



STUDENT HANDBOOK

2024-2025

Superintendent: Jeanne Campbell

Principal: Lillian Olson

Revised July 16, 2024

Kashunamiut School District

Mission

We at Kashunamiut School District will work together with the community to promote a safe, supportive and culturally relevant environment by providing vast opportunities for each student to achieve their goals and develop skills necessary to thrive in both our community and a changing world.

Vision Statement

We believe at Kashunamiut School District that each and every student will be safe, supported, and challenged so that they can achieve their goals and be successful in a changing society.

Authorization for releasing student directory information:

The Kashunamit School District has adopted a policy designed to assure parents and students the full implementation, protection and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the central office or principal's office.

This law allows the district to designate "directory information," which includes any personally identifiable information in a student's educational records that would not generally be considered harmful or an invasion of privacy if disclosed. School officials may release directory information about a student without first obtaining parental consent, unless you object by returning this form. In addition, upon their request, military recruiters and institutions of higher learning will have access to secondary students' names, addresses, and telephone listings, unless you object by returning this form.

The school district has designated the following information as directory information:

- student's name
- address
- telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height of athletic team members
- dates of attendance
- grade level
- enrollment status
- degrees and awards received
- most recent previous school attended

Parents have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than August 30, 2024 for this school year.

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

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Student Rights & Responsibilities

It is a student's right to:

- Attend school in the district in which his/her parents or guardians reside.
- Express his/her own opinions verbally or in writing.
- Express one's own unique personality with his/her personal differences, emotions, likes and dislikes.
- Accept that the school will be a safe place for all students to gain an education.
- Be afforded the opportunity to be informed of the charges and the evidence of the district against him/her.
- Be given the opportunity to explain his/her side of the story prior to the imposition of any penalty. Further, to expect that should he/she bear witness in a disciplinary case, that his/her request for anonymity be honored by the school.
- Request a review of grades, assignments or tests when a question arises by the student government or a local administrator.

It is a student's responsibility to:

- Attend school daily, except when ill, and to be on time to all classes.
- To dress so as his/her appearance does not substantially and directly endanger physical health or safety, damage property or interfere with the activities of others.
- Be aware of rules and expectations regulating student behavior and conduct himself/herself in accordance with those guidelines.
- Be willing to volunteer information in disciplinary cases should he/she have knowledge of importance in such a case.
- Refrain from keeping anything in his/her locker that is illegal, dangerous or disruptive to others.
- Review questions with the teacher concerning assignments and grades before bringing a grievance before a local administrator or the student government.
- Question, review and understand given policy.

Attendance

Absences

Students are required to attend all classes every day. Successful completion of the program of studies of Chevak School requires attendance of 170 days.

Only serious illness, emergencies, medical appointments (by arrangement with the school), or serious needs and circumstances in the family should keep a student away from school. When a student is absent his/her parent must notify the school by 8:30 A.M. **If a student is absent and the school has not been notified, the student's parents or guardian will be contacted by phone.** If the school is not able to contact the parents the absence will be considered unexcused.

Pupils that are absent from school are responsible for meeting with teachers and making up all work and tests that they have missed. As grades reflect the total year's work of student's, upon returning to school failure to make up missed assignments and tests within one week will be reflected in his or her final grade and could result in the student not being eligible for after school activities, which includes sports.

Absences are **excused** for the following reasons: (Students must make up missed assignments for all excused absences. Parents/guardians must contact the school to make the absence officially excused.)

- a. Due to illness. (Parents must contact the school to excuse the child.)
- b. Due to death or serious illness in the immediate family.
- c. Established eligibility for participation in a school function.
- d. Resulting from attendance at religious services.
- e. Extenuating circumstances approved by the superintendent or principal.
- f. Subsistence activity. (Parents must contact the school to excuse the child.)

Absences for any reason not given above, or for reasons where the required procedures were not followed are considered **unexcused**. Parents are asked to cooperate with this policy by scheduling vacations when school is not in session.

If a student is absent for an extended period of time due to illness or other serious reasons, arrangements with the office can be made. Then the student will be given a reasonable amount of time to make up the work. The student has the responsibility of contacting the teacher for help and arrangements.

Tardies

If a student is late for class, he or she must go to the school office and get a tardy slip. Office personnel will issue a Tardy Slip, which the student will give to the classroom teacher.

Illness

School is important. However, if you are sick, please stay home until you are well enough to come back to school. If your illness is a lengthy one, you may obtain homework from your teacher(s) by contacting the office. Parents are asked to phone the school by 8:30 AM on the day of absence. You may also bring a Doctor's Note from the clinic stating that you are able to return to school.

Check-out

For liability reasons, the school must know where all students are during class sessions. Early dismissals for medical appointments, family business, etc. require a note or a phone call from parent/guardian and a pass to leave the building. The secretary will issue these passes.

Truancy

If a student is absent from school the parent's will be notified by the school that their child missed school. If a child is absent for 10 consecutive days or more of school the child will be dropped from the school enrollment. The school will also notify the Alaska Court System that the child is not meeting the State's Compulsory Attendance Law, AS 14.13.010. cf. BP 5113, AR 5113.

Drop-out Policy

Any student that drops out of school can no longer use any of the school facilities until 19 years of age. The individual cannot hang out at any time including daytime, nighttime and weekends.

This means that if a student drops out of school, he/she cannot play basketball in an open gym, come to dances, prom, or other school sponsored events except for the mini-potlatch and community potlatch. No student who has dropped out of school will be allowed to participate in city league basketball. The community basketball players know that if they allow dropouts under 19 years old into the gym, the gym may be closed for a specified length of time. The community teams will take the responsibility of enforcing these rules.

Students who are suspended, expelled or absent from school are subject to the same no school - no gym rules.

Safety

Fire Drill

Fire drills are required by state law to be held once each month during the school year. Each student and staff member will react to each fire drill as if it were an actual fire. When the alarm sounds, you are to move quickly, quietly and in an orderly manner to the nearest exit and move 50 feet from the building. All students should be at least 50 feet from the building to allow fire-fighting equipment through. No one should return to the building until the signal is given. Each student should become familiar with the evacuation plan posted in the classroom.

Visitors

Guests and visitors must check-in at the office and get a visitor pass. Parents are always welcome. Visitors are expected to leave promptly when their business is completed.

Accidents

If a student is injured, go to a teacher or go to the office for help. Parents will be notified and in serious incidents, the student may be brought to the clinic by school personnel.

Vehicles

All vehicles must be parked in assigned areas. Students must not drive their vehicles or ride bicycles during school hours to assure the safety of all on the school campus.

Parking Vehicles:

1. Park front of vehicle facing the school or away from the school.
2. Park side by side to the next vehicle.
3. Park facing a post side by side to the next vehicle
4. District Office, park facing the building
5. Gym/Shop entrances: Park facing the School. Do not block the steps or the ramp.
6. Kitchen/Maintenance Entrance: Do not park around the deck outside the freezer and entrance.

These vehicles are parked front out from the school in line with the front steps. They do not block the road and are lined up in an easy in and out format. A row of Hondas could even fit behind them.

Park facing the post-perpendicular to the school. More hondas can fit side by side that way.

Too far into the road

Schoolwide Procedures

Telephone Use

The office and classroom telephones are business phones and should be used by pupils only to contact parents and guardians with permission from staff. Messages from parents/guardians will be taken.

Medicine

Any student medication **must** be kept in the office. The school, by law, can only dispense medications when the parent has provided a doctor written note telling that the school has permission to give the medicine, what it is for, and when and how much must be given. Medication at school **MUST** be in the prescription container with the student's and doctor's name on it. Students taking prescription medicine under a doctor's direction must leave the medicine and instructions with the secretary or an administrator unless the proper forms have been filled out for the student to use and carry an asthma inhaler.

Lunch Break

Lunch is provided daily through the school lunch program. Students not wishing to eat the school provided lunches are responsible for bringing their own lunch to school before school begins. Students in grades Pre-K – 12th may not leave the school assigned areas during lunch time. ALL students are required to eat lunch in the school cafeteria before leaving the lunchroom.

Teacher Absence

If a teacher does not appear for class within five minutes of the beginning of the period, the oldest student should report that fact to the office. The rest of the class is to remain in the classroom and be quietly seated until the arrival of the teacher.

Supplies

The school furnishes textbooks and other school equipment.

Textbooks are school property and will have to be turned in or replaced at the end of the term. Replacements due to loss or damage will be paid for by the student. Students are to come to class with paper, pencil, books and other items (required by the teacher) so that they are ready to start work immediately.

Lockers

Lockers are available to students. Lockers are assigned by the principal. These lockers are school property provided to the students as a convenience.

1. The district is not responsible for any items taken from your lockers and cubbies.
2. Make sure that you keep your locker closed and locked.
3. Keep your combination a secret; do not give your combination to others.
4. All backpacks, hats, and coats /jackets are to be kept in your locker or cubby.

Students should never have the following in lockers or cubbies: (All of these items will be confiscated and not returned if found.)

1. Stolen property.
2. Intoxicants and/or illegal drugs.
3. Any items threatening the health or welfare of the occupants of the building.
4. Snuff, cigarettes, or tobacco products.

School officials may inspect an individual's locker or cubby at any time. The school reserves the right to randomly search all lockers and cubbies to assure a safe school environment.

Search & Seizure

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession.

1. There should be reasonable cause for school authorities to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted at any time.
3. Illegal items such as firearms and weapons or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities.
4. Items which are used to disrupt or interfere with the educational process (such as music devices, laser pens, etc...) may be temporarily removed from a student's possession. See behavior and discipline for more information.

Assembly Procedures

REMEMBER that all students are to act in a courteous manner during all school assemblies. All students are to remain in the assigned areas until the program is over.

- Go to the restrooms, etc. before the assembly begins.
- When the entire school assembly is over, elementary students will be dismissed with their teachers first.
- Junior high and high school students are to remain in the gym until they are dismissed.
- All students should walk quietly to their next class.

Student Success

Perfect Attendance

Any student who attends every one of their classes during the month will receive a certificate at the assembly. Open Gym events may be scheduled to reward the students' attendance. Any student that has perfect attendance for the school semester will receive a prize honoring their perfect attendance. If a student has an unexcused tardy more than twice in a quarter, he/she will not be eligible to receive the Perfect Attendance Recognition.

Student of the Month

A "Student of the Month" award certificate will be presented every month to students from Grade Clusters PK-2, 3-5, 6-8, 9-12 during an assembly. Teachers will meet in their grade clusters to select their student of the month. Selection criteria will include:

- Academic success or achievement
- Attendance
- Assignments/homework
- Contribution to class discussions
- Attitude
- Positive academic/behavior change
- Passing all classes

Valedictorian & Salutatorian

The senior class valedictorian is ranked first in the class, holding the highest GPA for 9th-12th grades. The Salutatorian is ranked second. Scholarship recipients must have been continuously enrolled in the Kashunamiut's School District for a minimum of four consecutive semesters.

High School Grade Level Credit Requirements - 21 Credits to Graduate

To stay on track to graduate, students must earn the following credits:

Freshman	5.5 credits
Sophomore	5.5 credits
Junior	5.5 credits
<u>Senior</u>	<u>4.5 credits</u>
For a total of	21 Credits

High School Graduation Requirements

Students shall receive diplomas of graduation from high school once they have met the following district graduation requirements.

<u>Subject</u>	<u>Units of Credit</u>
English	4
Social Studies	2.5
Art Studies	0.5
Mathematics	3
Science	2
Physical Education	0.5
Health	0.5
Electives	8
Total Credits Required	21

Behavior & Discipline

It is the duty of the school to protect students from potentially hazardous situations. Incidents that may harm another student will result in disciplinary action. These rules shall be followed at all times while on school grounds, school trips, and includes any after school sponsored activity or any event on the school campus.

Schoolwide Rules

1. Keep hands, feet, and objects to yourself.
2. Listen and follow directions immediately.
3. Respect others and their property.
4. Be in your assigned seat/space, and ready to work when the tardy bell rings.
5. No hoods are to be worn in the school. Pants cannot be worn in a way that others may see your underwear.
6. No personal music devices or headsets are allowed during classes. This includes when there is a sub.
7. Students should dress appropriately for the weather conditions.

School-wide Rules 5 B's

- Be respectful
- Be responsible
- Be positive
- Be kind
- Be safe

Expectations for Student Conduct

The chief purpose of the Chevak's Public School is to EDUCATE our students. Therefore, behaviors which interfere with educational programs or are detrimental to the welfare/learning of other students will not be tolerated.

In general, a student has the responsibility to attend school punctually and regularly. He/she must follow school regulations, perform classroom assignments and duties, respect and obey school authorities, and refrain from vulgar or profane language.

1. Behavior in halls, classrooms and at school sponsored events should be well-mannered and soft spoken.
2. Students are to be in class on time and to remain there unless they have written permission by their teacher to leave or they have a bathroom pass. If, for any reason, a teacher is not present in a class, one student should report that to the office. The rest of the students are to remain quietly seated in class.
3. Students shall move to and from classes in an orderly and respectful manner.
4. Willful damage to school property will result in disciplinary action. The student and his/her parents are liable for the cost of any damage.

5. By federal law, no drugs, no alcohol, no tobacco, and no weapons of any kind may be on school campuses for any reason.
6. Students leaving after school activities will not be allowed to return.
7. Students are to follow all chaperone instructions.
8. Students in grades 3 and younger will not be allowed to attend any sport activities unless accompanied by a responsible adult.

Disciplinary File

When students are referred to the office a record of disciplinary action will be made and kept on file. Students have the right to know what is in that file and may see what it contains by bringing a note from his or her parent or guardian. Students may also respond to anything in this file by writing a statement, which will be placed in the file.

If the misconduct is serious or repeated, parents will be notified by mail. They may be asked to come to the school for a conference.

Students may be suspended or expelled from school for serious disciplinary violations. A student suspended from school cannot participate in any school-sponsored activity and is not allowed on the school grounds during the suspension/expulsion period. If a student is on school grounds during their suspension time the length of their suspension could be extended. Before the student returns to school the child and a parent/guardian may be required to meet with the principal to discuss the child's behavior.

Fighting

If two or more students are engaged in a physical fight, both may be suspended from school. Said students may be suspended up to 10 days depending on the seriousness of the case.

Drug & Alcohol Abuse Policy

No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, fentanyl, vapes, or any other controlled substance or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing a state of exhilaration or euphoria or otherwise altering the student's mood or behavior.

Suspension (School Board Policy)

1. A student may be suspended from school for a period of time by either the principal or the superintendent.
2. The Administrator may suspend a student for a period not to exceed ten (10) successive school days.
3. The superintendent or principal may suspend a student for a period not to exceed ten (10) days per suspension.

4. The cause for each suspension shall be consistent with the Alaska statutes (A.S. 14.30.045).
5. Students being suspended shall, before the suspension, have an explanation of the reasons for such action.
6. Suspension should become official only after notification and/or consultation with the pupil's parents or guardian; however, temporary suspension may be made prior to official suspension or expulsion as deemed needed by the administrator.
7. Upon suspension of a student by school officials, the student and parent shall be notified of the cause for the school's action and the sanctions imposed.
8. Suspension may be ordered by the superintendent or principal in cases where a student is reasonably believed to be a danger to himself, to other students, teachers, administrators or the educational process of the student's school.

Expulsion

The Chevak's Governing Board may expel a student. A student is entitled to a hearing before The Board. A student in this situation should obtain a copy of the school board policy concerning expulsion.

Truancy

On the 1st through 9th consecutive day a child is absent without an excuse, parents will be notified by the school. On the tenth consecutive day the child will be dropped from the school enrollment and the school will notify the Alaska State Court System that the child is not meeting the State's Compulsory Attendance Law.

Classroom Discipline Plans

Each teacher establishes a classroom discipline plan that includes rules and procedures, often in cooperation with parents, students, or colleagues. Classroom rules are taught to students. Each parent will be provided a copy of their child's classroom rules. Listed below are the minimum classroom rules.

Cell Phone and Mobile Device Guidelines

KSD recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- Chevak School will be **CELL PHONE FREE** (this includes Headsets/earbuds, Cell Phones, speakers, games, DSI, laptops, music devices, etc.).
- If a student brings in a phone, it will be confiscated and placed in a secure location until the end of the school day.
- Repeat offenders: the device will be taken and held overnight and longer based on the number of offenses.

Pre-school to 3rd Grade Discipline Plan

This plan will be followed for the primary students wherever appropriate developmentally. Extreme safety issues will need to directly go to the school wide discipline plan.

Our approach to discipline would be best described as a program of guidance, which goes beyond conventional classroom discipline practices. Guidance is an approach based on a belief in the positive potential of each child that develops through the process of interaction and reflective thinking. Rather than being merely reactive, guidance involves a process of developmentally appropriate and culturally responsive education that teaches life skills needed by all citizens in our society: respect for one's self, respect for others, and respect for the environment. These traits would be personified through such examples as working cooperatively with others, solving problems by talking them through, expressing strong emotions in acceptable ways, and making intelligent and ethically sound decisions.

Student Discipline Incremental Steps

- Step 1:** Students will be reminded of an appropriate rule. If the problem is not resolved, go to Step 2.
- Step 2:** The student will receive a warning in an age-appropriate way. If the problem is not resolved, go to step 3.
- Step 3:** The student and teacher will contact the parent and discuss the situation in an attempt to resolve the concern.
- Step 4:** The student will be referred to the administrator who can act on the situation using the school discipline plan.
- Step 5:** Parents and students meet with the teacher and Dean of Student (and administration if deemed necessary) in order to seek resolution.
- Step 6:** The Chevak Schools Discipline Plan will be used following completion of Steps 1-5.

****Weapons, assault, arson and other severe offenses will be referred directly to the Chevak Schools Discipline Plan****

KSD Student Discipline Plan

The Chevak Discipline Plan as described will be consistently followed by teachers, aides, and students. The goal of the discipline plan is to provide an atmosphere in which all students will be able to succeed. The reporting staff member may report all non-suspension incidents to the parents.

Reporting Staff Member's Responsibilities:

1. The reporting of an incident in writing on the Office Referral Form is the responsibility of the reporting staff member, teacher, or aide, who was responsible for the supervision of student(s) at the time the incident occurred.

Administrator's Responsibilities:

1. The Principal will determine from the information provided by the reporting staff member the appropriate consequences in accordance with the Discipline Plan.
2. Parents will be informed by mail or by phone of any Discipline Plan violations.

Parents will be informed by mail or by phone of any documented Discipline Plan violations. Consequences for Special Education Students may be reduced to work within the guidelines set by the IEP, State, and/or Federal Law.

Detention is after school work time, where the student must work the entire time to earn their way back into class. Not working during detention can result in: further detention time, ISS or OSS.

ISS is In School Suspension, where students are expected to do school work and are not permitted to visit with others. They must have lunch and all recess in the ISS room. When a student is not working during an ISS, a possible OSS may be imposed.

OSS is Out of School Suspension. A student who has OSS may not be on the school campus or in school buildings for any reason during their suspension time. They are responsible for doing all assigned work. Students and parents may be required to meet with the principal before re-admittance. This meeting will take place before 8:30 AM in order to involve all necessary staff members.

Discipline Grid Guidelines: **The severity of an offense may result in more serious consequences. **

Attendance				
Violation	First Offense	Second Offense	Third Offense	Fourth + Offense
Skiping Class or out of class without permission	Verbal Warning No After School Activities for that day	30 Minute Detention No After School Activities for that Day	½ Day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week
Leaving the school without permission	30 minutes of detention No After School Activities for that day	3 days of detention No After School Activities for 3 Days	1-day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week
Leaving the school without doing detention	1 additional day of detention No After School Activities for 2 days	1 additional day of detention ½ Day of ISS No After School Activities for 2 days	1-day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week
Refusal to follow supervision or safety directions (insubordination)	30 Minute Detention No After School Activities for that day	½ Day ISS No After School Activities for that Day	1-day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week

Drugs/Alcohol - <i>Refer to ASAA policy at end of Student Handbook</i>				
Violation	First Offense	Second Offense	Third Offense	Fourth + Offense
Tobacco possession/ use (including vape pens) ASAA TAD OFFENSE	½ Day ISS -view virtual INDEPTH alternative to suspension tobacco program (session 1 & 2)	1 Day ISS view virtual INDEPTH alternative to suspension tobacco program (session 3 & 4)	3 Days of ISS to participate in N-O-T (Not on Tobacco) program	Parent Meeting with Action Plan 3 Days of OSS No After School Activities for the week
Illegal Drugs/ Alcohol/Huffing (possession/use/ under the influence or distribution) ASAA TAD Offense	5 Day OSS Report to Law Enforcement (Severe) No Activities for that Day	10 Day OSS Report to Law Enforcement (Severe) No Activities for that Day	Expulsion Report to Law Enforcement (Severe) No Activities for that Day	Due to the severity of this offense, the school is looking for an education program to address drug & alcohol abuse.

Language Usage and Manner, written and verbal				
Violation	First Offense	Second Offense	Third Offense	
Inappropriate Language/Swearing Non-respectful Manner Gesturing, and Lying.	30 Minute After School Detention Written Apology No After School Activities for that Day	½ Day ISS No After School Activities for that Day	1-day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week

Violence				
<i>**Pending Severity/Grade Level of offense. More serious offense may result in more serious consequences**</i>				
Violation	First Offense	Second Offense	Third Offense	Fourth + Offense
Terroristic Threats	Action will be taken in accordance with State and Federal Laws	Action will be taken in accordance with State and Federal Laws	Action will be taken in accordance with State and Federal Laws	Action will be taken in accordance with State and Federal Laws
Bullying/Harassment	½ Day ISS Referral to Counselor No After School Activities for that Day	1 Day ISS Referral to Counselor No After School Activities for that Day	3 Day ISS Referral to Counselor No After School Activities for that Day	Parent Meeting with Action Plan (including counselor) 1-3 Day(s) OSS No After School Activities for the week

Violence				
<i>**Pending Severity/Grade Level of offense. More serious offense may result in more serious consequences**</i>				
Physical Assault or intimidation/Physical Bullying (i.e. fighting).	3-5 Days OSS Referral to Counselor Inform Law Enforcement No After School Activities for that Day *Meeting with Parent upon return to school	5-7 Days OSS Referral to Counselor Inform Law Enforcement No After School Activities for that Day *Meeting with Parent upon return to school	7-10 Days OSS Referral to Counselor Inform Law Enforcement No After School Activities for that Day *Meeting with Parent upon return to school	Expulsion Process Inform Law Enforcement No After School Activities
Instigating a fight	½ day ISS Referral to Counselor No After School Activities for that Day	1-day ISS Referral to Counselor No After School Activities for that Day	3 Days ISS Referral to Counselor No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week
Dangerous Instruments (Fireworks/ Laser Pointer etc.) (Severe, may go to Level 2 or 3)	Confiscate Parent Retrieval ½ day ISS No After School Activities for that Day	Confiscate, No Retrieval 1 Day ISS Inform Law Enforcement No After School Activities for that Day	Confiscate, No Retrieval 3 Day ISS, Inform Law Enforcement No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week
Deadly weapons or their replica	Expulsion Inform Law Enforcement (Severe) No Activities for that Day	Expulsion Inform Law Enforcement (Severe) No Activities for that Day	Expulsion Inform Law Enforcement (Severe) No Activities for that Day	Expulsion Inform Law Enforcement (Severe) No Activities for that Day
Possession of Toy Weapons	Confiscate Parent retrieval 30 Minute Detention No After School Activities for that Day	Confiscate No retrieval ½ Day ISS No After School Activities for that Day	Confiscate No retrieval 1 Day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week

School/Personal Property				
<i>**Pending Severity of offense. More serious offense may result in more serious consequences**</i>				
Violation	First Offense	Second Offense	Third Offense	Fourth + Offense
Graffiti and Vandalism (Depending on violation more severe discipline may occur)	Clean up, 30 minutes Detention No After School Activities for that Day	Clean up, ½ Day ISS No After School Activities for that Day	Clean up, 1 Day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week

School/Personal Property				
Pending Severity of offense. More serious offense may result in more serious consequences				
Possession of Matches/Lighters	Confiscate No Retrieval 30-minute Detention No After School Activities for that Day	Confiscate No Retrieval ½ Day ISS No After School Activities for that Day	Confiscate No Retrieval 1 Day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week
Playing with Fire/Arson	5 Day OSS Inform Law Enforcement, Fire Department No After School Activities for that Day	10 Day OSS Inform Law Enforcement, Fire Department No After School Activities for that Day	Expulsion Process Inform Law Enforcement No After School Activities	
Setting False Fire Alarm	½ Day ISS Inform Law Enforcement No After School Activities for that Day	1 Day ISS Inform Law Enforcement No After School Activities for that Day	3 Day ISS Inform Law Enforcement (Severe) No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for the week
Destroying or Defacing property	½ Day ISS No After School Activities for that Day	1 Day ISS Inform Law Enforcement No After School Activities for that Day	3 Day ISS Inform Law Enforcement No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for that Day
Theft	1 Day OSS Inform Law Enforcement No After School Activities for that Day	3 Day OSS Inform Law Enforcement No After School Activities for that Day	5 Day OSS Inform Law Enforcement No After School Activities for that Day	Parent Meeting with Action Plan 10 Day OSS No After School Activities for the week
Breaking and Entering	10 Day OSS Inform Law Enforce and Parent/Guardian. Repay cost for repair/ replacement No After School Activities for that Day	Expulsion Process Inform Law Enforcement and Parent/Guardian. Repay cost for repair/ replacement No After School Activities for that Day	Expulsion Process Inform Law Enforcement and Parent/Guardian. Repay cost for repair/ replacement No After School Activities for that Day	

Disruption of the Educational Process

A fourth violation will result in more severe action taken. This may include an alternative education plan outside the classroom setting.

Violation	First Offense	Second Offense	Third Offense	Fourth + Offense
Use of electronic devices or other items, inappropriate at school (this includes Headsets, Cell Phones, speakers, games, DSI, laptops, music devices, etc.)	Devices will be taken to the front office for the remainder of the day and may be picked up when the student is ready to leave school. Communicate offense with parent/guardian	Device will be taken to the front office and must be picked up by a parent/guardian. Communicate offense with parent/guardian	Device will be taken to the front office and a meeting with the student, parents, and administration will be set up.	
Kissing and other inappropriate displays of affection	30 Minute Detention No After School Activities for that Day	½ Day ISS No After School Activities for that Day	1 Day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for that Day
Disrupting class and keeping others from learning	30 Minute Detention No After School Activities for that Day	½ Day ISS No After School Activities for that Day	1 Day ISS No After School Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for that Day
Dress Code Violation (Baggy pants, inappropriate shirts, hoods)	Shirt turned inside-out or student asked to take hood off or student sent home to change clothes No After School Activities for that Day	30 Minute Detention No After School Activities for that Day	½ Day ISS Consequences No After School Activities for that Day	Parent Meeting with Action Plan 1 Day ISS No After School Activities for that Day
Cheating	No credit 30 Minute Detention No After School Activities for that Day	No credit ½ Day ISS No After School Activities for that Day	No credit 1 Day ISS No Activities for that Day	Parent Meeting with Action Plan 1 Day OSS No After School Activities for that Day
Sleeping in class	Students will be left to sleep for 30 minutes and then woken up. Parents will be informed.	Students will be left to sleep for 30 minutes and then woken up. Parents will be informed. No After School Activities for that Day	Students will be left to sleep for 30 minutes and then woken up. Parents will be informed. No After School Activities for that Day	Parent Meeting with Action Plan No After School Activities for that Day

Extracurricular Activities Rules & Expectations

School Grounds

Students are welcome to play on the playground on weekends and after school until curfew time.

Extra-curricular Activities Rules

All school rules and regulations are enforced at all school-sponsored functions. In addition, the following rules will also be followed:

1. No one will be admitted who has been consuming alcohol/drugs.
2. No alcohol/drugs will be consumed during any school activity.

Eligibility Guidelines

Students will have the opportunity to participate in all extracurricular activities offered by the school. Participation in these activities is contingent on meeting the following criteria:

1. **Attendance:** On the day that a student returns to school following an absence, the principal or school secretary must have on record a parent excused documentation. Parent/guardian written notes for excused absences will support student attendance eligibility.
2. **Weekly eligibility is from Tuesday to the following Tuesday, which would apply to the eligibility requirements for the following week's Participation. 6th-12th Students are responsible for logging into PowerSchool on Friday to track their grades and to see if they have any assignments that need to be completed. Teachers will accept all work turned in by 3:15 Monday afternoon and have all grades posted by Tuesday morning. Students must have a 60% grade average or higher in each class for the present quarter to be eligible.**
3. A half day or more of an unexcused absence during the week of the event will disqualify the student from travel or participating that week. Keep in mind, three tardies is equal to one absence.
4. For the 1st two weeks of the 2nd, 3rd and 4th quarters the students report card grades will be used for eligibility.
5. If a child receives detention, they cannot participate in any after school activities that day (with the exception of tutoring).

Alaska School Activities Association (ASAA) Eligibility Requirements

In order to participate in ASAA activities, a student must:

1. Be properly registered in a 9-12 high school program or any combination thereof, in the school where students will participate.
2. Be enrolled in a minimum number of semester units (Article 12, section 2, A4).
 - a. 9th, 10th, 11th, graders – 2.5 semester credits
 - b. 12th graders on track to graduate – 2 semester credits

3. Maintain an overall 2.0 GPA during the current semester. Students who do not maintain this GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA.
4. Students in grades 9-11 must have passed, for the immediately preceding semester, at least five semester units of credit toward graduation and maintained an overall 2.0 GPA. Those who did not maintain this GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA.
5. Students first entering 12th grade must have passed at least five semester units of credit or the equivalent during the previous semester and maintained a 2.0 overall GPA.
6. Second semester seniors who are on track to graduate must have passed four semester units of credit during the previous semester and maintained a 2.0 overall GPA.
7. Seniors who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.
8. All students must be in compliance with ASAA's Tobacco, Alcohol and Controlled Substances (TAD) Policy. All 3rd – 8th grade and NYO athletes will be required to follow the TAD policy. 3rd- 8th grade students will not receive level 4 discipline action.
9. All student athletes must annually get a copy of the "Heads UP Concussion in High School Sports Fact Sheet" At least one of the student's athlete's parents must annually get a copy of the "ASAA Parent's Guide to Concussion in Sports". Each student athlete and at least one of their parents must annually sign the "ASAA Parent and Student Verification of Receipt of Information Concerning Concussion".

Rules for Participation in Sports

Practices and meetings are mandatory for all participants. Players/participants are expected to attend all practices and meetings. It will be the coach's or sponsor's decision on the maximum number of excused or unexcused absences allowed.

Students who are suspended from class due to disciplinary action are also suspended from that day's practice and/or game. Students receiving out of school suspension will not be able to attend any games or special after school activities for 1 week (with the exception of tutoring and practices once returned from suspension).

Students participating in school activities (grades 4-12) must follow all official school rules and directives, etc., or be subject to disciplinary action by the coach, supervisor and the administration. In addition, they must follow these rules:

1. A player shall demonstrate good sportsmanship at all times.
2. All participants will comply with the coach or sponsor's rules. Violations of the rules will result in disciplinary action to be determined by the coach and the principal.
3. Participants who are absent, tardy, or miss more than 30 minutes of school are not eligible to practice or participate in any extra-curricular activities that day. **Absence from practice due to being tardy will be considered an unexcused absence.**

4. A participant must show a strong effort to succeed in his/her classroom. Refusal to respect the teacher, school or classroom rules may disqualify the individual from competing for the school.
5. If suspended from school, the athlete cannot participate in a competitive sport or other extracurricular activities for 1 week **(except for tutoring and practices once they return from their suspension)**. Students who are suspended from class due to disciplinary action are also suspended from that day's practice and/or game but will be required to attend practice when the suspension is completed.
6. Conduct:
 - a. Students using drugs, alcohol, or tobacco will lose the privilege to participate until they have completed the required TAD suspension.
 - b. Students who are suspended from school will not be allowed to participate during their suspension.
 - c. Students who have infractions of school rules that result in ISS will not participate the day of the infraction.
7. All high school players and their parents must sign a Rules Agreement Contract.
8. All players must attend all team events if they are healthy and eligible. If students choose not to attend, that will be considered as a resignation and they will be removed from the team.
9. The third time a player is ineligible because of grades or behavior during a sporting season they will be removed from the team.

This policy shall not apply to the proper possession and use of prescription medication or to the legal possession of any of the above-listed substances in connection with any approved school project.

Student Travel Rules

1. Students WILL be with chaperones at all times when traveling.
2. Students may be returned home for disciplinary reasons.
3. Drinking, use of drugs or tobacco is prohibited regardless of the student's age. It is the responsibility of the chaperone to maintain this policy. Students who break this rule will be returned home. The chaperone's decision is final.
4. Free time activities shall be screened by the chaperone and carried out under the supervision of the chaperone, i.e., movies, dances, etc.
5. Students who break the laws (i.e. as in the case of shoplifting) will be returned home.
6. Any student who displays gross disobedience to the chaperone, uses abusive language, threatens anyone, disobeys a direct order, displays unsportsmanlike conduct during participation in an activity, or destroys property shall be returned home.
7. The chaperone shall have the right to turn over to the police or local juvenile authorities any student they are unable to control, and who in their judgment is a danger to others.
8. Students SHALL NOT be released to any individual except as stated in rule number seven.
9. It shall be the responsibility of the chaperone to notify the superintendent/principal, who in turn will notify the parents if a student is having medical problems, being turned over to the authorities, or being returned to Chevak.

10. In the event, it is necessary to turn a student over to the authorities, or if a student is detained by the authorities, the chaperone must be present during any interrogation of the student.
11. Students returned home for any reasons stated above are at risk of being denied travel on district funds for the remainder of the school year.
12. In a case where a student leaves the group without authorization, cannot be found, or refuses to return to the group, the chaperone will make an effort to contact the parents and notify the police and the superintendent.
13. No student will be allowed to travel without appropriate clothing for the prevailing weather conditions, i.e., hat, coat, snow pants, gloves and winter snow boots. Students must bring their winter gear with them to school in the morning. Students will not be allowed to leave during school hours to pick up their winter gear.
14. On the day of travel students need to bring their luggage with them to school in the morning. All bags will be searched for contraband and dangerous items before the students leave.
15. Students taking prescription medicine under a doctor's direction must give the medicine and instructions to the coaches.
16. If a child does not follow all of the "Student Travel Rules" they will at a minimum lose the privilege to travel and participate in the next activity requiring travel.

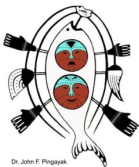
Dressing for Inclement Weather

Students are responsible for wearing the appropriate gear based on the weather. The following are required in order for students to travel (plane, boat, snow machine).

1. Coat
2. Snow pants
3. Hat
4. Gloves
5. Winter Boots
6. Face Mask
7. Rain Gear (boat)
8. Life Jacket (boat)

Student Activities Planning Form

Any student group sponsoring an activity must complete a Student Activities Planning Form two (2) weeks prior to the planned activity. Once completed and signed by the advisor, the form is to be sent to the principal for final approval and to assure that there are no schedule conflicts.



Kashunamiut School District
Chevak High School
985 KSD Way
Chevak, AK 99563

Student Activities Planning Form

Due by Wednesday at 5:00pm the week preceding the activity.

The sponsor is responsible for ensuring that the requesting group cleans the facility that is utilized. Failure to clean the facility adequately will result in loss of privileges for the following scheduled event. Clean-up costs will be charged to the requesting group's activity or be billed to a requester not on the District fund accounts at the rate of \$35.00 per hour.

Request Group:		
Date Requested:		
Type of Event:		
Place to be used:		
Start Time:	End Time:	
Clean up Committee:	1. _____ 2. _____ 3. _____	
Chaperones:	1. _____ 2. _____	

Sponsor Name (Printed)

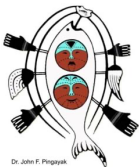
Sponsor Signature

Date

Principal Name (Printed)

Principal Signature

Date



Kashunamiut School District
Chevak High School
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PARENT PERMISSION AND STUDENT TRAVEL RULES

1. **Students WILL be with chaperones at all times when traveling.**
2. Drinking, use of drugs or tobacco is prohibited regardless of the student's age. It is the responsibility of the chaperone to enforce this policy. Students who break this rule will be returned home. The chaperone's decision is final.
3. Free time activities shall be screened by the chaperone to ensure they comply with district policy and carried out under the supervision of the chaperone, i.e. movies, dances, etc.
4. Students who break the law, as in the case of shoplifting, will be returned home unless detained by law enforcement.
5. Any student who displays gross disobedience to the chaperone, uses abusive language, threatens anyone, disobeys a direct order, displays unsportsmanlike conduct during participation in an activity, or destroys property shall be returned home.
6. The chaperone shall have the right to turn over to the police or local juvenile authorities any students they are unable to control and who in their judgment is a danger to others.
7. Students **SHALL NOT** be released to any individual except the legal parents of the students if the parents or guardians have made prior arrangements with the school principal.
8. It shall be the responsibility of the chaperone to notify the superintendent whom in turn will notify the parents, if a student is having medical problems, being turned over to the authorities, or being returned to Chevak.
9. In the event it is necessary to turn a student over to the authorities, or if a student is detained by the authorities, the chaperone must be present during any interrogation of the student.
10. Students returned home for any of the reasons stated above are at risk of being denied travel on district funds for the remainder of the school year
11. In a case where a student leaves the group without authorization, cannot be found, or refuses to return to the group, the chaperone will make an effort to contact the parents and notify the police and the principal.
12. No student will be allowed to fly/travel without appropriate clothing for the prevailing weather conditions, i.e., hat, coat, snow pants, gloves, and boots.

I have read, understand, and will obey the rules and policies that I am expected to follow as a participant in the above activity.

I also understand what the chaperones expect of me and that I am representing Chevak School.

_____ Student's Signature	_____ Date
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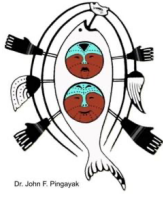
I have read the rules and policies that my child will be expected to follow as a participant in the activity listed above. I have discussed them with my child.

I also understand that if it becomes necessary to send my child home due to misconduct, **he or she may be at the risk of not traveling for the remainder of the school year.**

Signed: _____	_____
Parent's Signature	Date

Signed: _____	_____
Athletic Director Signature	Date

Signed: _____	_____
Principal's Signature	Date



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Chevak School Chaperone Agreement

For the purpose of snow machine or boat travel, the safety of the students should continue to be the number one concern of the school. With that in mind:

- A. Various sources will be consulted regarding weather/travel conditions, including input from local elders.
- B. The Superintendent or designee will make the final decision regarding whether weather conditions permit safe travel.
- C. In the event weather/travel conditions deteriorate while on travel, the Chaperone shall consult with the Superintendent or designee about potential rescheduling of return travel.

I, (print name here) _____ as chaperone of school events, agree to the following:

1. Chaperones using abusive language, striking or threatening anyone, disobeying a direct order, displaying inappropriate conduct during any activity, destroying property, any possession and/or use of alcohol or drugs, or using tobacco products in the presence of students, shall reimburse the school for the gas and oil provided by the school for the activity or event. In addition, the chaperone will be returned to home at their own expense.
2. As chaperones, you will be responsible for students at all times. Free time activities (movies, dances, etc.) must be under the supervision of the chaperone and shall be screened by the chaperone.
3. Both chaperones and students will not be allowed to travel without suitable clothing to adverse weather circumstances.
4. Unless arrangements are made with the principal before travel begins, students will be required to return with the chaperone.
5. Follow all state and federal laws.
6. All Chaperones will be subject to a background check by the school district prior to being approved to Chaperone any school sponsored trip.

Snowmobiles/Boats

Chevak School will provide gasoline and oil for the trip. The School District will **NOT** be responsible or liable for any damage or destruction to your snowmobile/boat/outboard motor, or any theft or loss of your snowmobile/boat/outboard motor. All equipment is your responsibility, is used at your own risk, and the District will not be financially liable.

Personal Liability

The School District is not liable for the personal safety of volunteer Chaperones. In agreeing to Chaperone under the terms set forth in this document, you expressly acknowledge your understanding that the Kashunamiut School District is not responsible for personal injury or

death, and you expressly waive any and all claims against the School District arising out of injuries, accidents, or death that may occur.

When traveling

- a. A head count will be done before, during, and upon arrival at the destination. The same procedure applies on the return trip home.
- b. Students and chaperones must be dressed appropriately for travel.
- c. Groups should stay together during the whole trip.
- d. There should be at least two sleds for girls and boys complete with tarps, shovels and emergency food, first aid kits, gear, flares, flashlight, axes, etc.

When traveling for State Championships, ASAA Event Supervision sections states:

22. Event Supervision

Each participating school will be requested to identify an administrator or other person approved in advance by the principal **who is responsible for the conduct of its coaches, participants and fans throughout the contest**, as defined in the ASAA bylaws Article 6, Section 4 and 5.

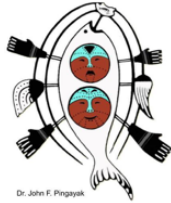
- If you are new to state events, upon arrival at the event, let ASAA staff know you are there.
- Possibly help hand out awards
- Help supervise your participants and fans
- Assist ASAA staff with ejections and other situations that may arise
- Assist medical staff with injuries to your participants if needed
- Model and promote good sportsmanship throughout the event

Chaperones accompanying students to ASAA sponsored events will familiarize themselves with ASAA expectations for supervision of participants.

I agree to the above statements:

Chaperone Printed Name and Signature

Date of Birth



Kashunamiut School District
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Internet Usage Agreement

Dear Parent or Guardian,

We are pleased to offer students access to the District computer network for internet access. To obtain Internet access, all students must obtain parental permission and must sign and return this form to the school office.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

District Internet and E-mail Rights and Responsibilities

Students are expected to act in a considerate and responsible manner when accessing network services. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Parent permission is required and students who do not have such permission are responsible for not accessing the Internet at school. Access is a privilege, not a right, and entails responsibility.

Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with District standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide students toward appropriate materials.

The following are not permitted:

- To send or display offensive messages or pictures
- Use obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Trespassing in another's folders, work or files
- Employing the network for commercial purposes
- Deliberate damage to hardware or software
- Use of District computers for illegal activities
- Using another's password

Violation may result in a loss of access as well as other disciplinary or legal action. For more information, see the School Board Policies.

The School District is not liable for any harm or injury that a user may suffer as a consequence of any inaccurate information the user may obtain through the Internet. By entering into this User Agreement, the user agrees to be bound by this release of liability and waives any and all rights to assert claims which may arise as a consequence of any inaccurate information obtained from the Internet. ([2 AAC 96.400-420](#))

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As a user of the School District Computer network, I agree to comply with the rules stated on the reverse side of this form regarding communications over the network, while honoring all relevant laws and restrictions.

Student Information:

Student ID #	Grade	Date
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Student Name (printed)	Student Signature
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I have read the Student Internet User Agreement and as a parent or legal guardian of the minor student signing above, I grant permission for my student to access networked computer services such as electronic mail and the Internet. I recognize it is impossible for the School District to restrict access to all controversial materials. I hereby give permission for my child to access the Internet and to publish information on web pages (except for home addresses and phone numbers) and certify that the information contained on this form is correct. This permission shall be in effect as long as this student is enrolled in the School District. I may at any time revoke this permission by notifying the student's school in writing.

Parent/Guardian Information:

Parent/Guardian Name (printed)	Signature	Date
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Parent Compact

Student responsibilities:

- Abide by all school rules as outlined in this student handbook
- Attend school daily, except when ill, and be on time
- Make good use of my time at school
- Take home, complete, and bring homework back to school on time
- Be kind
- Be safe
- Be respectful
- Be responsible

I have reviewed this student handbook, and as a **student** I will abide by this handbook and the student responsibilities listed above.

Print Name _____

Signature _____

Parent responsibilities:

- Ensure that my child abides by the school rules as outlined in this student handbook
- Encourage my student to do his/her best at school
- Support the school's efforts to help your student by doing the following:
 - Encourage my student to have a positive attitude towards school
 - Make sure my student comes to school on time every day, unless ill
 - Make sure my student does his/her homework and brings it back on time
 - Attend parent conferences and other school events
 - Communicate with my child's teachers, if I have any questions

I have reviewed this student handbook, and as a **parent** I will encourage my child to abide by the student handbook. I agree to abide by the parent responsibilities listed above.

Print Name _____

Signature _____

Teacher responsibilities:

- Enforce the school rules equitably as outlined in this student handbook
- Make my classroom a safe place for all students to learn and grow
- Focus my instruction so students will learn what they need to pass the Stand Based Assessment
- Communicate with students so they understand what they know and what they need to learn
- Communicate with parents so they understand what their children know and what they need to learn
- Seek ways to involve parents in class and school activities

As a **teacher**, I agree to abide by the teacher responsibilities listed above.

Print Name _____

Signature _____