The school is not responsible for damage or destruction of personal locks. It is the students' responsibility to keep their school and personal items locked and secured. However, searches of lockers may be conducted at any time there is reasonable cause to do so with or without the permission or presence of the student.

Students and their possessions will not be searched by school officials unless there are reasonable grounds for suspecting that illegal, dangerous, disruptive, or prohibited items are present. Such items will be confiscated.

Lost and Found

Lost and found articles will be kept in a convenient location. Please check with the building secretary or custodian if you are missing something. Remaining lost and found items may be donated the last Friday of each month to needy organizations.

Free and Reduced Lunches/Cafeteria

Breakfast and lunch are available to all students without charge. Students are expected to conduct themselves as ladies and gentlemen when eating. Parents, when sending lunch to your student(s) Please **do not send unhealthy drinks or food (pop & chips)**. It is the everyone's responsibility to keep a safe and healthy campus, so open food and drink in lockers is not permitted to prevent pest and rodent infestation. Therefore, all food items will be consumed in the cafeteria. Students and staff are responsible to keep their eating areas clean and free of trash.

Parent-Teacher Conferences:

The teachers and administrators encourage parents/guardians to request conferences. Parental cooperation and help are most desirable. If a conference is desired, please call the office to make arrangements. The office personnel or superintendent/principal will contact teachers so they may set up a mutually agreeable time to meet with you. The school looks forward to joining efforts with parents/guardians to ensure a successful school experience for your child.

In addition to conferences that you may schedule, the district has scheduled formal parent-teacher conferences two times yearly. **During these days, parents are highly encouraged to visit with their child's teachers to discuss the child's progress in the various subject areas. If parents/guardians can't make it to school, please contact your child's teacher. A home visit will be scheduled and we will gladly come to you.**

Parent Student Appeals Process (ESSA)

The school district recognizes the rights of all students without regard to race, sex, religion, creed or national origin. The exercise of these rights may not interfere with the rights of others. Students/parents may present complaints to a teacher or the building superintendent/principal. Opportunities shall be provided for students/parents to exercise this right through channels established for consideration of complaints. The following student/parent appeals procedures will be provided:

- 1st- The complaint shall be brought to the attention of the teacher, in a scheduled meeting.
- 2nd- If satisfaction is not reached the student/parent shall be referred to the superintendent/principal.
- 3rd- If satisfaction is not reached at the superintendent/principal level, the matter may be referred to the board of trustees, if a violation of law or written School Board policy is alleged.

Parent Rights (Joint Custody)

Parents who have joint custody of their children should have the proper court custody documents on file with the school office. Injunctions or court orders against one of the child's parents must also be provided to the school office so the school can comply and provide a safe environment.

School Dismissal

We want all children to be safe after school. Please be prompt when picking up your child or making arrangements for their transportation.

Video Monitoring

The district may use video equipment on school buses and at school sponsored events to safeguard District property and ensure student, staff, and visitor safety. The District may use the videotapes for appropriate student discipline, and the tapes may become part of the student's permanent record. Videotapes may be released to the proper legal authorities in compliance with appropriate state and federal laws.

SOCIAL CONDUCT

The safety and security of our students is a top priority in the Kake City School District. Enforcing the district's behavior guidelines is a key element in helping us to maintain a safe learning environment for *all* students.

The behavior expectations and guidelines are covered in this section of the handbook. This describes the responsibilities and rights of students, families, and schools. It is important to understand that certain types of behavior will not be tolerated in our schools. The district has a "zero tolerance" policy toward threats of violence; the possession, use, and/or sale of drugs or alcohol; and possession of firearms or weapons at school or when under school jurisdiction. Any student found to be in possession or under the influence of drugs or alcohol at school or at a school-sponsored function faces a severe disciplinary action as outlined by board policy.

While the vast majority of students never break the rules, every student and parent should know what types of behavior are not acceptable. Please read this section with your entire family. If you have questions about social conduct, do not hesitate to contact your child's teacher, superintendent/principal, or counselor. Together, we can continue to provide our children with a safe and secure learning environment. Our school district is a school wide Title I school; our goal is to help all students achieve high standards. All parents want a quality education for their children so that their children may reach their highest potential.

As a student in the School District it is expected that you will want to take full advantage of your right to an education. You come to school with a positive attitude to learn and to take part in school activities. An important part of your education is the right to make decisions and the responsibility to accept the results of these choices. To make you aware of your rights and responsibilities as a student this Bill of Students' Rights and Responsibilities has been established. No student shall be deprived of the right to an equal educational opportunity in whole or in part by the Kake City School District without due process.

RESPONSIBILITIES

Parents and Family

- Provide a safe, nurturing home environment conducive to learning
- Have high expectations of my child by making sure he/she is at school, on time everyday
- Encourage a positive attitude toward school
- Be actively involved in my child's education by making sure s/he completes homework
- Communicate regularly with my child's teacher and volunteer in my child's classroom
- Teach my child respect
- Actively promote literacy in my home by monitoring how much television my child is watching
- Encourage my child to 'try hard'
- Have my child read 20 minutes a night and I will sign a reading respond for him/her (k-6th grade)
- Have my child do nightly homework
- Provide adequate school supplies for my child

RESPONSIBILITIES

Student Expectations

- Show respect for myself other students and all adults
- Attend school regularly and be on time
- To bring my materials to class daily
- Be responsible for my own actions
- Read at home
- Get homework done in all subject areas
- Try hard
- Respect the grounds and property of my school, realizing that I share it with others
- Do my part to make school a safe place

RESPONSIBILITIES

School

- Show that we respect each child as an individual
- Respect and enhance the unique culture of each child
- Provide high-quality curriculum and instruction in a supportive and effective learning environment
- Provide quality instruction that meets the State's academic achievement standards
- Provide an intellectually stimulating curriculum that reflects and preserves the cultural integrity of the people by demonstrating high expectations of all children
- Communicate with and involve families in the education process by holding parent/teacher conferences at least twice each year
- Foster a positive working relationship with the Kake City School, the community and other education agencies

Public Display of Affection

Physical affection between students will be limited to, when and where permitted by building administration, hand holding and friendly hugs only. Any other bodily contact is inappropriate and may result in disciplinary action. Displays of affection of any kind are not permitted in the classroom or in situations where administration believes these displays do not contribute positively to the school environment.

Standards of Interpersonal Behavior

Students at KCSD schools are subject to the following responsibility standards while on school property, under school jurisdiction, at school activities (home or away), and while going to and from school. These general responsibility standards include:

1. Resolve differences with respect.
2. Take responsibility for personal behavior.
3. Have fun learning.
4. Never have fun at the expense of another. Teasing, bullying, name-calling, and harassment of any kind are strictly forbidden and will result in disciplinary action.
5. Be responsible for your part in keeping our school attractive and clean.
6. Do not let anyone play around with your health and safety at school or school activities. No horseplay.

Student Conduct Code

High standards for teaching, learning, and character are central to the mission of our schools. Our school Discipline Policy supports, reflects and implements Kake City School District Policy. Students are responsible for the learning enterprise and for their personal behaviors that support effective student learning. Students have a significant stake in good classrooms with good learning climates. Teachers are responsible for teaching, classroom safety and program management. Teachers are also accountable for student learning and learning results. Teachers and students respect one another's role and responsibility for teaching and learning. They are encouraged to never tolerate anyone compromising valuable classroom learning time.

Student discipline always involves the student, parent, and teacher. It is understood when students choose disrespectful and uncooperative ways that there is little learning that occurs. Parents, teachers and students must work as a team on behalf of each student's learning program. To fulfill the school's accountability needs, the superintendent/principal, designee and teachers will:

1. Establish a school environment of courtesy and respect.
2. Protect the rights, due process and privileges of school members.
3. Assure that necessary corrective action is consistently applied.
4. Assure that disciplinary action is coupled with counseling and positive guidance.

Students who have consequences applied should never view themselves as victims. If the student, teacher or parent is not satisfied with discipline outcomes, then due process avenues are available. Just ask. All decisions are subject to an appeal process.

Another feature of school discipline is the opportunity for students to participate with parents and teachers in deciding what school policies and school rules need to be changed, added or removed. Students are to be involved in this governance process and give input to the administration, faculty, and staff to who then take it to the Board of Education.

This discipline policy applies to all students while under the jurisdiction of the school. Additionally, the district discipline policy applies to students while they are participating in and/or attending school-sponsored activities that may be conducted on or off district property, and while being transported to and from school and school activities.

Classroom Conduct

Students are expected to follow all teacher directions during classes and in the hallways. Arguing with the teachers or staff members is never acceptable and will result in disciplinary action.

All students are expected to be fully prepared for class activities. All students are to learn responsibility to use the time between classes wisely so as to be fully prepared for class.

Food items or drinks of any kind are not permitted in the classroom except for scheduled occasions.

General Conduct

Kake City School is your school. Students please take pride in it. If you see something happening that is inappropriate, please be responsible and help correct it and/or report it immediately. If no action is taken on your part, you may be subject to disciplinary actions.

Students who damage school property or equipment are required to pay in cash as restitution for the damage. Students are responsible for the proper care of all books, supplies and furniture supplied by the school.

Cheating and Plagiarism

Students who cheat or help another student to cheat on an assignment, test or other required class work will receive a **Zero** for that assignment and will **NOT** be able to make up the work. Student athletes will not be nominated for recognition on any all-tournament, all-conference, or good sport teams. Additional consequences may include removal from co- and extra-curricular activities.

Integrity (Honesty)

The Kake City School District believes that veracity (truthfulness) is a paramount character virtue (BP 5131.9). We recognize that without integrity, the safety and wellbeing of the school is compromised. Therefore, integrity is expected of all students, especially in the student's interactions with teachers and staff. Dishonesty, even in silence (withholding of information) may result in disciplinary action against the student. **Lying and/or withholding information to cover up misconduct will result in a stiffer penalty being given.**

Dress/Attire

School is a very important place of work. Students should come to their place of work with neat, clean, and adequate clothing that show they are proud Kake City School students. All students will wear clothing that is conducive to an education atmosphere and is safe and appropriate for outside activities. The following guidelines should be followed in determining appropriate school attire: (...and anything that creates a disturbance or interference to the educational environment).

The following guidelines must be followed in school buildings, on school grounds, and at school activities:

- 1) Any shorts, dresses, or skirts must extend past fingertip length (longest finger).
- 2) Sunglasses and hats are not allowed inside the school building during school.
- 3) Inappropriately sheer, tight, or low-cut clothing is prohibited.
- 4) Leggings and tights must be covered by appropriate length dress, shirt or shorts (fingertip length). (5-12 Only).

- 5) Clothing must be worn appropriately and may not expose underwear.
- 6) Garments (e.g. midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, etc.) that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and chest area, are not allowed. Tank tops must have straps at least 1.5 inches wide.
- 7) Also prohibited are any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches or pictures which:
 - (a) Refer to drugs, tobacco, alcohol, or weapons
 - (b) Are of a sexual nature
 - (c) By virtue of color, arrangement, trademark or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - (d) Are obscene, profane, vulgar, lewd, or legally libelous
 - (e) Threaten the safety or welfare of any person
 - (f) Promote any activity prohibited by the student Code of Conduct
 - (g) Otherwise disrupt the teaching-learning process

Exceptions Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extra-curricular or sports activities may be worn to school when approved by the sponsor, coach, and superintendent/principal.

Superintendent/principal's Discretion: *The superintendent/principal or designee will decide on a case by case basis whether a student's attire is appropriate. A student wearing inappropriate clothing may choose to add a garment of their own. If they do not have such a garment, they will be provided a garment to put on over their clothing. Students who do not immediately comply with such requests will be subject to disciplinary action.*

Hats or Head Apparel

There is to be **NO** apparel covering a student's head including, but not limited to, hats, bandannas, sweatshirt hoods, and visors or head warmers. Further, these articles are to be placed in the student's locker upon entering the building. Students are not permitted to take these types of articles into the classrooms with them. Violation of this rule will result in the article being confiscated (duration to be decided by the administration). Kake City School is not responsible for lost, stolen or damaged items.

Food and Drink:

Students are **NOT** allowed to consume food or liquid beverages in or around Kake City School except at lunch or other assigned times. Students are permitted with teacher permission to have water in a **clear** container. **Please do not send or bring your children pop, energy drinks, Gatorade, and/or PowerAde, during the school day or lunch time.** Open food and drink in lockers will be confiscated. Students may get sealed items from their lockers and eat at lunch and approved snack times.

Electronic Devices:

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus outside of the building, in the lower locker bay (below the steps) before school begins, at lunch and after school ends. These devices must be kept in students' lockers and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent and guardian. Repeated unauthorized use of such devices will result in appropriate disciplinary action.

IPODs and other musical devices are not allowed in classrooms or hallways during the school day, unless authorized by the classroom teacher for specific educational purposes. These devices may be confiscated, and will be returned to the parent or guardian.

Video recording by students, unless authorized for a school-approved project, is strictly prohibited and any student doing so without the required authorization shall have his or her video recording device confiscated and returned to the student's parent following a conference with a teacher and/or superintendent/principal.

Kake City School is not responsible for any lost or stolen items.

Sexual Harassment

There will be no sexual harassment at school or school activities by any person. **If you ever think you are being or have been harassed, see any school personnel or the superintendent/principal immediately.**

Harassment will not be tolerated. Disciplinary action, including the possibility of suspension and a report made to the State Troopers, will be levied against the offender. Misconduct of this nature will be taken very seriously (BP 5145.7).

Bullying

It is the goal of the school to maintain a learning environment that is free from bullying based on an individual's race, ethnicity, gender, national origin, disability, religion, economic status, or other real or perceived differences or distinguishing characteristics. Bullying violates the basic right of students to a safe, orderly school environment. The school district seeks to promote positive interpersonal relationships among all members of the school community. Any and all forms of bullying are prohibited.

It shall be a violation for any student to bully another person while at school, traveling to and from school, or attending school-sponsored events. Moreover, it shall be a violation

of Board policy for any school staff member to knowingly ignore or tolerate bullying at school or at school sponsored events. With respect to the prevention of bullying, school staff includes school employees, school board members, agents, volunteers, contractors or other persons subject to the supervision and control of the school district.

Bullying is defined as the systematic and ongoing conduct by one or more students who inappropriately exercise power over another by repeatedly subjecting a student to insults, rumors, jokes, taunts, or challenges, whether verbal, written, electronic, or physical in nature, which is likely to have the effect of:

- a. causing physical or emotional abuse to one or more students;
- b. being intimidating or demeaning to one or more students;
- c. excluding one or more students from activities;
- d. provoking a violent or disorderly response by one or more students;
- e. causing substantial disruption in, substantial interference with, the orderly operation of the school; or
- f. causing a reasonable person, under the circumstances, to fear harm to his or her person or property.

Bullying may involve criminal behavior. If alleged or suspected criminal acts have occurred, the superintendent/principal or designee must contact law enforcement authorities (BP and AR 5131.43).

TRANSPORTATION

TRAFFIC SAFETY (For Everyone)

When driving on school grounds please drive at a speed that is safe and watch for children. Students may be dropped off at the entrance to the school, but vehicles should not be parked in front of the school, on sidewalks, or in the playground areas. **NO VEHICLE SHOULD BE LEFT RUNNING UNATTENDED BY THE DRIVER.**

Bikers/Walkers

Students who walk home after school should be sure to follow safety rules. Parents should be aware of where their children are after school. Students who ride bikes to school should park them in the designated area and lock them. If students ride bicycles or scooters to school, they must be parked outside the school. Scooters, rollerblades, and skateboards will not be allowed inside of school buildings and are not allowed to be used on district property. These items are best left at home. No use of any of these items will be allowed until after school is dismissed for the day. Appropriate safety equipment such as helmets should be worn.

Student Vehicles

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so, with or without the student's permission or presence. Students have full responsibility for the security of their vehicles. Any prohibited objects or substances such as, but not limited to, weapons, alcohol, or illegal drugs will leave the student subject to the consequences described in this handbook for these infractions.

In order to drive, students must have a valid driver's license on file in the high school office. Students who are seen driving without a valid driver's license will be reported to the police.

State law requires all vehicles be properly insured.

Students are to park vehicles in front of the high school. Students may drive to the elementary campus, only if they are picking up or dropping off an elementary brother or sister. Otherwise, driving around the school grounds is prohibited.

*******Important Note to Parents and ALL Drivers: Federal law prohibits guns on school property, including the parking lot. Please be certain when you drive to school to visit or pick up your children that there are no guns or other weapons in your vehicle. This includes hunting rifles and b-b guns. *******

Bus Safety Policy:

All students who ride any school district bus are subject to the following regulations. You must be seated and remain in your seat while the bus is in motion. Heads and arms must

be kept in the bus at all times. Boisterous conduct will not be permitted. Conduct that might interfere with the proper operation of the bus will not be allowed. The bus driver is in complete charge of the school bus. Persons failing to meet the standards may be denied the right to use school transportation.

Please have your child at the bus stop in the morning before regular pick-up time and waiting at bus stop for drop-off after school. All students are required to practice good safety and good citizenship while riding buses and waiting at a designated bus stop. Standards for safe, courteous conduct will be in effect beginning the first day of school. It is essential that bus riders cooperate and adhere to the bus regulations.

Busing to and from school is a privilege provided to students in grades K-12 beginning on the first day of school. A permanent bus plan, including one morning pick up and one afternoon drop off location will be established.

Transportation Guidelines

Rules at the Bus Stop

1. Be on time and waiting for the bus.
2. Stay out of the road while waiting for a bus.
3. Do not participate in horseplay or destroy surrounding property.
4. Wait for the school bus to come to a complete stop before attempting to board the bus.
5. Do not run toward the bus in an effort to be the first to board the bus.
6. Do not cross the street at the bus stop until traffic has stopped for flashing red lights.
7. Board the bus only at the school of attendance.

While Riding the School Bus

1. Follow directions of the driver the first time given.
2. Students may be assigned a seat and held responsible for the seat.
3. Go directly to assigned or available seat upon entering bus.
4. Remain seated and keep aisles and exits clear.
5. Observe classroom conduct while on the bus.
6. Refrain from throwing or passing objects on, from or into bus.
7. Do not extend arms or head out of bus windows at any time.
8. Do not get on or off, or move about the bus while it is in motion.
9. Refrain from using profane language or obscene gestures on the bus.
10. There will be no tobacco products, alcohol or drugs allowed on the bus.
11. Students will not board or depart the bus at a stop other than their own without written permission.
12. Do not eat food or drink beverages on the bus unless permitted to by the driver.
13. Do not exit from the emergency door unless a bona fide emergency exists.
14. Students who are not regular riders must have written permission to ride.

15. Animals, firearms, weapons, insects, bottles, balloons or any other potentially hazardous materials will not be permitted on the bus.
16. Refrain from hitching rides via the rear bumper or other parts of the bus.

Leaving the School Bus

1. Do not run or push while unloading from the bus.
2. When crossing in front of the bus, always watch for the driver to give the “all clear” signal before crossing.
3. Students should go directly from their bus stop to their homes.

Violation of School Bus Rules

Failure to follow the rules on the bus will result in the following consequences:

1. The student will be given a verbal warning to stop the behavior.
2. If the behavior continues, the driver will ask the student to change seat positions at the next bus stop or pull the bus over in a safe place and require the student to change to a different seat for the remainder of the ride.
3. If the driver must change a student’s seat position more than once, a seat assignment will be given to the student for a period of 5 bus days. (Bus days are defined as days in which the student actually rides the bus).
4. If behavior persists, student will be suspended from riding the bus for a period of 5 bus days.

Major Offenses

Bullying & harassment will result in an automatic 5-day suspension from the bus. In addition a referral will be made to the school superintendent/principal and considered a violation of school rules with accompanying school consequences.

Fighting and sexual harassment will result in a 10-day suspension from the bus. In addition a referral will be made to the school superintendent/principal and/or Title IX coordinator and considered a violation of school rules with accompanying school consequences.

Possession of firearms, explosives, or paraphernalia designed to inflict bodily harm and use, possession, sale or being under the influence of drugs or alcohol are considered MAJOR OFFENSES and will be reported to law enforcement. These offenses will be referred to the school superintendent/principal and the offense will be considered a violation of school district policy and will be managed by the superintendent/principal.

Parent/Guardian Responsibilities

Your support and assistance may prevent an accident

- Understand and support bus regulations for the safety of your child.
- Be certain your student understands and follows bus regulations.
- Teach your students proper procedures for crossing roadways.

- Support procedures for emergency evacuation as prescribed by state and school officials.
- Teach your child to respect the rights and privileges of others.
- Report safety concerns to school administrators.

SCHOOL SAFETY

Students shall obey all reasonable directions of teachers, school aides, designated volunteers and other school personnel. All persons must carefully adhere to safety rules and regulations. The KCSD School Board places a high priority on safety and on the prevention of student injury. The district shall make reasonable effort to ensure the safety and proper conduct of students from the time they come under school supervision until they leave school supervision, whether on school premises or not (BP 5142).

Crisis Plans

Each school site has crisis plans that follow the guidelines of the District Crisis Response Plan.

School Closure:

Should school need to be closed, all parents will be notified either by phone, text or in person.

Weather Emergencies

The superintendent/principal makes the decision to close school. Any information about a school closing will be on School Districts website. The school district will also have the automated call out system contact all parent phones that are on record. The District will also send e-mails and text messages for parents who sign up for the service. The District will also notify authorities for distribution on CB radio and local TV and radio stations. At times, this information can be incorrect, so check the district web-site, for final word.

Health and Safety

It is the responsibility of the school to provide a safe school with a healthy climate and culture in which teaching and learning occurs each day. All students must be secure in the school and focused on their learning goals. A school may refuse to admit students that are ill or have serious health needs or violate safe practices.

Administration of Medicine

A student who must take prescription medicine during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container to the superintendent/principal. The superintendent/principal or her designee will give the medicine at the proper times.

Medications

Elementary and Middle School students are not allowed to have or take their own medications at school without supervision. ***Medications that need to be given during school hours should be brought to school by the parent or responsible adult and given to the office or to the teacher.*** Before any designated employee administers any prescribed or non-prescription medication to any student during school hours, the district shall have received:

1. A written statement from the student's physician, pharmacy or clinic detailing the prescribed method, amount and time schedules by which the medication is to be taken, and
2. A written statement from the student's parent/guardian requesting the district assist the student in taking medication as prescribed.

Accidents

There is a possibility that a student may be injured on the campus during the school day. Report all accidents to the teacher, coach, or supervisor of the classroom or activity or the office as soon as possible. An accident report form must be filled out, even if the parents decide not to visit the clinic. Accident report forms are available in both school offices. Completed forms should be returned to school secretary Debbie Johnson-James.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medication, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.)

Student Immunization

In order to safeguard the school community from the spread of certain communicable diseases, and in recognition that prevention is a means of combating the spread of disease, the School Board requires all students to present evidence of having been immunized against the following diseases: diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles (rubella), mumps and rubella. Pertussis immunization is not required for students who are seven years or older.

Fire

Students will exit the building by way of the nearest designated exit. A teacher will accompany the class. Students will assemble in the playground, by class, facing away from the building. Teachers will accompany the class. Teachers will take attendance to ensure that all students are present. (They will then hold their red or green card up). Students will not return to the building until the "All Clear" sign is given.

Earthquake/Tsunami

During an earthquake, students will crawl under a desk or table. When the earthquake subsides, students and teachers will remain in building and await further instructions.

Evacuation

In the event that our building needs to be evacuated, a prearranged sheltering site will be chosen. However, for security reasons, if there is a bomb threat, alternative sites will be used on a random basis.

Lock Down

In the event of a lock down, **no one will be allowed to enter or leave Kake City Schools** until the crisis is called off. Signs will be placed on the exterior doors.

Leaving During School hours

Students will not be permitted to leave the building without the parent/guardian's stated or written permission and permission of the school authorities. Students are not allowed to leave the school buildings or grounds at any time during school hours (**except at lunch 9th-12th graders**), unless they have reported to the office, received permission from parents or guardians and have a signed permit to leave the building. K-8th grade students are not allowed to leave the school buildings or grounds at any time

during school hours unless a parent/guardian picks them up in person (or emergency contact/ok to pick up and approved by parent/guardian).

Any student who leaves the school campus because of an illness or emergency during the school day and/or at lunch must notify the office of the absence by phone and report to the office before the start of classes the next day.

High School students who have excessive tardiness after lunch will have their off-campus lunch privileges revoked for the duration as to be decided by the administrator, up to and may be for the duration of the semester. The administration has the right to revoke all open lunch campus if the need arises for safety purposes.

Visitors

Parents/Guardians and adult community members are encouraged to visit the school. Please check in at the office. All persons entering the Kake City Schools will be considered visitors if they are not employees based at this facility. The front entrance shall be designated as the official entryway in receiving visitors/guests. Please sign in at the front office. All other doors/exits are to be locked during the school day. Other exit doors are not to be used as entrances as they will be locked at all times. Staff family members are to also abide by these requirements.

Student Visitors

Student visitors are welcome with prior approval. Visits should be arranged at least one school day prior to the visit so that teachers may be consulted and allowed time to prepare for visitor(s). ALL visitors must sign in at the office upon arriving at the school building and meet with administration regarding expectations. Visiting students are not permitted to be on campus unless the superintendent/principal or designee has granted prior permission. (For reasons of safety and classroom distractions this exception is rarely granted).

ATTENDANCE

Parents/guardians of children aged 7 to 16 are obligated by law to send their children to public school except as allowed by law. The Board and its administrators shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

Kake City School District Attendance Policy

Regular school attendance in school promotes student success and positively influences academic achievement. Parents and guardians provide the necessary support for student commitment to attend school regularly and therefore, will be informed of each absence. Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher led activities, to build each day’s learning on that of the previous day, and to grow as an individual.

KCSD and the Alaska legislature have set a goal for school attendance of 95% or better, no more than 4.5 days per semester. When a student must be absent from school, the student – upon returning to school – **must bring a note, signed by the parent.** After 8:30 a.m. the student is counted tardy. All absences in the computer system will automatically be marked as unexcused and will remain that way unless the procedure to have the absence excused is followed.

Attendance Procedures

Excused Absence

A student’s absence shall be considered excused when it falls into one of the following categories:

1. **Illness:** This is an absence involving students who stay at home due to an illness however they do not have a medical verification slip. Students will be limited to 5 successive days of excused absences without a note from the Dr. or clinic. Teachers will ensure Dr.’s note is filed in student’s record after 5 days of consecutive absences.
2. **Cultural Activity:** This is an absence involving students who are excused from school by their parent/guardian to participate in non-school related cultural/subsistence activity. (Requires superintendent/principal pre-approval for the absence to be excused)
3. **School Related:** This is an absence involving participation in school-sponsored activities away from school. Students under school sponsorship are automatically excused and have full make-up privileges.
4. **Medical Absence:** Absences caused by students medical or dental treatment or emergency illnesses are considered medical absences. These absences must be verified in writing by an attending physician, physicians’ assistant, nurse, or community health nurse and be provided to the building secretary or attendance clerk.
5. **Special Circumstances:** Absences that require approval from the superintendent/principal. Verified special circumstances will result in excused absences and full make up privileges. Lengths of special circumstance absences are determined at the discretion of the superintendent/principal.

6. Legal Proceedings: This absence is caused when the parent or child is required to be at a court proceeding.
7. Death of Family Member: This absence is caused by a death of an extended family member (extended family meaning): A student's parent, legal guardian, brother, sister, aunt, uncle, and grandparent.
8. Travel to any of the above: The number of days that will be approved for travel will be at the discretion of the superintendent/principal.

In order to receive an excused absence, a student's parent/guardian must contact the school secretary or attendance clerk on the morning of the absence **to verify the reason** for the absence 785-3741. If this is not possible, *verification must be given to the attendance office on the day of the return* or the **absence will not be excused**.

The superintendent/principal or designee may excuse student absences for health reasons, family emergencies or other reasons the superintendent/principal or designee determines to be good cause. When students contemplate absences for personal reasons, their parents/guardians should write the superintendent/principal to ask that the expected absence be excused. The superintendent/principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example of school attendance for the student or other students. If the request is denied, reasons will be given.

Unexcused Absences

Unexcused absences include, but are not limited to, the following examples:

1. Absences caused by truancy, skipping (additional punishment per student handbook)
2. Failure to verify an excused absence prior to or on the day of return.
3. Trips or vacations not meeting special circumstance standards.
4. Family vacations or outings – (For example, a trip to Hawaii for Sun week, or to Texas to see family).
5. Students who return from summer late who were in attendance during the last two weeks of prior years' instruction. (i.e. state fair, fishing).
6. Any absence that does not meet the definition of excused.
7. Out of school suspensions.

Fifteen (15) Absences in a Semester

Grades 9-12

Class attendance is essential to the learning process; excessive absenteeism disrupts and hinders that process, not only for the absent student, but for his/her classmates as well. The district has determined that if a student misses a total of fifteen (15) class periods in a semester (excused and unexcused) see bold print statement below. from an enrolled course, he or she cannot receive credit from that course. A failing grade (WAF-Withdrawal Attendance Failure) must appear on his/her transcript regardless of the grade he or she is presently receiving. School activity absences are not subject to the fifteen (15) day rule.

Students who experience a corroborated emergency, a prolonged illness, or require medical attention which results in this stipulation not being able to be met will meet with the

attendance committee, and may petition the superintendent/principal to request a waiver of the policy. The superintendent/principal may consult with the attendance committee, but his or her decision on the matter will be final.

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Grades K-8

Learning is greatly diminished when a student misses labs, lectures, class discussions, and creative classroom activities. The district has determined that if a student misses a total of fifteen (15) absences in a semester (excused and unexcused), he or she may be considered as a candidate for retention. School activity absences are not subject to the fifteen (15) day rule. Students in grade K-8 must attend a hearing with the attendance committee to determine if they can be promoted, or be required to do some type of credit recovery.

Withdrawal /Attendance/Failure (WAF)

A student withdrawn for non-attendance will have a “WAF” (Withdrawal Attendance Failure) recorded on his/her transcript. This grade shall be included in the calculation of the grade point average and will affect eligibility for extra-curricular activities. A student may receive partial credit, if possible, but may be required to repeat the class or class equivalent to it, in order to fulfill graduation requirements.

Action taken for each unexcused absence

Phone calls are made daily to the parent/guardian to notify of a student being marked absent. **If your work or home phone number changes, notify the school office, immediately.** Letters will be sent to the parent/guardian on the third, seventh and tenth absences.

3rd Absence – A letter is sent to the parent/guardian stating this is their child’s third absence and informing them of school policy.

7th Absence – A letter will be sent to the parent/guardian notifying them of their child’s 7th absence and citing school policy. The teacher will make a referral to the school counselor for assistance in improving the child’s attendance.

10th Absence - A letter is sent to parents and Office of Children’s Services (OCS) following the tenth (10th) absence. If appropriate, the letter will request prosecution for truancy and/or educational neglect.

After excessive absences for medical reasons, the superintendent/principal or designee may require a note from a medical provider.

Alaska State Troopers and/or Office of Children’s Services (OCS) referrals may be made by the superintendent/principal after five or more unexcused absences.

Attendance Issue Disputes

Parents may check their student’s attendance electronically via their student access account on Power School. Progress reports that are sent out will have attendance information on them. Parents will have 10 days from the issuing of the 9-week report cards to challenge an unexcused absence. After 10 days, there is no appeal for changing the absence from unexcused to excused.

Truancy

Absence without parental knowledge is termed “truancy.” This is a serious offense. No student is permitted to leave the school grounds once he/she has arrived at school. If this occurs, the student will be considered truant. Parents will be notified in any case of truancy. If a student cannot be found, the truancy will be reported to parents to ensure the student is found and safe.

Tardiness

The school day starts at 8:25 am. Any student who is tardy after the attendance report has been sent to the office must come to the office for an admit slip. Parents will be contacted if the tardiness happens frequently. Elementary students who arrive at school after **9:30 am, will be counted absent half a day**. A tardy is defined as not being present in the classroom at the start of class.

Grade 8-12: If a student is late to any class, it is considered a tardy, after 10 minutes late the tardy is counted as an absence. **A student must be present a minimum of 40 minutes in his/her assigned classroom on regular school days to be counted present.**

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 the teacher that detained the student. The office does not issue passes unless the student is on official business in the office.

Consequences of Tardiness: (Action)

9th – 12th grade

Three tardiness count as one absence. After three (3) tardiness reported in power school, the teacher will submit a report to office, and will contact the parents to advise them of the situation. This will be noted in the attendance record and will count against the 14-day maximum of allowable absences. The office records are the official documentation. The teacher will repeat this procedure after six, nine, twelve, etc., tardiness.

4th-8th grade

Three (3) tardiness in any given class will result in individual consequences and a phone call home.

K-3rd grade.

After (3) tardiness in any given class will result in a parent contact.

Pre-Arranged Absence from School

Due to the requirement of student attendance, it is imperative that a student have a prearranged absence approved as excused prior to the absence. If a student/parent knows the student 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 that are not approved as excused will count toward the maximum 14-day absence.

Attendance and Participation

Any student who is absent the full day or any part of the day will not be eligible for participation (participation includes competing in, practicing, or traveling to or from any school sponsored activity or event) in a school activity or event on that day or night, or the remainder of the weekend if absences are on a Friday. (In accordance with other policies in the Handbook, excused absences must be approved by the parent and administration.) This requirement applies to school activities and events as athletes, or any extracurricular activity sponsored by the school. (See Kake Eligibility handbook). A student may be required to present a written statement from a doctor, dentists or other qualified medical professional indicating it is not harmful for the student to participate in the activity.

Married, Pregnant, or Nursing Students (BP 5146)

The instructional program provided for married, pregnant, or nursing students will be determined on a case-by-case basis and shall be appropriate to the student's needs. When necessary, the district will provide reasonable accommodations to pregnant and parenting students to enable them to access the educational program.

Pregnant or parenting students may request exemption from attendance because of personal reasons which may relate to the care of the student or child. Further, pregnant or parenting students may be excused for absences related to medical appointments.

Early Checkouts (Elementary)

We appreciate your efforts to keep your child in school until the end of the day at 3:00 p.m. **Any K-6 student who is checked out of school before 2:00 p.m. will be counted absent half a day.**

Perfect Attendance

We encourage our students to be in school 100% of the time. Students will receive recognition for Perfect Attendance. Perfect attendance is defined as:

- No days absent (medical or otherwise)
- No early checkouts
- No tardiness

Makeup Work

It is the responsibility of the student to request makeup work either in advance or on the day of returning to class for emergencies. Teachers will provide makeup work within 24 hours of the request. Work may be made up for all excused and school related absences only.

Field Trips

Occasionally classes will leave the school building to go on field trips. A notice will be sent home with your child prior to the planned field trip. This notice will explain where the class will be going, time of departure and return, plus any additional information necessary. You will be asked to sign a permission slip, showing that you understand what the field trip involves and that you give your child permission to participate.

Child Abuse and Neglect Reporting

State law requires school personnel who have reasonable cause to suspect that a child under the age of 18 (or older if the child is still in school) is being abused or neglected by someone in the home, and report that suspicion to the Office of Children Services (OCS). OCS, not the school, will investigate.

Communication

The school shall communicate regularly with students and their families about their child's academic progress and behavior. Additionally, it is important that the school and its staff communicate with a parent about other significant issues, such as when a child is injured at school, excluded from class, or has reportedly suffered a loss through damage to or theft of his or her personal property while at school.

School Day for Seniors

Seniors who need fewer than six credits to graduate may work with the superintendent/principal to establish a shorter school day for themselves. Depending on the student's needs, he/she may start school an hour late or leave school an hour early. In order to qualify for this privilege, students must not have had excessive absences or tardiness in prior school years, and must have and maintain a minimum 2.5 GPA. Students who accrue more than six combined absences and tardiness in a semester for any class, or show any failing grades on progress reports, will have this privilege revoked. In addition, students exercising this privilege must not have any disciplinary issues. Students who lose the privilege will be assigned to a full day of classes, which may include a study hall.

In order to qualify for this privilege, students must submit a signed parent permission agreement.

ACTIVITIES/ORGANIZATIONS

We encourage Kake City School students to become actively involved in school activities outside of their regular academic schedule. Membership in school clubs is open to everyone.

Sports/Extra Curricular Offered

Basketball	Culture Club
Mixed 6 Volleyball	Wrestling
Student Council	National Honor Society
Cross Country	Year Book

Fundraising, Collections and Sales

Any class or school-sponsored organization desiring to do fund-raising must first clear the project through the sponsor and superintendent/principal's office. Funds raised by each organization must be maintained in the school activity fund. No collections of any type for any purpose may be made by the students without the approval of the superintendent/principal. Students who collect money must turn in all collections to the club sponsor before the end of each day. Students/parents/activity advisor will be responsible for all merchandise and funds collected. All fund-raising projects will be limited according to the superintendent/principal's discretion.

Assemblies

School-sponsored assemblies are an integral part of the educational and/or social program. Students are expected to be respectful of all guests and are asked to show their good school spirit during all school assemblies

Student Council

Student activities are tentatively approved and governed by the Student Council. All activity and fundraiser request forms must have the signed approval from the sponsors. Final approval of activities must be obtained from the superintendent/principal.

Class Activities

As with Student Council activities, all activities and fundraiser request forms must be signed by the sponsor and receive final approval from the superintendent/principal or designee.

Dances

Dances may be sponsored by various school organizations during the school year and need to be approved by the Administration. All dances need to have adequate adult chaperones, with at least three of them being school personnel. Dances are subject to school guidelines and may be cancelled without sufficient student interest or due to lack of adult chaperones. ALL STUDENTS ARE TO BE PICKED UP BY PARENTS OR have made arrangements for transportation 15 minutes after the dance ends.

All school dances are governed by the following regulations:

- 1) Dances are for Kake City School students and/or enrolled high school students from other schools, and all school rules apply.
- 2) If a student has been to the dance and leaves, he/she will not be permitted to return to the dance.
- 3) The superintendent/principal has the discretion to deny entrance to dances based on behavior and/or attendance.

Formal Dance (PROM)

- 1) Students may bring a student who recently graduated from KHS (prior year only) may be a guest of our students provided that their parents give written permission for their son/daughter to attend the dance with that person. Guests must abide by all school rules as well.
- 2) Dresses must be no shorter than 3 inches above the knee, and must not bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, and chest area.
- 3) If a student has been to the dance and leaves, he/she will not be permitted to return to the dance.
- 4) The superintendent/principal has the discretion to deny entrance to dances based on behavior and/or attendance.
- 5) Only students in 9th grade or above may attend Prom.

Senior Banquet

The Senior Banquet will be sponsored by the Junior Class. Seniors may attend if they **have and are following a plan to graduate by the end of summer school of their graduation year.**

Walking at Graduation

Seniors may walk at the graduation ceremony only if they have completed all of their graduation requirements prior to day of the graduation ceremony.

Elimination of Gender Discrimination in the Public Schools (Title IX)

Kake City School is committed to nondiscrimination in the provision of all educational services. An equal educational opportunity is a fundamental right under both the Alaska and United States Constitutions; it is the policy of this District to provide a learning environment free of discrimination. All students have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to, course offerings, graduation requirements, athletics, counseling services, extracurricular and other school-related activities.

Discrimination in education because of sex, race, color, creed, religion, national origin, age, physical or mental handicap, political belief, and marital or parental status is prohibited unless based upon reasonable grounds as provided by law. The District is committed to taking the appropriate and feasible remedial action necessary to eliminate existing discrimination and its effects.

Inquiries regarding discrimination or intimidation should be directed to the Kake City

School Title IX/504 Compliance Officer, Mr. Rich Catahay @ 785-3741. In compliance with federal regulations, the District will notify annually all students, parents, staff, and community members of this policy and the designated compliance officer to receive inquiries. Notification should include the name and location of the compliance officers and will be carried in all handbooks.

ELIGIBILITY

Students in grades 7-12 at Kake City Public Schools must demonstrate satisfactory educational progress in meeting the requirements for graduation, and must meet the requirements set out in the **Eligibility Handbook for Athletics, and Other Student Travel Activities** (Attached behind the handbook).

CLASSES

Curriculum

The State Standards, benchmarks, along with KCSD adopted curriculum will guide the instruction at Kake. Teachers will use a variety of resources and strategies to assist students in attaining mastery with the focus being in the areas of Reading, Mathematics, and Writing (k-6) and all other subject areas combined (7-12th). Teachers are encouraged to incorporate writing into all subject areas.

Teachers are also required to incorporate the local native culture into their curriculum as often as possible.

Benchmarks and Standards

Content Standards describe the broad goals that students should attain. The content standards organize knowledge presented in the form of Benchmarks. The benchmarks describe what students should know and be able to do at each level. Focusing on "what is the knowledge" provides the planning to remain centered on essential learning, district standards and benchmarks, and meaningful connections between core curriculum areas.

Guidance and Counseling

KCSD has a certified guidance counselor on staff. School and personal issues may be brought to the classroom teacher, campus coordinator, or to the superintendent/principal. These people may refer students to the school counselor or will be happy to provide the student or parent with the information they require. Also, KCSD does have an arrangement with SEARHC to provide non-school related counseling services.

Challenging a Class (BP/AR 6155)

Students who wish to challenge a required class may request a meeting with the high school superintendent/principal and the teacher of that class. The purpose of this meeting will be to determine if the student will be allowed to challenge the class, and if so, to plan a method for the challenge. Students who successfully challenge a class will receive the appropriate credit on their transcripts without having to take the class. The final authority on whether a student will be allowed to challenge a class, and if a challenge is successful, will rest with the high school superintendent/principal.

Study Hall

Study halls will be assigned by administration to fulfill specific academic needs, and will only be offered during afternoon elective times.

Special Education

Students with suspected educational disabilities and appearing to need special education services maybe referred for an evaluation to determine whether the student is eligible for special education. Parents must provide informed, written consent for the individual evaluation. The classroom teacher and parent are part of the multidisciplinary team that determines eligibility of the student after all interventions are tried and they quality. Once eligibility is determined, the students' strengths and needs are discussed and an individual education plan is developed. This plan is reviewed at least annually. A special education teacher is also on staff and available for consultation.

Enrollment

Enrollment as a student at Kake City Schools must be completed by parent/guardian. The necessary forms should be picked up from and returned to the Kake City School District's office. Incomplete forms may delay enrollment. Enrollment requires a certified copy of the child's birth certificate and a complete immunization record. Students must enroll in courses offered on the KCS D schedule, or other on-line courses with administrative approval. Students may not have free periods or study halls unless they meet the criteria described under "Study Hall" above, and "School Day for Seniors" under the Attendance portion of this handbook. Students may not act as teachers' aides without the permission of the host teacher.

Withdrawal

At the close of the school year or when the parent/guardian of a student withdraws he or she from enrollment in the school, all books and district property must be returned. Report Cards, transcripts or any other records will not be issued or released until all materials are returned and all financial obligations met.

Transfer/Withdrawal from School

Students transferring to Kake City School will complete registration materials, show proof of immunization and sign a request for records. Students withdrawing from Kake City Schools will check out at the office, teacher, librarian, athletic director, and music instructor. All personal belongings will be taken at the time of check out and fines paid. A copy of the student's records will be forwarded to the new school upon receipt of a request for records from that school.

Class Registration

Registration times and dates for classes are publicized by the high school office prior to the start of each semester. It is the responsibility of the student to obtain official registration. When registering for electives, priority is given by class with seniors getting first priority. Students who have a particular educational need may have their electives chosen for them. Once the registration period is over, registration or class changes are done on a space availability basis. Class changes require the approval of the superintendent/principal and teacher involved.

Standardized Grading Scale

The following is the basic Grading Scale used throughout the 7-12th grade curriculums.

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Standardized Grading Scale explanation

- 1) An “A” means the student is doing outstanding work.
- 2) A “B” means the student is doing superior work
- 3) A “C” means the student is doing average work
- 4) A “D” means the student is not performing up to expectations. In most cases, a “C” could be achieved with greater effort.
- 5) An “F” means the student is not meeting expectations required to receive credit for the class.

Pass/Fail

Certain electives, including but not limited to study hall and teacher’s aide, will be graded as either Pass or Fail. These courses will not affect the student’s Grade Point Average.

Report Cards:

The district shall maintain those student records necessary for the educational guidance and/or welfare of the students, for orderly and efficient operation of the schools and as required by law. All information related to individual students shall be treated in a confidential and professional manner. Students' records are the property of the district but shall be available in an orderly and timely manner to eligible students and parents at a reasonable copying cost.

1. Teachers will issue report summaries to the student’s parents/guardians quarterly and on semester basis for K - 12. The classroom teacher will give a copy to the parent/guardian during conferences or mail a copy to the parent if teacher contact does not occur.
2. Parents will be kept informed during the end of the grading period on the progress of their student. Parents are encouraged to contact the school if they have any questions or concerns about their student's performance in any class.
3. Parent-teacher conferences are scheduled two times a year for the purpose of improving communication between the schools and home. During these days parents are highly encouraged to visit with the teachers of their child to discuss the child's progress in the various subject areas.
4. A parent is notified by 3rd quarter if the teacher is considering retention. The criteria for retention include: previous retentions, attendance, achievement, and student maturity. A meeting is planned between the teacher and parent to discuss the possible retention. Input from the parent, superintendent/principal and teacher regarding retention is used to make a decision.

Progress Reports

Regular Progress Reports are an attempt by the school to keep parents informed of student academic and behavioral progress, student needs and class announcements on a regular basis. Progress Reports will be filed with the office by 8:30 a.m. on the Monday after the following dates:

First Semester:

September 15, 2017

September 29, 2017

October 20, 2017 (Report Card)

November 10, 2017

December 8, 2017

January 12, 2018 (Report Card)

Second Semester:

February 2, 2018

February 23, 2018

March 16, 2018 (Report Card)

April 13, 2018

May 4, 2018

May 25, 2018 (Report Card)

Homework

Homework assignments are meaningful extensions of classroom activity designed to help the student master skills and subject matter as well as develop responsibility and independent study skills. Homework assignments are required at all grade levels, with the frequency and duration of assignments being flexible for teachers and students depending on the developmental appropriateness of the children in each class.

At Kake City School every student K-6, is asked to read out loud for 20 minutes each night. Students are also expected to do their other academic homework nightly.

Tutoring

After-school tutoring will be available Monday – Thursday in the areas of reading, writing and math when the need arises. Students who are below grade level or who have failing grades at progress report checks will be required to attend tutorials.

College Courses and Credit for High School Students (Secondary Only)

Credits earned from a college and taken by high school students during the school year may apply toward high school graduation with prior approval of the curriculum director. College credit is transferred to high school credit on three college hours to one high school semester credit basis. All credits require prior approval of the superintendent/principal.

Career and Technical Education Program

No student shall be excluded from participation in any Career and Technical Education Program on the basis of gender, race, socioeconomic status or handicapping condition.

High School Graduation

It is the goal of the Kake City School District to ensure that all students are given the best opportunity to complete high school graduation and be able to make positive choices concerning career or post-secondary education.

High School Graduation Requirements

A minimum of twenty-three credits must be earned at the high school level for graduation. KCSD requirements for graduation include the following (BP 6146.1a):

Language Arts	4.0 credits
Social Studies	3.5 credits
Alaska History	.5 credits
Science (health)	3.0 credits
Mathematics	3.0 credits
Technology	1.0 credit
Vocational Education	1.0 credit
PE (health)	2.0 credits
Electives	5.0 credits
Total	23 credits

To be classified as a sophomore, a student must have completed five credits at the beginning of the fall term; a junior, ten credits by fall term; and a senior must enter the senior year with fourteen credits. Students who are short of the required credits may wish to make up required credits using correspondence courses. Reclassification may be applied for as credits are earned. **It is the students' and parents' responsibility to monitor credits towards graduation.**

Valedictorian & Salutatorian/Weighted Grading Scale

The weighted grading scale is used in determining Valedictorian and Salutatorian. A copy of the weighted grading scale is available in the superintendent/principal's office. Grades from remedial classes do not qualify for calculation in the grade point average for Valedictorian and Salutatorian. The Valedictorian is the student with the highest weighted grade point average. The Salutatorian is the student with the second highest weighted grade point average. To receive either of these graduation honors, student must also have attended Kake High School for at least two years, including the complete senior year, and the cumulative GPA for the student(s) must be a 3.0 or higher. Weighted grade scale computations will be based on seven semesters of grades on the transcripts and the final semester grade as it stands on the progress report of May 1, 2018.

Honor Roll

Kake City School promotes a high standard of academic achievement. Scholarship is recognized and encouraged through an academic honor roll compiled at the close of each quarter. All students with a grade average of 3.0 or higher will be included in the school's honor roll. The following scale is used to determine grade average (GPA): **4.0=A, 3.0 = B, 2.0=C, 1.0=D, 0.0=F**

Students with a grade point average of 3.5 to 4.0 will earn "high honors."

Credit Recovery

Correspondence and e-learning courses may be taken for the purposes of credit recovery. Regularly enrolled students may take an e-learning or correspondence course in lieu of a class offered in the regular program **only** after a student has received an F in a regularly scheduled class or to complete a course requirements when schedule conflicts prevent a student from taking a required course. E-learning credit recovery coursework may be taken free of charge; however, any fees incurred for correspondence courses selected by the parent are the responsibility of the student. In order for a student to receive credit for an e-learning correspondence study course, documentation (including evidence of course completion on e-learning or final transcript grade for correspondence courses) must be submitted to the High School Coordinator.

E-Learning and Correspondence Study Courses

Correspondence and e-learning coursework may be taken for the purposes of enrichment in course areas not offered in the regular program, or so that a student may pursue advanced coursework (such as Advanced Placement (AP) courses). Regularly enrolled students may not take correspondence study courses for credit in course work that is available in the regular program unless approved by the secondary coordinator. The student will be responsible for payment of fees necessary to take correspondence or e-learning courses that are not part of the KCSD's schedule of course offerings.

In order for a student to receive credit for a correspondence or e-learning course, the course must be completed and transcript provided. In order for a student to receive credit for a correspondence or e-learning course outside of those offered by the KCSD, the course must be completed and transcript provided to the High School Coordinator.

As course grades for on-line classes are given by the on-line instruction, the grades reflected for progress reports will be Pass/Fail, and based on the percentage of course completed at a passing level. Final grades for the semester will be given as a percentage by the on-line teacher.

Acceptable use of Electronic Network:

Kake City School believes that a computer network offers vast, diverse, and unique resources to students, teachers and other users. The goal of the District in providing computer networks to students, teachers, and other users including, but not limited to, administrative staff and all categories of classified employees, is to promote educational excellence, and operational efficiency in all aspects of the District by facilitating resource sharing, innovation and communication. The use of network facilities by employees, students and other users shall be consistent with the mission and curriculum adopted by the school District as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. The use of the network will be guided by the District's Acceptable Use Policy. The Acceptable Use Policy applies to the following areas: stand-alone computers, local school area networks, wide area networks, telecommunications systems, the Internet, and any other technology devices provided by Kake City School. Any student using the network system will be required to sign an AUP agreement.

Alaska Performance Scholarship Eligibility

The Alaska Performance Scholarship is available to Alaska residents who graduate from an Alaska high school who:

1. Complete a rigorous high school curriculum; and
2. Achieve required grade point average; and
3. Achieve minimum college or career readiness test scores; and
4. Attend an eligible program at an institution located in Alaska.

Students meeting eligibility requirements may be eligible for annual scholarships of up to \$4,755 per year.

Curricular requirements for the Classes of 2013 and beyond are detailed on pages 37-38 of the student handbook and may also be found in the KCSD Program of Studies, on the KCSD website, and on the Alaska Department of Education website.

DISCIPLINE

General Playground Rules K-6

- 1. Do not climb on or over the fence.**
- 2. Do not pick up, throw, or kick rocks. Do not throw or kick snow.**
- 3. Use swings for swinging – do not stand on, jump off, or twist the swings.**
- 4. When using slides – go up the ladder and down the slide.**
- 5. Be a friend to others, cooperation is important during play.**
- 6. Listen and obey the instructions of teachers, aides, or any adult in charge of recess.**
- 7. No walking on top of monkey bars.**
- 8. Jr. High and High School students in grades 8 through 12 are not allowed to play or be on the playground equipment.**

Search and Seizure

Administrators or their designees may search a student and/or the student's personal effects (e.g., purses, wallets, backpacks, book bags, lunch boxes, etc.) when they are carried by the students when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or school rules. In addition, the reasonable grounds must be accompanied by particularized suspicion with regards to the individual to be searched.

The search itself must be conducted in a manner, which is reasonably related to the objectives of the search and not excessively intrusive in light of age and gender of the student and the nature of the infraction. When feasible, the search should be conducted outside the view of other students, and in the presence of a school administrator or another adult witness, and by a certified employee or administrator or the same gender if possible.

Any action by a student who fails to cooperate with or hinders an appropriate search shall be construed as grounds for disciplinary action and may include suspension and/or recommendation for expulsion.

School Property

School Property, including but not limited to desks and lockers, is owned and controlled by the district should have no expectation of privacy in them or in any personal effects left in such areas. The district may make reasonable regulations regarding the use of such areas and may search them or any personal effects of students found in those areas without prior consent or notice to the students.

Seizure of Property

If a search conducted in accordance with this policy produces evidence that the student has violated or is in violation of the law or the school's rules, such evidence may be seized and impounded by administrators, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Student Prohibited Actions: Learning Environment

A STUDENT SHALL NOT:

- Disrupt school or display any behavior, which is disruptive to the orderly process of classroom instruction. (Disrupt school shall mean use of profanity, force, noise, coercion, intimidation or other disorderly conduct on school premises, going to and from school, while riding on any school transportation, or attending or participating in any school sponsored activity while within the jurisdiction and/or supervision of the school.)
- Leave class without permission
- Initiate or participate in any unacceptable verbal and/or physical conduct.
- Violate school policies.

Minimum corrective action: Teacher – student conference

Maximum corrective action: Recommendation for Expulsion

Student Prohibited Actions: Person and Property

A STUDENT SHALL NOT:

- Exhibit hostile, physical or verbal action against another individual.
- **Engage in any behavior that would be considered sexual harassment.**
- **Engage in any behavior that would be considered, harassment, bullying, cyber bullying or menacing**
- Fight, push, rough-house, or kick others
- Uses profane, obscene, indecent, immoral or offensive language and/or gestures.
- Cheat, plagiarize, lie, or forge any documents
- Defy the reasonable request or direction of school personnel.
- Damage, destroy or steal property belonging to the school or others.
- Be in possession of dangerous chemicals, i.e.; mace, pepper spray
- Operate a motor vehicle in an unsafe manner, including parking around the school.
- Exhibit any display of public affection in, or around the school campus.
- In possession of/using purchasing or selling of tobacco, drugs, and alcohol
- In possession of/using weapons, fireworks, and ammunition

Minimum corrective action: Teacher-student-parent conference

Maximum corrective action: Recommendation for expulsion

Profanity/Inappropriate language (written, verbal or non-verbal)

Profanity (cussing), and inappropriate language will not be acceptable and will receive appropriate consequences.

Notes/Electronic communication

Notes or electronic communications are not to be written in class and are not to be passed/sent or received in the school setting, or on school sponsored events.

Students are responsible for all content written in a note/electronic communication. Notes/electronic communications with inappropriate language, threats, or put downs will be confiscated and turned over to the superintendent/principal, and the student will receive appropriate consequences.

HARASSMENT, INTIMIDATION AND BULLYING

It shall be a violation for any student or staff member to harass, intimidate or bully another person while at school, traveling to and from school, or attending school-sponsored events. Moreover, it shall be a violation for any school staff member to knowingly ignore or tolerate harassment, intimidation or bullying at school or at school sponsored events.

For the purpose of this policy, school staff includes school employees, school board members, agents, volunteers, contractors or other persons subject to the supervision and control of the school district.

Sanctions for Harassment, Intimidation or Bullying

Appropriate sanctions will be taken against students and/or employees who commit acts of harassment, intimidation or bullying. For students, the sanctions must be appropriate to the seriousness of the incident and may include detention, suspension, and/or expulsion in accordance with state law, district policy, administrative regulation, and student handbooks. For school staff, sanctions will be in accordance with state law, district policy, administrative regulation, collective bargaining agreements, and applicable codes of ethics.

Reporting Procedure

1. Any student or staff member who believes he or she has been the victim of harassment, intimidation or bullying may report the alleged act to the school superintendent/principal or designee. If a student is more comfortable reporting to a person other than the superintendent/principal, the student may contact any school employee. The superintendent/principal or designee will accept anonymous reports but formal disciplinary action may not be taken without corroborating evidence.
2. Any school employee, or an employee of an entity under contract with the school district, who receives a report, witnesses harassment, intimidation or bullying, or has reliable information that a student has been subject to harassment, intimidation or bullying shall act immediately to protect the alleged victim, if necessary, and shall immediately report the incident to the student's superintendent/principal or designee for prompt investigation.
3. Upon receipt of a report of harassment, intimidation or bullying, the superintendent/principal or designee shall forward a timely written report of the incident and his or her response to the Safe and Drug-Free Schools Coordinator or other individual identified by the Superintendent/Chief School Administrator.

That individual shall compile and maintain data of all incidents of harassment, intimidation or bullying that result in suspension or expulsion. Such data shall be reported to the Department of Education and Early Development on an annual basis.

4. The superintendent/principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

Investigation and Corrective Action

1. The superintendent/principal or designee shall promptly and thoroughly investigate all alleged acts of harassment, intimidation or bullying.
2. All involved in an alleged act of harassment, intimidation or bullying shall be advised by the superintendent/principal of his or her due process rights.
3. At the conclusion of the investigation, the superintendent/principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The superintendent/principal will act in accordance with the student conduct code, the teacher code of ethics, and paraprofessional code of ethics to discipline the offending party(ies).
4. Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

False Report

Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students and termination for staff.

Retaliation Prohibited

Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students, and disciplinary action up to termination for school employees.

Fighting

Fighting, as defined here, goes beyond horseplay, pushing, wrestling, etc. It is a willful intent to harm another individual. In our Discipline Handling Guidelines, a first fight will be a level three offense under the severe consequences.

Assault

Kake City School recognizes that our schools should be a safe learning environment for our staff and students to teach and learn in. The district will not allow fighting or assault on its school campus. A physical assault is the intentional infliction of, or an attempt to inflict a harmful or offensive touching or contact upon a person. A student shall not intentionally cause or attempt to cause physical injury to any school employee or student. Reasonable self-defense against bodily harm is not to be considered an intentional act under this rule.

A student who engages in the physical assault of a staff member will not be tolerated and will have serious consequences.

Severe Clause

When severe misbehavior occurs the student is sent directly to the **Administrator**. The Administrator will follow the steps in the Kake City School Superintendent/Principal's Support Plan.

Severe misbehavior includes, but is not limited to, the following:

- Fighting – the willful intent to inflict pain.
- Severe harassment or sexual harassment
- Vandalism – destroying property.
- Overt defiance – absolute refusal to follow directions; thereby stopping a class from functioning

TYPES OF DISCIPLINARY ACTIONS:

(Not an all-inclusive list)

Conference - The student and/or parent will meet with the teacher, counselor, and/or superintendent/principal.

Time out/Detention - Students are required to sit quietly in a designated area for an assigned period of time. The students must bring homework; if they don't, work will be assigned.

Sheltering – Students will have a different schedule and will be monitored at all times, before, during and after school.

In-School Suspension - Students will be assigned to report to ISS by superintendent/principal. Students will be required to complete all assignments given and behave in an orderly manner.

Out-of-School Suspension - Students will not be allowed to participate in regular school or extra-curricular activities. Including games and practices until suspension is complete.

Restitution - Students will be required to restore the building or grounds to their proper condition. Students may be required to wash walls, floors, and tables, do dishes or pick up trash under adult supervision.

Modified Education Plan – The superintendent/principal will have the option of creating a change of placement for the student.

Expulsion - Students are removed for one semester to one full year pending the recommendation of the administration. Expulsions may also be permanent. This action requires a vote of the Board of Trustees. The superintendent/principal may make recommendations for expulsion in cases of severe disruption of the school process.

Superintendent/**Principal's Option** – Students will subject to disciplinary actions that the administration feels will fit the behavioral infraction.

Gym time/Mandatory Tutoring/Lack of open campus – may be options for students failing/absent or for disciplinary reasons.

Students assigned ISS or OSS, are not eligible to perform in any school-sponsored extra-curricular activity until completing one full day of their regular schedule following the suspension.

Wake City School Administrative Support Plan for K – 5th grade

Classroom teachers will have a written classroom management plan that the principal approves. Classroom aides who may be supervising recess or the lunch room will have a proscribed list of steps to follow prior to making a referral. Except in emergency situations, teachers and aides will exhaust the steps of their respective plans before making a referral to the principal.

When a referral is made and the principal agrees that it is valid:

STEP ONE: Principal conference with student, parent contact by phone.

STEP TWO: Principal conference with student, 15-minute lunch detention, parent contact by phone.

STEP THREE: Principal conference with student, 30 minute after-school detention, parent contact by phone.

STEP FOUR: Principal conference with student, two days of 30 minute after school detention, parent contact by phone and letter.

STEP FIVE: Principal conference with student, ½ day of in-school or out-of-school suspension, parent conference.

STEP SIX: Principal conference with student, 1 day of in-school or out of school suspension, parent conference, behavior plan considered.

STEP SEVEN: Principal conference with student, 2 days of in-school or out of school suspension, parent conference, behavior plan required.

STEP EIGHT: Principal's discretion: Parent conferences and suspensions will be utilized.

* Individual Behavior Improvement Plans will supersede this plan.

**For minor offenses, when a student goes three weeks without a referral, he/she will move up one step back up the chart.

** *In case of severe behavior (such as fighting, vandalism, bullying, persistent insubordination or severe disruption of the learning process), consequences will start at step five.

**** Extreme behaviors (including but not limited to credible threats, weapons, drugs, severe property damage, or assault) will be dealt with outside of this plan. Administrative response to extreme behaviors is described elsewhere in this handbook.

*****Principal's Option: in the case of unusual circumstances, the principal may alter this plan at his/her discretion. Principal's options include but are not limited to restitution, formal apology, and travel and technology restrictions.

Parent Option

The Parents/Guardians will have the option of sitting in class with their child instead of having students serving ISS or OSS (Maximum of 2 days). The duration will be the same as the consequence. The parent/guardian must be with the student at all times; if they leave the student will then have the original consequence.

Refusal to Cooperate

Any student who refuses to accept consequences for inappropriate behavior will immediately have their parent/guardian contacted by the classroom teacher or superintendent/principal. If the parents cannot be contacted and the student has been verbally warned, VPSO/Police officer will be called to calm the student. If necessary, the officer will transport the student home. In addition, students who are behaving violently, or are an ongoing disruption of the educational process, may be restrained or physically moved by staff. (AS 11.81.430. Justification: Use of Force, Special Relationships).

Wake City School Administrative Support Plan for 6th – 12th grade

Steps

1st

Principal conference with student
1 day lunch or after-school Detention
Campus Beautification
Parent contact (phone)
Principal's option

2nd

Principal conference with student
2 days after-school Detention
Campus Beautification
Parent Conference
Principal's option

3rd

Principal conference with student
3 days after-school detention
Campus Beautification
Parent Conference
Principal's option

4th Move to Severe 1

Severe

1st

Principal conference with student
Campus Beautification
½ DAY ISS/OSS
Parent Conference
Principal's Option

2nd

Principal Conference with student
1 DAY ISS/OSS
Campus Beautification
Parent Conference
Principal's Option

3rd

Principal conference with student
Campus Beautification
2 DAYS ISS/OSS
Parent Conference/Re-entry
Principal's option

4th Move to Extreme 1

Parent Option

The Parents/Guardians will have the option of sitting in class with their child instead of having students serving ISS or OSS (Maximum of 2 days). The duration will be the same as the consequence. The parent/guardian must be with the student at all times, if they leave the student will then have the original consequence.

Refusal to Cooperate

Any student who refuses to accept consequences for inappropriate behavior will immediately have their parent/guardian contacted by the classroom teacher or principal. If the parents cannot be contacted and the student has been verbally warned, VPSO/Police officer will be called to

calm the student. If necessary, the officer will transport the student home. *In addition, students who are behaving violently, or are an ongoing disruption of the educational process, may be restrained or physically moved by staff.* (AS 11.81.430. Justification: Use of Force, Special Relationships).

Administrative Support Plan for Extreme

Steps, Illegal Substances (Drugs (including marijuana), Alcohol, Tobacco) and Weapons

Interventions may include:

Scheduled meetings with community counselor
Network with outside agencies
ISS Behavior Packet
Presentations/Assemblies
Health Curriculum
Mandatory Tutorials

All of the below may be progressive depending on where they start on the plan....

1st

Students who are in possession of, using or purchasing **tobacco** will begin at this step. Students **with another student** who is in possession of, using, or purchasing alcohol, other drugs and/or drug paraphernalia will begin at this step.

- Parent contact with letter home
- 1 full day OSS
- Re-entry meeting with Principal
- Principal's option

2nd

- Parent contact with letter home
- 3 full days OSS
- Re-entry meeting with Principal
- Principal's option
- State Troopers will be notified

Substance Abuse

Students who trades, buys, uses or possesses intoxicating liqueur, alcohol, illegal drugs, other drugs and/or drug paraphernalia or substances designed to look like illegal drugs, while under the jurisdiction of the school, or who returns to school following the illegal use of the above, will result in the following actions:.

1. Parent contact with letter home
2. 5 full days OSS, suspension from all school related activities
3. Substance abuse evaluation by the appropriate agency.
4. Participate in District approved Educational Program. Participation will excuse all absences due to suspension.
5. Re-entry meeting with Principal
6. Principal's option
7. Police/State troopers will be notified

Second offense for use and 1st offense of selling, dispensing, attempting to sell intoxicating liqueur, alcohol, illegal drugs, other drugs and/or drug paraphernalia or substances designed to look like illegal drugs

1. Suspension from school for 45 days or the remainder of the semester, whichever is greater.
2. Referral and active participation in a district approved student education and treatment program.
3. VPSO/Police and State Troopers will be notified

Third offense for use and 2nd offense of selling, dispensing, attempting to sell

Will result in administrative recommendation for expulsion and Police/State Troopers will be notified.

If students are suspected of using/purchasing/in possession of or selling tobacco, drugs, alcohol will be immediately brought to the office and law enforcement will be called. (See search and seizure portion p.21 and law enforcement notification p.28.) Discipline will follow accordingly.

Weapons and Dangerous Instruments

Students shall not carry on their person, use, transmit, or possess weapons, dangerous instruments, or their look-a-likes in school buildings, on school grounds, on the school transportation system or at any school related or school sponsored activity away from school (including athletic events) unless permission has been obtained from the administration. The superintendent/principal or designee may immediately initiate proceedings to recommend expulsion for any student in violation of this policy.

The definition of a weapon or dangerous instrument shall include, but not limited to, any pistol, revolver, rifle, shotgun, air gun, spring gun, zip gun, look-a-likes (toy guns or squirt guns), lasers, bombs or other explosives, poison, dangerous or deadly gas, slingshot, bludgeon, throwing star, brass knuckles or artificial knuckles of any kind, any knife having a blade of greater than three inches, and any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocket knife where the blade is carried in an opened, partially opened, or closed position; and any item typically not considered as a firearm, weapon or dangerous instrument but used in a physical threatening or harmful manner, including but not limited to metal combs, writing instruments and shop tools.

Students who are in possession of a **weapon** will begin at this step.

- Administration, parent, and student meeting
- May be assigned OSS up to 10 school days and may be recommended for expulsion by the Board of Trustees. This may include recommendation for expulsion for a period of not less than one (1) calendar year.

In accordance with the provisions of the state and federal law and the GUN FREE SCHOOLS ACT any student who brings a firearm onto school property, except as provided below, shall be recommended for expulsion for a period of not less than one calendar year unless modified by the School Board, upon a recommendation from the District Superintendent/Principal.

Gun Free Schools Act

In accordance with the provisions of the state and federal law and the Gun-Free Schools Act, any student who brings a firearm onto school property, shall be recommended for expulsion for a period of not less than one calendar year unless modified by the Kake City School Board, upon a recommendation from the District Superintendent/Principal.

Bomb Threats

Bomb threats and false fire alarms are against federal law and school policy. The District will collaborate with law enforcement agencies in order to support the arrest and prosecution to the fullest extent of the law of any individual who explicitly threatens the safety of the students, staff and community. Expulsion will be recommended.

Law Enforcement

1. Questioning students

The district is obligated to cooperate with law enforcement or other lawful authorities in connection with the performance of their official duties. When the Police/VPSO or other lawful authorities wish to question or interview a student at school, the following steps will be taken:

- The superintendent/principal will verify and document the identity of the official, will request an explanation of the need to question or interview the student, and will document that explanation.
- The superintendent/principal will attempt to notify the parent/guardian prior to the interview, unless the law enforcement official or other authority objects to such action. In that event, the superintendent/principal will document the specific basis for the objection.
- The superintendent/principal will be present for the interview, unless the law enforcement official or other authority objects to the superintendent/principal's presence. In that event, the superintendent/principal will document the specific basis for the objection.

2. Requests to Take Students into Custody

The district is obligated to cooperate with Police/VPSO or other lawful authorities in connection with the performance of their official duties, including actions to take a student into legal custody under the following circumstances:

- To comply with an order of the juvenile court;
- To comply with the laws of arrest
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated a condition of probation;
- To comply with any other properly issued directive to take a student into custody;
- By an authorized representative of the Department of the Public Health and Human Services, a law enforcement officer, a juvenile probation officer, social worker, child services or other lawful authority, without a court order, under the standards set forth in state or federal law relating to the student's physical health or safety.

Before a student is released into the custody of law enforcement officer or other lawful authority, the superintendent/principal will be notified. The superintendent/principal, will also verify and document the identity of the official, will request documentation of and/or an explanation of the basis for the request to take the student into custody, and will retain a record of that documentation and/or explanation.

The superintendent/principal will attempt to notify the parent/guardian of the request to take the student into custody, unless the officer or other lawful authority objects to such notification. Because the district does not have the authority to prevent or delay a custody action, such notification may not occur until after the student is taken into custody.

REQUIRED NOTICES

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

Request to Amend Records

- The parent of a student or an eligible student who believes that information in an education record relating to the student is inaccurate, misleading, or in violation of the student’s rights of privacy, may request that the District amend the record. Such requests shall be made in writing to the superintendent or the superintendent’s designee. The record amendment process is not available to request changes to substantive decisions by the district, such as student discipline decisions and grade challenges. The parent or eligible student must use the designated processes available to appeal those substantive decisions. This process is available, however, to parents or eligible students who believe the district erred in its eligibility determination for the Alaska Performance Scholarship Program.
- The superintendent or the superintendent’s designee shall, within a reasonable period of time following such a request, decide whether to amend the record and shall inform the parent or the eligible student in writing of its decision. If the district decides not to amend the record, it shall advise the parent or eligible student of the right to a hearing to challenge the district’s decision.

Request for a Hearing

- If the district decides not to amend a student record, the parent of the student or the eligible student may request a hearing.
- Requests for a hearing shall be made within ten (10) days after notice of the district’s decision is delivered to the parent or eligible student. The request for a hearing must be in writing, and shall be made to the superintendent or the superintendent’s designee.

Conduct of the Hearing

- The district will hold the hearing within a reasonable time after it has received the request. The district will give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing.
- The hearing may be conducted by any individual, including an official of the District, who does not have a direct interest in the outcome of the hearing.
- The parent or eligible student will have a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals, including an attorney.
- A written decision will be issued within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Remedies

- If, after hearing, the hearing officer determines that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district shall amend the record.
- If the hearing officer decides that the information contained in the record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the district shall so inform the parent or eligible student. The hearing officer’s decision shall be final. However, the parent or eligible student may place a statement in the record commenting on the information in dispute and/or describing why the parent or eligible student disagrees with the hearing officer’s decision. This statement shall be maintained with the record as long as the district maintains the contested portion of the record. If the district discloses the record, or the contested portion of the record to any person, the statement must also be disclosed.

The name and address of the office that administers FERPA is:

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

DISCLOSURE STATEMENT AND FORM

Kake City School may publish the names and pictures of students in the newspaper, hallways, or on the District Web Page. This will include filming of entire classroom instruction.

Regarding student records, federal law **allows** that directory information on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten days of the time this handbook was given to my child.

Throughout the year, the District may release directory information regarding student, limited to the following:

Name	Address
Gender	Birth date and place
Periods of attendance in school	Recently attended schools
Photographs	Weight and height of members of the athletic teams
Information in relation to school-sponsored activities, organizations, and athletics	
Parent/guardian names and addresses, academic degrees and honors	
Fields of study	

The district may publish such information in the newspaper, hallways, district web page and the yearbook. This may include filming of entire classroom activities.

Any parent or guardian of eligible students (age 18 or over) may prohibit the release of any or all of the above information by delivering a written objection to the superintendent/principal within thirty (30) days of the date of this notice.

Federal Public Law 107-110, Section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and phone numbers to military recruiters upon their request. Additionally, outside organizations such as colleges, legislators, and vendors, seek contact information for students. The law also requires the school district to notify you of your right to request not to release your information.

If you do not want the district to disclose directory information from your student's educational record during the current school year, please complete the form and return it to the school office or the District Office. If you have no objection to the release of directory information, you do not need to take any action.

STUDENT RIGHT TO PRIVACY FORM
Release & Disclosure of Private Information

Student Name:		Grade:	
Parent/Guardian Printed Name:			
Parent/Guardian Signature:			

_____ I request that this student's name, address, and telephone number not be released to ARMED FORCES and MILITARY RECRUITERS, or MILITARY SCHOOLS.

_____ I request that this student's name, address, and telephone number not be released to POST-SECONDARY EDUCATIONAL INSTITUTIONS.

_____ I request that this student's name, address, and telephone number not be released to ANY ORGANIZATION per section BSSD Board Policy 1340, *cf.* 5125 and USC, Title 20.

If you have any questions, please contact Superintendent/Principal Rich Catahay at (907) 785-3741.

COMPUTERS AND COMPUTER USAGE

Acceptable Use Guidelines Summary (Student)

- Students have access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained in these libraries can provide unlimited opportunities to students.
- Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will be issued to students at this time. If a student already has a non-district electronic mail address, he/she will not be permitted to use the address to send and receive mail during the school day.
- With access to other networks and people around the world, a user may have access to information that may not be appropriate. We trust our students to know what is appropriate and what is inappropriate and to abide by the conditions set forth in the Acceptable Use Agreement.
- Students **will be expected to abide by the following network etiquette:**
- The use of the network is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
 1. **Students will respect all copyright and license agreements.**
 2. **Students will cite all quotes, references, and sources.**
 3. **Students will only remain on the system long enough to get needed information.**
 4. **Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.**
 5. **Students will not use instant messaging or other chatting tools during the school day.**
 6. **Student access for electronic mail will be through their KCSD account.**
 7. **Others may be able to read or access the mail, so private messages should not be sent.**
 8. **Delete unwanted messages immediately.**
 9. **Use of objectionable language is prohibited.**
- The use of the school district network must be in support of education, research, and the educational goals of the Kake City School District. The district is not responsible for other people's actions or the quality or content of information available through this service. **Students accessing Internet services that have a cost involved will be responsible for payment of those costs.**
- Our Internet bandwidth is shared K-12. The speed of the Internet can be directly impacted by streaming music, music downloads, online gaming, and other similar activities. A user must not engage in activities that tax our bandwidth for non-class related purposes. Heavy bandwidth use must be approved by our Tech department and the supervising teacher.
- Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. You can be prosecuted for violating those laws. Parents have the right to deny their child access to the Internet and to email if they so choose. This requirement also informs the parents of the potential hazards of Internet / Network use and the potential consequences for abusing those privileges.
- As the parent or guardian of this student, I have read this letter and understand that access to electronic information resources is designed for educational purposes. I understand that it is impossible for the district to restrict access to all controversial materials and I will not hold the district responsible for controversial materials my child may inappropriately acquire on the district's network.

Please sign this form if you would like your child to be granted Internet access and return the permission form to your child's school.

Student Name: _____
Grade: _____
School: _____
Date: _____

Parent or guardian's signature

If you have granted your child Internet access, please have them respond to the following:

- I have read the Kake City School District Computer and Computer Usage Acceptable Use Guidelines Summary. I have read and will follow the district's Network Etiquette and Privacy Policy.
- I agree to use school and district networks in a manner that complies with the Acceptable Use guidelines. I further agree to be held accountable for any misuse I may engage in pertaining to the KCSD computer network with the understanding that I may lose any or all privileges of computer use on campus.
- I agree to be responsible for payment of costs incurred by accessing any Internet services or violations that have a cost involved.

Student Signature _____

PARENT-STUDENT-SCHOOL COMPACT, KAKE CITY SCHOOL

It is the vision of Kake City School to foster unity of school and community spirit, celebrate our past, experience the present, and prepare for a future of respect for individual dignity, success, honor, and pride. It is our mission that education in Kake City School will provide an educational environment that prepares students to be successful, respectful, confident, skilled learners and responsible contributing citizens within the local culture and universal society. Our school district is a school wide Title I school; our goal is to help all students achieve high standards. All parents want a quality education for their children so that their children may reach their highest potential.

As a school we promise to:

- Show that we respect each child as an individual
- Respect and enhance the unique culture of each child
- Provide high-quality curriculum and instruction in a supportive and effective learning environment
- Provide quality instruction that meets the State's academic achievement standards
- Provide an intellectually stimulating curriculum that reflects and preserves the cultural integrity of the people by demonstrating high expectations of all children
- Communicate with and involve families in the education process by holding parent/teacher conferences at least twice each year
- Foster a positive working relationship with the Kake City School, the community and other education agencies

Administration: *Mr. Rich Catahay*

As a caring, supportive adult I promise to:

- Provide a safe, nurturing home environment conducive to learning
- Have high expectations of my child by making sure he/she is at school, on time everyday
- Encourage a positive attitude toward school
- Be actively involved in my child's education by making sure s/he completes homework
- Communicate regularly with my child's teacher and volunteer in my child's classroom
- Teach my child respect
- Actively promote literacy in my home by monitoring how much television my child is watching
- Encourage my child to 'try hard'
- Have my child read 20 minutes a night and I will sign a reading respond for him/her (k-6th grade)
- Have my child do nightly homework
- Provide adequate school supplies for my child

Parent/Caring Adult: _____

As a student, I promise to:

- Show respect for myself other students and all adults
- Attend school regularly and be on time
- To bring my materials to class daily
- Be responsible for my own actions
- Read at home
- Get homework done in both reading and math
- Try hard
- Respect the grounds and property of my school, realizing that I share it with others
- Do my part to make school a safe place

Student: _____

NOTICES
Public Law 81-874 (Impact Aid)

Federal and state regulations require that each school make an attendance count on a designated school day. Every family with children in school must be responsible for providing the requested information. School funding is based on attendance count.

**INFORMATION REGARDING SECTION 504 OF
THE REHABILITATION ACT OF 1973**

Section 504 is an act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
 2. Has a record of such an impairment; or
 3. Is regarded as having such impairment, **when such regard has resulted in past discrimination.**
- A child with a diagnosis of ADD/ADHD is a "qualified disabled person" under Section 504 if (1) he or she is between the ages of 3 to 21, and (2) the disabling condition substantially limits the child's ability to learn or to otherwise benefit from his other education program.
 - Educational plans developed under Section 504 guidelines are provided through the regular education program, but may entitle your child to accommodations and/or related services which are otherwise not normally available.
 - The Kake School District recognizes the need for physical access to school facilities by individuals with mobility impairments. While not all buildings are fully accessible, each student with a mobility impairment will have an equal opportunity to educational programs within the District. Students are afforded the opportunity to have an accessibility study completed relating individual needs to the facility of choice to determine the appropriateness of that facility. Please contact the building principal with questions or requests.
 - In order to fulfill its obligation under Section 504, Kake School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.
 - The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.
 - If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.
 - The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) ask for an explanation of any item in the records; 4) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 5) a hearing on the issue if the school refused to make the amendment.

If there are any questions, please feel free to contact:
Carolyn Kramlich, Special Education Director
Kake School District
PO Box 450, Kake, AK
Phone: 907/785-3741

ESSA Grievance Procedure

The school district recognizes the rights of all students without regard to race, sex, religion, creed or national origin. The exercise of these rights may not interfere with the rights of others. Students/parents may present complaints to a teacher or the superintendent/principal. Opportunities shall be provided for students/parents to exercise this right through channels established for consideration of complaints. The following student/parent appeals procedures will be provided:

- 1st- The complaint shall be brought to the attention of the teacher, in a scheduled meeting.
- 2nd- If satisfaction is not reached the student/parent shall be referred to the superintendent/principal.
- 3rd- If satisfaction is not reached at the superintendent/principal level, the matter may be referred to the board of trustees, if a violation of law or written School Board policy is alleged.

NOTICES

Dear Kake City School District Parents/Guardians:

As a parent of a student in the Kake City Schools, you have the right to know the professional qualifications of the classroom teachers who teach your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in clear language, and in a timely manner, if you ask for it. You have the right to ask for the following specific information about each of your child's classroom teachers:

1. Whether the Alaska Department of Education and Early Development has issued an Alaska teacher's certificate to your child's teacher for the grade(s) and subject(s) he or she teaches.
2. Whether the Alaska Department of Education and Early Development has decided that your child's teacher can teach without being certified under state regulations because of special circumstances.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject area of the degree.
4. Whether any teachers' aides or instructional paraprofessionals provide services to your child and, if so, their qualifications.

If you would like any of this information, please contact:

Debbie Johnson-James, Superintendent Secretary
P.O. Box 450
Kake, AK 99830
(907) 785-3741

Sincerely,

Rich Catahay
Superintendent/Principal

NOTIFICATION

An Act

Sec. 14.30.141

Self-administration and documentation of medication

- (a) A public school shall permit the self-administration of medication by a pupil for asthma or anaphylaxis if, during the current school year, the pupil's parent or guardian provides the school
1. Written authorization for the self-administration of medication;
 2. Written certification from the pupil's health care provider that the pupil
 - (A) has asthma or a condition that may lead to anaphylaxis;
 - (B) has received instruction in the proper method of self-administration of the medication; and
 - (C) has demonstrated to the health care provider the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
 3. a release of liability for the school and its employees or agents for injury arising from the self-administration or storage of the medication;
 4. an agreement to indemnify and hold harmless the school and its employees or agents for any claims arising out of the self-administration or storage of the medication;
 5. a written treatment plan for the pupil that is signed by the pupil's health care provider for managing asthma or anaphylaxis episodes, a list and dosage of medications needed during school hours, and permission for the instruction on storage of the medication at school; and
 6. any other documentation required by the school that is consistent with this section.
 - (A) The public school shall provide written notification to the pupil's parent or guardian of the school's absence of liability related to the self-administration of medication under this section.
 - (B) A pupil who is permitted to self-administer medication under this section shall be permitted to carry and to store with the school nurse or other designated school official an inhaler or Auto-injectable epinephrine, or both, at all times.
 - (C) If a student uses the student's prescribed medication in a manner other than as prescribed, disciplinary action according to school codes may be imposed upon the student. The imposed disciplinary action may not limit or restrict the student's immediate access to the student's prescribed medication.
 - (D) In this section, "health care provider" means a licensed physician, advanced nurse practitioner, physician assistant, village health aide, or pharmacist operating within the scope of the health care provider's authority.

PUBLIC NOTICE
McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act, reauthorized in January 2002 as part of the No Child Left Behind (NCLB) Act, ensures educational rights and protections for children and youth experiencing homelessness. This summary provides a brief overview of key provisions of the reauthorized Act. A more comprehensive summary of amendments may be accessed via the Kake City School District's website or obtained in person from the school district office in Kake, Alaska.

Definitions - The 2001 reauthorization includes definitions of children and youth considered homeless for the purposes of this subtitle of the McKinney-Vento Act, and therefore who is eligible for the rights and protections it provides. These definitions include children and youth who are living with a friend, relative or someone else because of economic hardship; children and youth who are staying in a motel or hotel due to lack of adequate alternative accommodations; children and youth who are living in an emergency or transitional shelter or a domestic violence shelter; and many other similar situations.

Academic Achievement - Students and youth in homeless situations must be given the opportunity to meet the same challenging state academic achievement standards all students are expected to meet. It is the policy of Congress that students in homeless situations should have access to the education and other services they need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

School Selection - Local Educational Agencies (LEAs or school districts) must, to the extent feasible, keep students in homeless situations in their school of origin (defined as the school attended when permanently housed, or the school in which they were last enrolled), unless it is against the parent's or guardian's wishes. Students can stay in their school of origin the entire time they are homeless, and until the end of any academic year in which they move into permanent housing. Students who meet the definition of being homeless, also, may choose to enroll in any public school that students living in the same attendance area are eligible to attend. If a student is sent to a school other than the school of origin or the school requested by a parent/guardian, the LEA must provide a written explanation of its decision and the right to appeal. The school districts' homeless liaisons must help unaccompanied youth (youth who are not in the physical custody of a parent or guardian) choose and enroll in a school, after considering the youth's wishes, and provide youth with notice of their right to appeal an enrollment choice that goes against their wishes. (See Liaisons, below, for the appointment and duties of the liaison.)

Enrollment - LEAs or school districts must immediately enroll students in homeless situations, even if they do not have required documents, such as school records, medical records, proof of residency, or other documents. The term *enroll* is defined as attending classes and participating fully in school activities.

Enrolling schools must obtain school records from the previous school, and students must be enrolled in school while records are obtained. If a student does not have immunizations or immunization or medical records, the liaison must immediately assist in obtaining such records, and the student must be enrolled in school in the interim. Schools must maintain records for students who are homeless so they are available quickly. States must address problems resulting from enrollment delays caused by immunization and medical records requirements, residency requirements, lack of birth certificates, school records or other documentation, guardianship issues, or uniform or dress code requirements. States and LEAs or school districts must develop, review and revise their policies to remove barriers to the enrollment and retention of children and youth in homeless situations.

Dispute Resolution - Whenever a dispute arises, the student must be immediately admitted to the school of choice while the dispute is being resolved. A written explanation of the school's decision must be provided if a parent, guardian or unaccompanied youth disputes a school placement or enrollment decision. The school must refer the student, parent or guardian to the local homeless liaison to carry out the dispute resolution process as expeditiously as possible.

Transportation - At a parent's or guardian's request, homeless students must be provided with transportation to and from their school of origin. For unaccompanied youth, transportation to and from the school of origin must be provided at the liaison's request. If the student's temporary residence and the school of origin are in the same LEA or school district, that district must provide transportation. If the student is living outside the school of origin's LEA, the LEA where the student is living and the school of origin's LEA must determine how to divide the responsibility and cost of providing transportation, or they must share the responsibility and cost equally. In addition to providing transportation to the school of origin, LEAs or school districts must provide students in homeless situations with transportation services comparable to those provided to other students.

Liaison - Every LEA must designate an appropriate staff person as a local educational agency liaison for students in homeless situations. Liaisons must ensure that:

1. Children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.
2. Children and youth enroll in, and have equal opportunity to succeed in the schools of the LEA or school district.
3. Eligible families, children, and youth receive educational services for which they are eligible.

4. Eligible parents or guardians are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act.
6. Enrollment disputes are mediated in accordance with the Enrollment Disputes section (see Dispute Resolution, above).
7. Eligible parents and guardians, and unaccompanied youth are informed of all transportation services, including to the school of origin, and are assisted in accessing transportation services.
8. School personnel, service providers, and advocates who work with families in homeless situations are informed of the duties of the liaison.

*******NOTICE*******

The Kake City School District, as part of a continual concern for the welfare of all district children, is conducting a "**Child Find**" or a search for any children, ages 3-21, who may be in need of special help, training, or challenges in some area(s). The District believes that **ALL CHILDREN CAN LEARN** and that among children, there are many different cultural backgrounds, abilities, needs, aptitudes, interests, and ambitions. Each child is unique with some strong and/or weak points. Some children learn very quickly in some areas and need special help to keep them challenged. Others seem to have difficulty in developing skills in some areas and need special help to grow or progress; as they have the potential for doing.

The earlier children receive this help, the greater the difference it can make for them.

If you are aware of children who you believe might benefit from special help, or if you need more information on the characteristics or development levels of children, please contact:

Carolyn Kramlich, Special Education Director
P.O. Box 450
Kake, AK
Phone: (907) 785-3741

*******NOTICE*******

Military Recruiters

A new NCLBA provision (Section 9528) requires ESEA-funded LEAs to give military recruiters or higher education institutions the names, addresses, and telephone numbers of secondary school students on request. A student or his/her parents may request that his/her information not be released without prior consent, and schools must notify them of the right to make this request.

In addition, LEAs must provide military recruiters "the same access to secondary school students as is provided generally" to postsecondary educational institutions or prospective employers.

*******NOTICE*******

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive federal funding. PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a U.S. Department of Education-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental/guardian consent before minor students are required to participate in any U.S. Department of Education-funded survey, analysis, or evaluation that reveals information concerning:
 - a. political affiliations;
 - b. mental and psychological problems potentially embarrassing to the student or his/her family;
 - c. gender behavior and attitudes;
 - d. illegal, anti-social, self-incriminating, and demeaning behavior; critical appraisals of other individuals with whom the respondents have close family relationships;
 - e. legally recognized privileged or analogous relationships, such as those of physicians or ministers; or
 - f. income (other than that required by law to determine eligibility for participation in programs, like free and reduced lunch, receiving federal financial assistance).

Complaints, based on specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred, may be filed by a parent/guardian to the Family Policy Compliance Office of the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Kake City School
STUDENT AND PARENT HANDBOOK RECEIPT FORM
2017-2018

I acknowledge that I have received a copy of the Kake City School Student Handbook. I understand that the policies and practices contained in this handbook govern student behavior at Kake, Alaska.

Student's Name _____

Date _____

I acknowledge that I have received a copy of the Kake City School Student Handbook. I understand that the policies and practices contained in this handbook govern student behavior at Kake City Schools. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Parent's or Guardian's Signature _____

Date _____

Signature page must be returned by _____ to your homeroom teacher.