Klawock City School District
2026-2027

Elementary

STUDENT HANDBOOK



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Homework Tips

Although it may be hard to believe, you can help your child enjoy doing homework! When you provide the necessary support and encouragement, most children will rise to the occasion and do their best on their assignments.

What do children need from parents?

Encouragement-

Give your child praise for effort and for completed assignments.

Availability-

Encourage your child to do the work independently, but be available for assistance and check for accuracy.

Scheduling-

Establish a set time to do homework each day. Your child may want to use a calendar/planner/assignment notebook to keep track of assignments and due dates.

Space-

Provide a space for homework, stocked with necessary supplies, such as pencils, pens, paper, dictionaries, a computer, and other reference materials.

Discipline-

Help your child focus on homework by removing distractions such as television, radio, telephone & interruptions from siblings and friends.

Modeling-

Consider doing some of your work, such as paying bills or writing letters during your child's homework time.

Support-

Talk to your child about difficulties with homework. Be willing to talk to your child's teacher to resolve problems in a positive manner.

Involvement-

Familiarize yourself with the teacher's homework policies. Make sure that you and your child understand the teacher's expectations.

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Mission Statement

Together we will empower students to create and achieve their goals to adapt in an ever-changing world.

Vision Statement

Our students will be accountable, respectful and inspired to confidently engage in reaching their goals.

Klawock School Spirit Song

Go, Chieftains, win this game tonight.
K.H.S. has got the team with spirit, pride, and might –
We will fight, Rah-rah-rah.

Win, Chieftains, don't hold back, and score;
Let the hometown rock and roar.

Go, Chieftains, fight, fight, fight
For the Red, Black, and White.

Elementary Schedule

School Doors Open	7:30 AM
Classrooms & Office Open	7:45 AM

Daily Schedule

Kindergarten – 5th	8:00 – 2:45 PM Monday through Thursday

Fridays & designated Early Out Days

Kindergarten – 5th	8:00 – 1:45 PM

Lunch Schedule

Kindergarten/ First	10:55 – 11:40 AM
2nd - 3rd Grades:	11:00 – 11:40 AM
4th & 5th Grades:	11:00 – 11:40 AM

APPROXIMATE Bus Schedule

Craig Morning Pick Up	7:15 - 7:20 AM
Klawock Pick Up	7:35 - 7:45 AM
Kindergarten Drop Off	1:10 - 1:30 PM
Klawock Drop Off	2:50 - 3:00 PM
Craig Drop Off	3:15 - 3:30 PM

You can view the Klawock Handbook online at
www.klawockschool.com
Please contact the school if you need a hard copy of this handbook.

Disclaimer

Rules can not be written to cover all behaviors in all situations. School personnel may need to assess and address a given situation and take action (which may include disciplinary action) in light of the school's mission statement, as well as state and federal laws and regulations, and school board policies. School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

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

Student's Rights

Each Student has:

1. The right to a basic education.
2. The right to due process. **(Refer to AK State Statute AAC 07.010)**
3. The right to be treated with respect.

4. The right to hold and to appropriately express opinions.
5. The right to participate in approved and appropriate school programs.
6. The right to attend school without fear of harassment, intimidation, discrimination or harm.
7. The right to be safe.

Student's Responsibilities

Each student is:

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

I. General

A. Student Conduct

1. Each teacher will set up, explain, post, and enforce his or her specific classroom rules, policies and expectations **in addition to the rules and policies in this Handbook** in order to maintain a safe, productive, and positive learning environment.
2. Personal electronic devices (MP3 players, cell phones, iPads, etc.) are to be turned off and stowed away during the regular school day. Use of personal electronic devices are only allowed before and after school. Under no circumstances are personal electronic devices to be used in the cafeteria, library, at recess or in the gym. Students bring personal devices at their own risk.
3. Basketballs, hacky-sacks, or any other sports equipment are not allowed in the school except when being transported from the classroom to recess or to the gym.
4. Displays of affection beyond the holding of hands are prohibited at school or on school trips.
5. Honesty and ethical behavior are expected. Cheating, including plagiarism, will result in disciplinary action.
6. Use of appropriate language is expected. Students will be assigned consequences when written up for inappropriate language.
7. Students teasing, using put-downs, bullying, cyber-bullying, being disruptive, disrespectful, or displaying any other inappropriate behavior are subject to disciplinary action as noted in the Discipline Section of this Handbook.
8. Dress: Student dress should be appropriate for school and not disruptive or a distraction to the educational process. (See Dress and Grooming). Shoes must be worn at all times.
9. Students are expected to follow all rules and procedures during fire drills, lock downs, and other safety drills.

10 **Energy drinks are not allowed at school and students shall not share drinks.**

B. Release of Directory Information (Board Policy 5125.1 a-b)
The Superintendent or designee may authorize the release of student directory information to representatives of the news media, prospective employers or nonprofit organizations. Directory information which school officials may disclose consists of the following: 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, degrees and awards received, and most recent previous school attended. The above student information will be released to the Military upon official written or verbal request per the Federal No Child Left Behind Law. Directory information shall not be released regarding any student whose parent / guardian notifies the district in writing that such information may not be disclosed, unless required by state or federal law.

On the Klawock City School District Internet Use Contract, parents will be asked if they choose to deny permission for the child's picture or name to be published on the KCSD website.

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

D. Sexual Harassment (Board Policy BP 5145.7 a-b)
The School Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness.

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

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

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

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

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

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

Any Student who experiences bullying of any kind should first report it to the classroom teacher / bus or playground supervisor. If the bullying continues the student will report it directly to the principal. Students may also report bullying through the "Bullying Reporting Form" linked to the school webpage.

F. Snowball Policy

Throwing of objects, not a part of a regular school program, which creates a property or safety hazard can lead to disciplinary action. This includes snowballs!
Teachers and playground supervisors have the authority to control and enforce this policy. (See Discipline Section)

G. Immunizations

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

H. Medications (Board Policy 5141.21)

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

I. Health Policy: Exclusion Due to Illness

A student must not attend school if he / she shows any of the following symptoms:
* Breathing difficulties
* Frequent Cough or Nasal Discharge
* Fever, Diarrhea, Vomiting
* Head Lice (live bugs), Scabies, or Any Contagious Medical Condition

If a student at school exhibits any of the above-listed symptoms, the parent / guardian / caretaker will be notified and asked to pick up the student. The student may return to school: when the symptoms are no longer present, or when treatment has begun and he / she has been approved to return by a health care provider or school personnel. *A child may return to school once they have been fever-free for at least 24 hours without using any fever-reducing medication (e.g., Tylenol, ibuprofen).*

Communication will be made to all parents/guardians with students in that classroom if a live bug has been found.

During any health pandemic CDC/Alaska guidelines will be followed to help insure the safety of students and staff.

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

K. Library Use
Classroom teachers shall check books in and out of the library. Students will be responsible for the replacement cost of book(s) and materials lost or damaged.

L. Internet / Computer Use (BP 6161.2- 5c)
Students must have an Internet / Computer Use form signed by both the parent and the student on file in the office before accessing the Internet from any school computer. Violation of the Internet / Computer rules will result in disciplinary actions. Instant Messaging / Social Networking are not allowed. Downloading or printing of files, images, or programs is by teacher permission only. Instant messaging services, streaming music/video or use of VPN's are forbidden on school computers **for noneducational purposes**.

M. Student Insurance
The School District does not insure students.

N. Dress and Grooming
Dress: Student attire should be appropriate for school and not disruptive or a distraction to the educational process. ***(Board Policy BP 5132)***
Profanity, nudity (real or in caricature), promotion of drugs, alcohol, and tobacco products are inappropriate attire. A student wearing revealing or inappropriate attire will be required to change into appropriate clothing. Undergarments cannot be visible. Extremely short skirts or short shorts are not allowed. Blouses / shirts / pants which expose any portion of the waist, hips, or midriff are not allowed. Blouses / shirts which are not appropriate for school include those which are low-cut, see-through, backless, or tube tops. Shoes must be worn on school grounds excluding the gym. In the classroom teachers may give permission for students to remove their shoes.

O. Homework Assignments When Absent
Pre-Approved / Verified Absences: Students are required to make up all work missed according to the classroom teacher's guidelines. Failure to do so may result in no credit for the work.

Unexcused Absences: Unexcused absences (which includes skipping) are those absences that are not verified by the parents by telephone or note **and are not excused** by the administrator, which includes leaving school grounds without permission. The student forfeits the right to make up work, and no credit will be granted for the work missed.

- K-8 students with pre-approved extended absences resulting from a medical condition will be provided with an ongoing curriculum from the teacher. Upon submission of finished work the student may be counted as Medical absence.

P. Meal Program
Lunch menus are available at the school and on the website. Because the number of students eligible for Free and Reduced lunches affects the District's eligibility for federal grant opportunities, families are strongly encouraged to apply for Free and Reduced Lunch.

Q. Visitors
Adults: All adult visitors must sign in at the School Office upon arrival on campus.

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

R. Volunteers

Volunteers are a mainstay of our school program. Volunteers are asked to contact the Principal or the teacher to set up a volunteer schedule. Volunteer's time, talents, and contributions are a great asset to the education of our students. All volunteers who chaperone student activities are required to undergo fingerprinting and background checks.

S. Recess

KCSD understands the importance of physical activity. All students, kindergarten through fifth grade, will have the opportunity for physical activity through weekly PE class and 1-2 daily recesses.

While at recess, students are expected to treat all equipment, students and recess monitors with respect. In addition, all students have the right to play in a safe environment. In order to ensure student safety and maintain a clean playground, the following rules have been established. In addition, the recess monitor may communicate additional rules to maintain safety of all students:

1. Leave ground cover "chips" on the ground.
2. *No food or gum on the playground.*
3. *Maximum occupancy of the twirling cage is 3 and recess monitors will inform when it is time to rotate students.*
4. Hands and feet to self (no pushing, hitting, kicking or etc beyond a one hand touch when playing tag).
5. Students may climb on playground equipment, but NOT jump off of it *or climb on top* (use slide or stairs to go down).
6. Slides are for sliding down, not climbing up. Students must climb up stairs.
7. No electronic devices are to be used during recess time.

Consequence: Students who break one of the above rules or additional rules verbalized by recess monitor will have the following consequences:

First Offense- Reminder by monitor that the next offense will take the student out of recess, and then ask the student to verbalize which rule he / she did not follow.

Second Offense- Student will have a "time out" for 5 minutes in the breezeway.

Third Offense or 1st Violent Offense- Student will be sent to the office to discuss choices with principal. The principal will assign "detention" or inside recess based on how many offenses the student has.

T. Transportation

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

Students can only be dropped off at their own residence unless written or verbal parental / guardian permission is turned in to the classroom teacher or office by 12:00. The secretary will send a notification to the bus driver. The driver may also obtain verbal confirmation from the parent at his/her discretion but must then notify the office or teacher of the change. Students cannot be dropped off by the bus prior to the designated time at school. Bus students who do not ride for 10 consecutive days

will be dropped from the route until a new bus form is on file. Note: A camera system may be used to monitor student behavior on the bus.

Bus / Van Conduct Rules

In order to ensure the safety of all passengers, the following rules must be followed:

1. Students will display good conduct while waiting to ride the bus.
2. Riders shall follow the instructions and directions of the driver at all times.
3. Riders should arrive at the bus / van stop on time and stand in a safe place to wait quietly for entering the vehicle. Riders shall enter in an orderly manner, go directly to their seats, fasten their seatbelts, and remain seated while the vehicle is in motion. They shall not obstruct the aisle with their legs, feet, or other objects. Riders shall remain seated until the vehicle stops. When entering and exiting, riders should be alert for traffic.
4. Serious safety hazards can result from inappropriate behavior that distracts the driver. Such behavior may lead to suspension of riding privileges.
5. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the vehicle.
6. Riders shall help keep the bus clean. Riders shall not damage nor deface the vehicle or tamper with bus / van equipment.
7. No animals are allowed on the bus / van.
8. Bus riders caught vandalizing the bus may have privileges suspended and be required to pay for damages.
9. Students are to remain on school grounds after arriving on the bus in the morning and while waiting for the bus in the afternoon.
10. Displays of affection beyond holding hands are prohibited; kissing, necking, and petting will result in disciplinary action.

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

V. Concerns and Complaints (Board Policy 1312.3 b)

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

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

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

W. Telephone and Cell Phone Use

Students will use the telephone in their classroom with teacher permission unless making a long-distance call. The school secretary will make these calls. Cell phones may only be used before or after school or with teacher permission. Students bring these devices to school at their own risk. KCSD, its faculty and staff are NOT responsible for any damaged, missing, or stolen cell phones.

X. Personal Electronic Devices

In order to minimize distractions, academic dishonesty, and theft, all personal electronic devices (MP3 players, cell phones, iPads, etc.) are to be turned off *or* stowed away during the regular school day. Use of personal electronic devices are only allowed before and after school, *or with teacher permission*. **Under no circumstances are personal electronic devices to be used in the cafeteria, library**, **at recess or in the gym**. Students bring personal devices at their own risk.

Y. Surveys

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

Z. Notebook Computers and Peripherals

Students are responsible for his / her actions and activities involving School District computers, peripherals, networks and Internet services for his / her files, passwords and accounts. Consequences for non-compliance will be administered in accordance with the Discipline section of the Handbook. Prohibited uses include, but are not limited to: Accessing inappropriate materials, illegal activities, violating copyrights, plagiarism, copying/ downloading/streaming music or video / installing or modifying software; non-school related uses; misuse of passwords / unauthorized access; malicious use / vandalism; unauthorized access to chat rooms.

AA. Food / Drink Consumption

Food and drink (other than water) can only be consumed in the cafeteria or by permission from the teacher in a classroom and is not allowed on the playground.

BB. Activity Program

Students third through fifth grade may participate in cross country in the fall, and basketball in the winter. There is no fee, but all required forms must be turned in and the student must meet attendance and academic eligibility requirements. If MS participation is low, 5th graders *may* be invited to participate in volleyball and basketball at the middle school level with all MS eligibility and attendance rules applied.

II. ATTENDANCE

A. COMPULSORY EDUCATION (State Statute 14.30.010)

School attendance is required under the Compulsory Education Statute. Every child between seven and 16 years of age shall attend school at the public school in the district in which the child resides during each school term. If a student starts school at age six, Compulsory Education begins at that time for that child. Every parent, guardian or other person having the responsibility for or control of a child between seven and 16 years of age shall maintain the child in attendance at a public school in the district in which the child resides during the entire school term, except as provided in (b) of the state statute. Research shows that **attendance is the single most important factor identified in school success.**

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

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

- For Grades K-5 the principal's office will contact the parent/guardian of a student once their student has accumulated 6, 10, 20, 28, and *35* absences.

- *The Principal will schedule a parent meeting along with the classroom teacher of any elementary student reaching 10 absences/semester excluding documented medical treatment.*

- Students who have 10 or more days of consecutive absences will automatically be dropped from the school roster as per state regulation.

- Students who reach **20 absences in a semester (**half day or more) will not be eligible to participate in extracurricular sport activities **for the remainder of that semester.**

B. General

- **Leaving During School Hours**

Students will not be permitted to leave the building without parent / guardian's stated or written permission **and permission of school authorities or designee.** Students are not allowed to leave the school building or grounds at any time during school hours unless they have reported to the office, received permission from parents or guardians and have a signed permit to leave the building. Students who become ill must report to the office before receiving permission to leave the building. Parents wishing their student to leave the school grounds should contact the Principal's office in advance. **When arriving at school 10 minutes late, or returning to school after checking out, students must check in at the office to obtain an admit slip to return to class.** Leaving school grounds without checking out of the school office will result in disciplinary action.

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

- **PRE-ARRANGED ABSENCE FROM SCHOOL**
  If a student knows he / she is going to be absent from school, the student is asked to complete a pre-arranged absence form prior to the absence.

- **MIGRANT RELATED ABSENCES**
  Currently eligible Migrant Education students may have a maximum of five days pre-approved per school year for qualifying migrant activities. Note: "Qualifying Migrant Activities" includes an overnight stay away from home ie. Fishing Subsistence Trips, Herring Ponds, Commercial Fishing. They will be able to participate in school activities when migrant absent.

- **MEDICAL ABSENCES**
  Students with pre-approved extended absences resulting from a medical condition will be provided with ongoing curriculum from the teacher. Upon submission of finished work the student may not be counted as absent.

- **CLOSED CAMPUS** (Board Policy 5112.5)
  The Klawock School campus is a closed campus for grades K-12 students. To check a student out for lunch, a parent must provide a signed, written note with a contact number, submitted to the School Office prior to 10:45 a.m.

III. EDUCATION

A. Alaska Comprehensive System of Student Assessments

(State Statute HSC CS SB 133)

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

Performance Evaluation for Alaska's Schools (AKSTAR) Assessments –

B. Performance Based Grades

Students grades K-3 receive standards-based report card at the end of each grading period. The key below explains what each number represents toward achieving each end of year standard.

Habits that Support Learning		Academic Performance Level Key
4	Consistently demonstrates	4.0 - Student is Excelling in Grade Level Standards
		3.5 - In addition to score 3.0, partial success at 4.0 content
3	Usually demonstrates	3.0 - Student is Proficient in Grade Level Standards
		2.5 - In addition to score 2.0, partial success at 3.0 content
2	Sometimes demonstrates	2.0 - Student is Partially Proficient in Grade Level Standards
		1.5 - Partial success at 2.0 content
1	Seldom demonstrates	1.0 - Student is Performing Far Below Proficient in Grade Level Standards
		N - Not Applicable
NA	Not Applicable	While some learning standards will be addressed throughout the entire year, others will be taught during a specific unit of study. An N, on the report card indicates that the standard has not been taught.

Letter grades will also be given in 4th and 5th grade. Honor Roll will be posted at the end of each quarter for 4th-5th graders. No student with a grade of D or F will qualify for Honor Roll. To qualify for Honor Roll, a student must have a grade point average of 3.0 to 3.49. To qualify for High Honor Roll, a student must have a grade point average of 3.50 to 4.00.

C. Promotion

The School Board desires to see student's progress with their peers through the school system's grade levels. To accomplish this, instruction should accommodate the varying interests and growth

patterns of individual children and include strategies for providing extra attention or assistance when needed.

D. Acceleration (AR 5123)

When considering the possible acceleration of a student the Principal or designee shall establish a "Child Study Team" which will consider the academic, social and emotional needs of the child. The Child Study Team will include, but will not be limited to, the student's past, present and / or receiving teacher, the school counselor, and the student's parents. Student academic records, test scores, general classroom performance, and other school records will be taken into consideration in the decision regarding acceleration. Acceleration will only be considered prior to the beginning of the school year or upon initial enrollment in the Klawock City School District. The Child Study Team's role is to provide insight and input into the needs of the student. **The final decision will be made by the Principal or designee.** The parents will be notified as to the decision.

E. Early Entrance (Board Policy BP 5111 b)

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

The district offers early admission consideration for kindergarten and first-grade students who meet specific age and readiness criteria. Children turning five between September 1 and October 1 may be considered for early entrance into kindergarten. Children must turn six by September 1 to be considered for early entrance into first grade.

Parents/guardians must notify the district of their intent to request testing by June 1. A $75.00 testing fee applies (fee waivers available for financial hardship). Assessments, conducted by qualified staff including the Kindergarten teacher, will evaluate a child's academic, social, emotional, and physical readiness.

To qualify, a child must demonstrate exceptional performance well beyond their chronological age in all of the areas assessed. The Superintendent makes final decisions based on all testing assessments and staff recommendations.

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

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

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

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

1. The student has not met grade-level standards of expected student achievement.
2. Remedial help for the student has not sufficiently prepared for advancement.
3. Appropriate treatment targeted to the student's needs will be provided in addition to retention.
4. The student's parent / guardian has been notified and given reasons for the retention.
5. Excessive absences *(30 or more)* *Parental agreement suggested, not required, for retention.

IV. DISCIPLINE

We believe the district discipline program should advance the learning of social and life skills and should be based on maintaining a safe and effective learning environment within an atmosphere of mutual respect. Age appropriateness, frequency and severity of the violation will be considered when dealing with behavior and consequences. In all disciplinary actions handled by the administration, a parent letter will be sent home with a copy of the infraction. In addition, the parent may also be contacted by phone.

The District will comply with all State and Federal laws.

At the beginning of each school year the administration shall ensure that each student and his / her guardian are notified in writing of the Discipline policy.
It is understood that not all possible situations or circumstances can possibly be outlined in this Handbook. This Handbook should be considered general guidelines relating to discipline during the instructional day and / or while students are under school supervision.

- **This Handbook serves as notification.**

A. MINOR OFFENSES

- Each classroom will have posted their “classroom rules” consistent with the Handbook expectations.
- Each teacher will have a “Classroom Management Plan” which will include a minimum of 4 steps to allow students to self-correct their unacceptable conduct. These steps will include a “warning”, then increasing consequences to extinguish the unacceptable behavior. Examples include excessive talking, inappropriate language or comments, reluctance to follow directions given, failure to follow classroom rules, and minor rudeness.
- Documentation will be made by the teacher. Repeated Minor Offenses will require Parent contact by the classroom teacher to inform and enlist parental support in correcting student conduct. All contacts will be documented by the classroom teacher

B. MODERATE OFFENSES (Parent notification by the administrator will occur to solicit support) Discipline Reports received by the principal from classroom teachers will result in the following consequences:

	Administrative Consequences:							
Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense	7th Offense	8th Offense
Physical or verbal offense including bullying and cyberbullying For Example: Pushing, shoving; intimidation; harassment; bullying;cyberbullying; abusive language (or gestures); throwing snowballs.	1 Detention	1 Detention	1 Detention	1 Detention	1 Detention	1 Detention & Parent Conference	1/2 Day ISS	To Be Determined
Disrespect or rudeness to staff and/or peers- Any rude or disrespectful comments and/or gestures made to students or staff including visitors and substitute teachers; lack of courtesy; profanity, personal display of affection (PDA).	1 Detention	1 Detention	1 Detention	1 Detention	1 Detention	1 Detention & Parent Conference	1/2 Day ISS	To Be Determined
Defiance and/or insubordination: Refusal to follow a reasonable request by staff including substitute teachers, recess monitors and aides. For example: Inappropriate response to direction; non-compliance; argumentative; uncooperative; sleeping in class; failure to serve administrative detention.	1 Detention	1 Detention	1 Detention	1 Detention	1 Detention	1 Detention & Parent Conference	1/2 Day ISS	To Be Determined
Leaving school grounds without checking out at the office.	1 Detention	1 Detention	1 Detention & Parent Conference	1/2 Day ISS	To Be Determined			
Skipping Class (remaining on campus, but failure to attend assigned class)	1 Detention	1 Detention	1 Detention & Parent Conference	1/2 Day ISS	To Be Determined			
Cheating (these incidents may be enforced at the Minor Offense level at teacher discretion)	1 Detention	1 Detention	1 Detention & Parent Conference	1/2 Day ISS				
Computer and/or cell phone (notebook, desktop and peripherals) Misuse / Abuse (See Student Conduct Section). Cell phones may not be used in class (unless by	1 Detention	1 Detention	1 Detention & Loss of use of device	Parent Conference				

teacher permission) or outside of class during the school day.								
Bus Safety Rules: Students must follow all safety rules established by the bus driver and monitored by driver and aides.	1 Detention	1 Detention	1 Detention & Parent Conference	1 week no bus usage	Removal from bus			

Students are to remain on school grounds after arriving on the bus in the morning and while waiting for the bus in the afternoon. Noncompliance is considered a Moderate Offense.

* **Rules for Detention/ISS**:

- No food or drinks other than water
- Half day ISS is from 11:00-2:30
- Detention occurs during a specified recess
- Students serving ISS may not participate, travel, or compete in any school activity until the following day after the in-school suspension has been served in its entirety
- ISS or detention do not count as an absence
- *No technology devices unless* by administrative exception
- Students who do not complete assigned work will receive discipline referral for Moderate #2, Insubordination. **Repeated Moderate Offenses may be deemed a Major Offense.**

C. MAJOR OFFENSES –

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

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

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

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

Administrative Consequences: *Proposal for next year to change these to mirror MS/HS Policy*

1st Offense	2nd Offense	3rd Offense	4th Offense
3 days OSS	5 days OSS	10 days OSS	45 days OSS or recommendation for expulsion or placement outside of the regular school program

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

D. Recess (See Section T pg. 13)

E. Guns / Knives or Dangerous Objects (Federal Statute 18 U.S.C. 921)
Possession of weapons, explosive devices (i.e. fireworks, ammunition), “look-alikes”, or dangerous objects (any object that is used in an act of aggression) may result in suspension and / or expulsion per state law and board policy - up to a full year of expulsion, report made to proper authorities, and confiscation of objects. Federal law states that any student in possession of, or determined to have brought a gun, explosive device (i.e. fireworks, ammunition), “look-alike”, or other firearm on school property shall be expelled from the District for a period of not less than one year.

V. Activities

A. **Specific Activity Information**
- Elementary sports: Cross Country and Basketball
- Students will be transported to school-sponsored activities from the school and returned to the school. The parent / guardian / caretaker is expected to provide transportation from home to the school and from the school to the home.
- While at a school-sponsored activity, students may be released to their parents with the coach's consent, and may travel home with parents.
- Elementary students must have 5 practices in order to participate in a game/event.
- Fifth graders may be included in middle-school team activities based upon student numbers, and based on administrative approval, and are bound by the same rules and regulations.

B. **Rules and Regulations**

1. Grades
   - Teachers will turn in eligibility lists for grades 3-5 to the Principal or designee 12:01 **PM Tuesday with Eligibility posted on Tuesday by** 3:30 PM. The first time a student becomes ineligible, parents will be notified.
   - Eligibility will be based on all work turned in by Monday at 3 PM unless a different time on Monday has been pre-arranged with the teacher.
   - To be eligible a student must have earned *the equivalent* of a **C** grade (70%) or higher in each class, **cumulative for the semester**. (BP 6145A)
   - When an ineligible student raises his / her grade to a C, the student may practice, but **not** compete or participate in any contest that week. The teacher must provide written verification to the Activities Director or Principal of the improved grade, and parents will be notified.
   - Eligibility applies for the entire week – i.e. Wednesday at 12:01 AM through the following Wednesday at 12:01 AM.
   - A List of Eligible Students will be provided to each coach and posted by 3:30 PM on Tuesday.
2. Attendance
   - A student must attend school the full day in order to practice, participate in, and / or compete in an athletic contest or school sponsored activity. Exceptions may be made for funerals, memorial services, medical or dental appointments, court appearances, religious observances.
   - Any 3-5 grade students accumulating 20 (as defined as 4 or more periods per day) absences per semester will not be eligible to participate in Activities for the remainder of that semester.
   - If a student is late 10 minutes or more to any class they will be considered absent. If the student is absent any part of the day (see above exceptions), he or she is ineligible to practice, participate in, and / or compete in any school sponsored activity that day or night.
3. Discipline
   - Any student who serves ISS will not be allowed to participate (practice, play in games or travel) the day of the ISS.

C. Required Forms

1. Signed Activity Consent to Participate Form
2. Signed Handbook Acknowledgement Form
3. Signed Player Contract
4. 5th grade students playing on a MS team need additional forms specific to MS participation

Due Process

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

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

Conflict Resolution

Non-Activities

Informal Process

Student/Parent

Teacher (Principal if necessary)

Formal Process

Principal

Superintendent

Board of Education

Appeal to the Board of Education

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

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

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

Klawock City School District Parent Compact Grades K-6

It is important that families and schools work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

As a teacher, I will:

- Provide high-quality curriculum and instruction.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes for grades 1-3 and 60 minutes for grades 4-6).
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, students, staff and families.

As a student, I will:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Ask for help when I need it.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.

As a parent/guardian or family member I will:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6).
- Communicate with the teacher or the school when I have a concern.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

Acknowledgement of Handbook Receipt

Student Agreement

As a student of the Klawock City Schools, I acknowledge that I have received a copy of the Handbook for the 2025-2026 School Year. I understand and agree to abide by the procedures, guidelines, specific rules and regulations included in this Handbook**. I recognize and understand that rules cannot be written to cover all behaviors in all situations. I understand that school personnel may need to assess and address a given situation and take action (which may include disciplinary action), in light of the school's mission statement as well as state and federal laws and regulations, and school board policies. I further acknowledge, understand, and agree that I will be held accountable for my behavior.**

Name of the Student:_____

Signature of Student: _____

Date: _____

Parental Agreement

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

Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____

Date: _____

Please complete and sign this form within 10 days of viewing the Handbook. Bring a copy of this page to the School Office, and is required prior to participation in sports. *All changes to this year's Handbook are italicized.*