

Klawock City School District
2026-2027

STUDENT HANDBOOK

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Acknowledgement of Handbook Receipt

Student Agreement

As a student of the Klawock City Schools, I acknowledge that I have received an *electronic* copy of the Handbook for the 2026-2027 School Year**, including the Parent Compact.** I understand and agree to abide by the procedures, guidelines, specific rules and regulations included in this Handbook **and commit to the provisions of the Parent Compact. I recognize and understand that rules cannot be written to cover all behaviors in all situations. I understand that school personnel may need to assess and address a given situation and take action (which may include disciplinary action), in light of the school's mission statement as well as state and federal laws and regulations, and school board policies. I further acknowledge, understand, and agree that I will be held accountable for my behavior.**

Name of the Student: _____

Signature of Student: _____

Date: _____

Parental Agreement

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

Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____

Date: _____

Please complete and sign this form within 10 days of receipt of the Handbook. All changes to this year's Handbook are italicized.

Students will follow all current health mandates.

Klawock School 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.

Adopted by the KCSD school board 11/25/2024

This institution is an equal opportunity provider.

Disclaimer

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

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

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

Staff e-mail is "first name.last name@klawockschool.com".

I. GENERAL INFORMATION

A. Student's Rights and Responsibilities

Student's Rights

Each Student has:

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

Student's Responsibilities

Each student is:

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

Klawock City School District
Parent Compact for Grades 6-12

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

As a student, I will:

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

As a parent/guardian or family member, I will:

- Talk to my child regularly about the value of education.
- Communicate with the school when I have a concern.
- Provide a quiet, well-lighted place for studying
- Encourage reading and discourage excessive TV viewing.
- Make sure that my child attends school every day, on time, and with homework completed.
- Support the school's discipline code.
- Monitor my child's progress in school.

- Make every effort to attend school events, such as parent-teacher conferences, Open House, and Back-to-School Night.
- Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
- Participate in shared decision-making with school staff and other families for the benefit of students.
- Respect the school, staff, students, and families.

B. Due Process for Non-Activity Related Issues

Due Process is a procedure that 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, signed, and delivered to the Principal. To streamline the process, an online complaint form is available at: https://forms.gle/KJe1gDgnx61RqL3i6

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 who 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 Board may ask questions.
- After review of the evidence and information, the Board will vote by paper ballot to reach a group decision. A majority vote shall prevail on all cases handled by the Board.
- The decision of the Board shall be put in writing and mailed within three days to the parent/guardian/caretaker of the student.

C. Student Conduct

1. Each teacher will set up, explain, and enforce his or her specific classroom rules, policies, and expectations in addition to the rules and policies in this Handbook in order to maintain a safe, productive, and positive learning environment.
2. Music, video, electronic games, ear pods, and notebook computers are **NOT** to be used in classrooms or during class times without expressed teacher permission. Laser pointers are **NOT** allowed in the school.
3. *Cell phone; Student wireless telecommunication devices, defined as "any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties," are not allowed to be used during the instructional day, including during passing periods, snack, and lunch.*
4. Basketballs, hacky-sacks, or any other sports equipment are not allowed in the school except when being transported from the classroom to recess or to the gym.
5. Displays of affection beyond the holding of hands are prohibited at school or on school trips.
6. Honesty and ethical behavior are expected. Cheating, including plagiarism, will result in disciplinary action.
7. Use of appropriate language is expected. Students will be assigned consequences when written up for inappropriate language.
8. Students teasing, using put-downs, bullying, cyber-bullying, being disruptive, disrespectful, or displaying any other inappropriate behavior are subject to disciplinary action as noted in the Discipline Section of this Handbook.
9. Dress: Student dress should be appropriate for school and not disruptive or a distraction to the educational process. (See Dress and Grooming).
10. Students are expected to follow all rules and procedures during fire drills, lockdowns, and safety drills.
11. No Energy drinks allowed at school, and no sharing of cups and utensils.
12. *No riding of motorized bicycles/scooters on school grounds between 7:45 AM- 3:00 PM.*

D. Release of Directory Information (Board Policy 5125.1)

Directory information is information that is contained in an education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed. 34 C.F.R. § 99.3. School officials may release directory information about a student without first obtaining parental consent, unless the parent objects. Districts may disclose this type of information only after giving notice to parents of the items of personal information the school has designated as directory. This notice must also inform parents of their right to refuse disclosure of directory information about their child.

A school district is authorized to define the categories of directory information that it desires, if any, and the list found in the Family Educational Rights and Privacy Act is for illustration only. Accordingly, the District is not required to include all, or any, of these items as directory information, but may do so if desired. Effective January 2009, federal law amendments clarify that directory information may not include student social security numbers and may not normally include student identification numbers. Effective January 2012, school districts may implement a limited directory information policy in which they specify the parties or purposes for which the information is disclosed.

The District has designated the following information as directory information:

Name
Address
Phone number
Electronic mail address

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

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

E. Diversity and Tolerance

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

F. Sexual Harassment *(Board Policy BP 5145.7)*

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 site 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.

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

G. HARASSMENT, INTIMIDATION AND BULLYING *(Board Policy 5131.43)*

The School Board is dedicated to providing a safe and civil learning environment. Harassment, intimidation, and bullying disrupt a student's ability to learn and a school's ability to educate. Students and staff are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment.
Students, staff, and volunteers are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion. Staff who engage in acts of harassment, intimidation, or bullying are also subject to appropriate disciplinary action up to and including suspension and termination. Volunteers who engage in such acts will be denied the opportunity to volunteer in the future. To promote an environment free of harassment, intimidation, or bullying, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service and student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and assure students that they need not endure any form of harassment, intimidation, or bullying.

Harassment, Intimidation, and Bullying Defined

Harassment, intimidation, or bullying means an intentional act, whether written, oral, electronic, or physical, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and

1. physically harms the student or damages the student's property;
2. has the effect of substantially interfering with the student's education;
3. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. has the effect of substantially disrupting the orderly operation of the school. (c.f. 5145.3 – Nondiscrimination)

KCSD has a zero tolerance for bullying in any form.

Cyberbullying *Technological advances have expanded the ways in which harassment, intimidation, or bullying can occur, including the ability to bully with anonymity and to reach a much broader audience. This language notifies students and staff that cyberbullying is not permitted and will result in disciplinary action. It is a crime, (harassment in the second degree) to repeatedly send or publish an electronic communication that insults, taunts, challenges, or intimidates a person under 18 years of age in a manner that places the person in reasonable fear of physical injury, if done with intent to harass or annoy another person. AS 11.61.120(a)*

All forms of harassment, intimidation, or bullying via electronic means, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to threaten, harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. An individual who redistributes a cyberbullying communication can be found in violation of this policy, even if the individual did not author or create the original communication or image. *(Board Policy 5131.43)*

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

H. Snowball Policy

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

I. Immunizations

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

J. **Medications** (Board Policy 5141.21)

District personnel shall not dispense or administer any medication to students without prior written authorization by a health care provider with written instructions and with written authorization of parents/guardians, except where, in the judgment of medical personnel, emergency provision of medication is necessary to prevent serious harm to the student. The District may decline a request for administration of medication in certain instances. *(Please refer to BP & AR 5141.21)*

For students at school activities (overnight) there is a form for parents/guardians to fill out.

Non-prescription, over-the-counter medications may be administered by staff with written parent/guardian permission.

K. Field Trips

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

L. Non-School Sponsored Events/Activities/Fundraising

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

M. Health Policy: Exclusion Due to Illness

A student must not attend school if he/she shows any of the following symptoms:
* Breathing difficulties
* Frequent Cough or Nasal Discharge
* Fever, Diarrhea, Vomiting

* Head Lice (a live bug), Scabies, or Any Contagious Medical Condition
If a student at school exhibits any of the above-listed symptoms, the parent/guardian/caretaker will be notified and asked to pick up the student.

The student may return to school when the symptoms are no longer present, or when treatment has begun and he/she has been approved to return by a health care provider or school personnel. *(*A letter and/or notification will be sent home to all parents with students in that classroom that a live bug has been found.)

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

N. *Academic* Counseling and Guidance Program

A staff member is available to assist with academic, career, social, and personal development. Resources available through the district include career assessments, college entrance exams, scholarship applications, and files.

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

O. School Dances

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

P. Library Rules

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

Q. Internet / Computer Use

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

R. Student Insurance

The School District does not insure students.

S. Dress and Grooming (Board Policy BP 5132)

The School Board believes that appropriate dress and grooming contribute to a productive learning environment. This policy serves to set expectations for personal cleanliness and clothing that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles that do not present a health or safety hazard or cause an undue distraction which would interfere with 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. Tops/ shirts / pants which expose any portion of the waist, hips, or midriff are not allowed. Tops/ shirts which are not appropriate for school include those which are low-cut, see-through, backless, or tube tops. Shoes must be worn on school grounds excluding the gym (in the classroom teachers may give permission for students to remove shoes). Hoods are not allowed to be up during classroom time.

T. Homework Assignments When Absent

School-Related Absences: All school-related activity trips will require completion of a signed pre-approved absence form. Students on school-related activity trips are treated as present for the purpose of attendance. **Online homework may be due prior to the return of travel.**

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.

Incomplete Grades: Within two weeks of the end of the grading period, incompletes will be changed to a letter grade **or, with administration approval of credit recovery.**

Non-Pre-Approved Absences: These absences (which include skipping) are those absences that are not verified by the parents by telephone or note and are not excused by the administrator, which includes leaving school grounds without permission.

Students serving In-School Suspensions (ISS) should complete homework / written work, but will lose participation points while they are suspended.

U. Fees

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

V. Student Lockers

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

W. Meal Program

Breakfast and lunch are provided free of cost. Menus are available at the school and on the website. If a student's bill is currently (meal account) $50 or more, that student will not be allowed to practice, participate in, or compete in extracurricular activities until the amount owed has been paid in full or an approved payment plan has been set up with the District Office **(Board Policy AR 3555)**. The Athletic Director will notify the parents and coach. The District may file a Small Claims Case with the State of Alaska when a household lunch account exceeds $1000.

X. Visitors

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

Y. Volunteers

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

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

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

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

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

AA. Transportation

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

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

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

Bus / Van Conduct Rules

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

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

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

BB. Concerns and Complaints (Board Policy 1312)

The 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.

The School Board encourages complainants to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district procedures. District procedures shall be readily accessible to the public.

Individual School Board members do not have authority to resolve complaints. If approached directly with a complaint, however, School Board members should listen to the complaint and show their concern by referring the complainant to the Superintendent or designee so that the problem may receive proper consideration.

See Section B "Due Process" for specific instructions on Conflict Resolution.

CC. Telephone Use

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

DD. Surveys

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

EE. Cell Phones and Wireless Telecommunication Devices

Student wireless telecommunication devices, defined as "any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties," are not allowed to be used during the instructional day, including during passing periods, snack, lunch, and during class field trips. This includes cell phones, smart watches, ear buds and headphones, personal tablets, personal computers, and any other item fitting the above definition. Wireless telecommunication devices that are brought to school must be stowed at all times during the instructional day (from the beginning of the first class period to the conclusion of the student's final period). Students who choose to keep these devices in their assigned academic locker should power down devices before stowing. Recording devices are prohibited in locker rooms, therefore students are prohibited from keeping devices in assigned gym lockers. The KCSD office will provide a secure storage option for students who choose to check in their devices. Devices kept with the office will be available for return to students upon the end of their school day. Exceptions to this policy will be allowed for students who are required to use a wireless telecommunication device for medical or translation purposes, in the event of an emergency, or when a teacher or administrator of the school grants usage permission for educational purposes. Non-compliance will result in a Moderate Offense on the Discipline Cycle. See page 26. Students bring these devices to school at their own risk. KCSD, its faculty and staff are NOT responsible for any damaged, missing, or stolen cell phones.

FF. Notebook Computers and Peripherals

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

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

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

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

GG. Student Access to Staff Room

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

HH. 18-Year-Old Students

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

II. ATTENDANCE

A. COMPULSORY EDUCATION (State Statute 14.30.010)

School attendance is required under the Compulsory Education Statute. Every child between seven and sixteen years of age shall attend school at the public school in the district in which the child resides during each school term. If a student starts school at age six, Compulsory Education begins at that time for that child.

Every parent, guardian or other person having the responsibility for or control of a child between seven and sixteen years of age shall maintain the child in attendance at a public school in the district in which the child resides during the entire school term, except as provided in (b) of the state statute.

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

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

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

B. ABSENCES:

- For Grades K-12, the student's teacher will notify the student's parent/guardian after a student accumulates three absences. The Principal will notify a student's parent/guardian after a student accumulates five absences, and the Principal may request a parent/guardian meeting after a student accumulates ten absences.
  ● For Grades 6-12 three tardies ***and late absences*** accumulated *in any class period* per semester **will result in a detention.** (See Attendance C)
  ● Students who have 10 or more days of consecutive absences will automatically be dropped from the school roster per state regulation.
  ● A parent meeting will be arranged on a case-by-case basis to address tardiness and absences.

Migrant Related Absences

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

School Related Absences

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

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

The following are approved Klawock School-related activities

A. **Klawock High School Sports and Activities:**
Region V
● Eligibility Requirements Apply:
(Cross Country, Volleyball, Wrestling, Basketball, Softball, Baseball, *Swimming,* Music Festival, Honor Band / Choir, ACDC, Art Festival, AASG, E-Sports**)**

School-Sponsored Activities
● *No* Eligibility Requirements, VHOP, PHLIGHT Club, AFN, Elder and Youth, Native Youth Olympics**.** *CTE and Career trips.*

C.TARDIES *and Late Absences*

A tardy is defined as not being present in the classroom at the start of class (i.e., 8:00 AM is tardy).
▪ If a student is up to **ten (10)** minutes late to any class, it is considered tardy.
▪ If a student is late **ten (10)** minutes or more to any class, it is considered an **absence**. ▪
Any student missing 10 or more minutes of class will be marked absent.

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

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

- The fourth detention due to tardiness in any one class in a semester will result in a detention *(See nonparticipation consequence in behavior section), and *when this occurs, a meeting with the school, family, and student will occur to discuss the issues and make a plan.*
- Bathroom / Hall Passes will not be issued until a minimum of 15 minutes of class has elapsed. The teacher will have discretion in determining individual situations.

D. LEAVING DURING SCHOOL HOURS

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

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

E. PRE-ARRANGED ABSENCE FROM SCHOOL

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

F. SLEEPING IN SCHOOL

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

G. ATTENDANCE AND PARTICIPATION

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

H. CLOSED CAMPUS (Board Policy 5112.5)

The School Board establishes a "closed campus" at district schools. The requirement to keep students on campus is part of the School Board's efforts to maintain a safe school climate and to reduce afternoon absenteeism. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action. (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 ***permission*** on the same day the student is to leave campus for lunch, or the parent must physically come to the office to check their child out for lunch. Students 18 years or older may check themselves out during lunch by completing the required paperwork.

II. EDUCATION

A. Alaska Comprehensive System of Student Assessments (State Statute HSC CS SB 133). Federal / State-mandated assessments will be administered to all students according to the following guidelines: ***AKSTAR* Assessments** – administered to all students in grades 3 – 10.

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

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

D. Acceleration (BP 5123)

Acceleration is possible when high academic achievement is evident. However, the student's social and emotional growth shall be taken into consideration before placing him/her in a higher grade. (BP5123)

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

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

E. Early Entrance (Board Policy BP 5111)

A child five years of age on or before September 1 may be admitted to kindergarten. The School Board authorizes the admission of students under school age who are at least four years of age at the beginning of the school year, provided they exhibit the mental, physical, and emotional capacity to perform satisfactorily, including advancement through the curriculum or grade level by the following year.

The Superintendent or designee is delegated the authority to make early-entrance determinations. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee. ***(Board Policy BP 5111)***

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)

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 among certificated staff.

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 in the student study team.

Under the Alaska Reads Act, a student retained due to a reading deficiency must be provided the process set forth in BP 6147 and AS 14.30.765(d) – (m). *(Board Policy BP 5123)*

Before retaining a student, the principal or designee shall determine that:

1. *The student has not met grade-level standards of expected student achievement.*
2. *Remedial help for the student has not sufficiently prepared the student for advancement.*
3. *Appropriate treatment targeted to the student's needs will be provided in addition to retention.*

4. The student's parent/guardian has been notified and given reasons for the retention.

Parental agreement is suggested, but not required, for retention. (AR 5123)

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

G. Credits / Class Rank / Class Membership

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

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

Sources of Credit-Bearing Courses:

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

- Note: Regardless of the label of Junior, Senior, etc., students must complete the required KCSD credit requirements for graduation.

- Students may not substitute online and/or college courses for on-site courses without Administrative approval.

H. Credit for Re-taking Courses

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

I. College Courses for Dual Credit

Students who choose to pursue an independent study college or tech-prep course may take the college course of their choice and will be responsible for all costs associated with the course. *Costs may be reimbursed pending grant funding and proof of receiving credit. One class per semester approved by the district*. They may receive dual credit for the course, meaning Klawock High School will award credit for the course if credit is awarded by the college, and the course is approved by the Klawock High School counselor or administration. Students will be allowed to have this course in their schedule if there is a teacher available to supervise that student during the period in his or her classroom.
Students will receive .33 high school credits for each college credit (semester-based colleges). Thus, a three-credit college course would earn one high school credit.

J. College and/or Online Courses

Those students enrolled in college and/or online courses are responsible for demonstrating progress to the monitoring teacher as they submit assignments and/or receive graded assignments back from their college or online instructor. All college and/or online courses that count towards Klawock School credit must be verified and approved by the district. A student may be enrolled in only one additional online class per day (additional classes must be approved by the administration).
<u>Semester courses</u>
Students taking online courses need to have work completed on the last day of the semester *(*in which it is due) by noon.

Administrative discretion may be used to extend this date in unusual circumstances beyond the student's control. Any student needing an extension is responsible for the cost.
Students who have completed and verified their passing grades are not required to attend school for that hour.

Year-Long Courses

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

Seniors

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

Second Semester Seniors:

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

UA Scholar for Juniors:

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

K. Class Changes

Class changes may only be made with written parent permission. Students may change courses only during the first five school days following their enrollment at the beginning of the semester in order to receive credit. A student who changes a course during these time periods may do so without any entry on his / her permanent record. Students changing courses are responsible for making up coursework missed. A student who changes a course after the time periods noted above shall receive an "F" grade on his / her permanent record in the class the student is transferring out of, unless otherwise decided by the Principal because of extenuating circumstances. At the teacher's and administration's discretion, the student may be able to earn credit in the new class based on meeting the class requirements.

L. Youth Employability Skills

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

M. Specialized Courses for High Needs Students

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

1) Students for these programs must be referred to the program based on test scores, specialized placement, or other documented needs.
2) Courses must be approved by the administration and teachers involved.

3) The courses will only be available to high school students who are out of the regular classroom for specialized needs for an entire class period.
4) All credits earned will be "elective credits".
5) Course titles will be "Content Mastery Support" or "Specialized Individual Instruction."
These courses are Pass/Fail only.
6) Class placements will be reviewed each semester.
7) Language Arts and Math courses are available by permission from the principal and teachers to students needing specialized support and an adapted curriculum based on test scores, specialized and documented needs.

N. On-the-Job Training (OJT)

On-the-job training prepares students for jobs after high school. The OJT experience must be approved by the administration and follow the guidelines in the OJT handbook.
1) Grades will be on a pass/fail system
2) All credits earned are CTE credits
3) The total number of credits will be ½ per semester, 2 credits maximum
Could be changed to a non-CTE credit with admin/district approval.

O. Challenging Courses for Credit

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

P. Reduced Schedule

Second-semester seniors, with permission of parents and administration, may elect to reduce their schedule if the classes dropped are not required for graduation. Students must be enrolled in at least four classes to participate in activities and to be considered for valedictorian and salutatorian.

Q. Graduation Requirements

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

Language Arts	4	PE/Health (must include 0.5 Health)	2	Social Studies (must include 0.5 AK History)	3
Science	3	Mathematics	3	CTE (Vocational: Must include Futures)	2

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

R. **Grades 9-12 Course Offerings**

(Earn ½ credit per semester completed)
Approval for enrollment in an online course that is a required KHS course must be approved by administration.

Course Title	Recommended Grade Level	Required Course	* APS Qualified
Mathematics (3)			
Applied Math	9-12		
Pre-Algebra	9-11		
Algebra I	9-11		✔
Algebra II	10-12		✔
Geometry	10-12		✔
Life Skills Geometry	9-12		
Pre-Calculus	11-12		✔
Calculus	12		✔
Math In Health Careers	9-12		✔
Life Skills Math	9-12		
Science (3)			
Physical Science	9/10	✔	✔
Biology	9/10	✔	✔
Marine Biology	9-12		✔
Chemistry	11-12		✔
Physics	11-12		✔
Earth Science	9-12		✔
Aquatica	9-12		
Social Studies (3)			
American Government	9-12		✔
Alaska History	9	✔	✔
World History	10/11	✔	✔
Economics	9-12		
American History	10/11	✔	✔
Physical Education / Health (2)			
Health	9-12	✔	
PE	9-12		
Strength & Conditioning	9-12		
****By Admin & Teacher Permission Only:**			
HS On-Line Course	10-12		
College Courses	10-12		
**Teacher Aide Staff Assigned Curriculum	11-12		

Course Title	Recommended Grade Level	Required Course	* APS Qualified
Language Arts (4)			
Composition	9/10		✔
World Literature	9/10		✔
American Literature	11/12		✔
British Literature	11/12		✔
Creative Writing	9-12		✔
Literature I/Comp I	9-12		
Journalism	9-12		
Life Skills LA/Composition	9-12		
Literature in Film	9-12		
Career & Technical Education *(2)*			
Woodworking I-II	9-12		
Computer Applications I-II	9-12		
Computer Discovery	9-12		
Welding I -II	9-12		
Food & Nutrition	9-12		
Futures/Careers	***10-12***	✔	
Child Development	9-12		
Computer Principles	9-12		
Construction I-II	9-12		
OJT w/permission**	9-12		
Health Careers	9-12		
Teacher Aide **	9-12		
Applied Technology	9-12		
Robotics	9-12		
Content Mastery/Specialized Individual Instruction	9-12		
Autos & Small Engines	9-12		
Miscellaneous			
Concert Band I-IV	9-12		
Native Arts I-IV	9-12		
Art Exploration	9-12		
Jewelry Engraving	9-12		
~~Outdoor Lore~~ *Contemporary Problems*	9-12		

S. Valedictorian and Salutatorian

Valedictorian or Salutatorian status is based on enrollment as a full-time student for at least two years at Klawock. Calculation is based on four years of courses from an accredited High School or from sources listed below:

Qualifications: Students who have attended Klawock High School and have a GPA of at least 3.0, shall qualify. Calculation of GPA for the purpose of Valedictorian and Salutatorian is based on weighted and unweighted grades as follows:

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

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

- For online courses, refer to online courses on page 22.

- ***Outstanding Senior Award***

The Outstanding Senior Award recognizes a graduating senior who best represents Klawock School through her/his character, leadership, and contributions to the school community. This award honors a student who serves as a positive role model for younger students and demonstrates excellence in academic achievement, leadership, citizenship, respect for others, and involvement in extracurricular activities.

The recipient is selected through votes submitted by certified staff members. Votes are accumulated and reviewed to determine the student who most exemplifies the values and standards of Klawock School.

T. Scholarships

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

- Tie Breaker: The student with the lowest letter grade will be dropped off for consideration.
- For online courses, refer to the online courses, College and/or Online Courses on page 22.

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

U. Graduation Ceremonies and Activities (Board Policy 5127)

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma or a certificate of completion. Students earning a certificate of attendance may also participate in graduation ceremonies. In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct.

IV. DISCIPLINE

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

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

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

The District will comply with all State and Federal laws.

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

This Handbook serves as notification.

A. MINOR OFFENSES

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

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

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

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

Repeated Moderate Offenses may be deemed a Major Offense.

	1st Offense 2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
Physical or verbal offense including bullying and cyberbullying: For Example: Pushing, shoving; intimidation; harassment; bullying; cyberbullying; abusive language (or gestures); throwing snowballs. Disrespect or rudeness to status 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,	1 detention 2 detentions	3 detentions	1 day **In** school suspension (3 hours)	2 day **In** school suspension (6 hours)	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 2 detentions	3 detentions	1 day **In** school suspension (3 hours)	2 day **In** school suspension (6 hours)	To Be Determined
Leaving school grounds without checking out at the office.	1 detention 2 detentions	3 detentions	1 day **In** school suspension (3 hours)	2 day **In** school suspension (6 hours)	
Skipping Class (remaining on campus, but failure to attend assigned class)	1 detention 2 detentions	3 detentions	1 day **In** school suspension (3 hours)	2 day **In** school suspension (6 hours)	To Be Determined
Cheating (these incidents may be enforced at the Minor Offense level at teacher discretion)	1 detention 3 detentions	1 day **In** school suspension (3 hours)	2 day **In** school suspension (6 hours)	To Be Determined	
Computer and/or cell phone (notebook, desktop and peripherals) Misuse / Abuse/Cyberbullying and Harassment (See Student Conduct Section). Cell phones may not be used in class(unless by teacher permission) or outside of class during class time.	1) Verbal Warning 2)Confiscation of device to be returned at end of instructional day and parent/ guardian contact	Confiscation of device to be returned only to parent/ guardian at parent or guardian convenience and parent/ guardian conference	Confiscation of device to be returned only to parent/ guardian at parent/ guardian convenience. Parent or guardian conference with a behavior plan signed by student and parent/ guardian.	Based upon the behavior plan signed by the student and parent/ guardian	To Be Determined

Bus Safety Rules: (Klawock or Craig routes) The bus driver will maintain a safe, non-disruptive transportation environment. Disruptive or inappropriate conduct will be documented by the bus driver. If a Discipline Report is written by the bus driver and submitted to the Principal, the following consequences will result:	1 detention 2 detentions	Bus privileges will be removed for 3 days	Bus privileges will be removed for 5 days	Removal from bus transport ation privilege	
Students are to remain on school grounds after arriving on the bus in the morning and while waiting for the bus in the afternoon. Noncompliance is considered a Moderate Offense.					

Rules for In-School Suspension

- No personal technology will be allowed.
- Students will not be able to participate in practice or extracurricular activities on the day of ISS
- Administration will make every attempt to work with parents to make sure students attend in-school suspension.
- Students will not be able to eat food or drink beverages other than water in a closed container, except at the designated lunch time for students serving a full day.
- Students may not put their heads down or sleep during **ISS**.
- Students who do not attend the scheduled **ISS** will be written up for Moderate #2: insubordination
- When the number of accumulated days in **I**SS surpasses 10, the student loses the ability to travel off-island for extra-curricular activities for the next 365 days.

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

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

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

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

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.

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

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

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

E. Administrative Detention Rules

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

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

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

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

V. KLAWOCK ACTIVITIES PROGRAM

Klawock School Mission Statement (Adopted by the KCSD school board 11/25/2024)

- 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.

Disclaimer

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

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

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

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

- Boy's and Girl's Cross Country (Grades 3 –12)
- Battle of the Books (3-12)
- Girl's Volleyball (Grades 6 – 12)
- Boy's and Girl's Basketball (Grades 3 –12)
- Wrestling (Boys & Girls Grades 6 – 12)
- Baseball/Softball (Grades 9-12)
- Academic Decathlon (9-12)
- Spelling Bee (3 –8)
- Honor Festival (*6*-12)
- Music Festival (*6*-12)
- Student Council / Leadership **/ *Cultural or Leadership Conferences* (7-12)**
- Art Festival (9-12)
- Choir (6-12)
- Prom (9-12) and School Dances (6-12)
- PHLIGHT Club *(*6-12)
- E-sports (9-12)
- *Native Youth Olympics (3-12)*

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

A. Specific Activity Information

- ❖ All travel costs not covered by the School District will be the responsibility of the student or parent. The student/parent is expected to provide money for meals, snacks, and emergencies.
- ❖ Parents of 9–12 students who attend Alternative Education Programs as defined under AS 14.30.365 are responsible to meet the deadline for registering a student for participation in Klawock School Activities by the first day of school. Home School Students (Alaska Statute 14.30.365) participating in Klawock School Activities will demonstrate weekly progress in all courses. These students must meet all ASAA eligibility, Klawock City School District eligibility, and criteria as defined by AS 14.30.365.
- ❖ Students will be transported to school-sponsored activities from the school and returned to the school. The parent/guardian/caretaker is expected to provide transportation from home to the school and from the school to the home.

- ❖ Students will be primarily group-housed -- no individual housing. Males and females will be housed in separate areas.
- ❖ Grades 6-8 students are group-housed when traveling. If fundraising allows for hotel rooms, an adult will stay in each hotel room.
- ❖ If any school group chooses to stay in a hotel for a school-supported activity, there must be a school-approved chaperone in each room. *Students will only stay in a room without an adult with parent/guardian permission*. The coach is responsible for arranging chaperones and presenting them to the administration for approval. As per Board Policy, all chaperones must be 21 years of age, fingerprinted, and have background checks conducted. KCSD will pay the cost of conducting the background checks and reimburse the costs of fingerprinting for chaperones. Volunteer / Chaperones will be required to undergo subsequent background checks in accordance with Board Policy. The coach/ team is responsible for any costs associated with the additional chaperones.
- ❖ While on school-sponsored trips, students/participants may be physically released to the parent/guardian as long as release does not interfere with the purpose of the activity and is not overnight. The parent/guardian may consent to release the student to the parent's adult designee, who is at least 21 years of age, **with prior written consent filed with the Athletic Director / Administrator,** and as long as release does not interfere with the purpose of the activity and is not overnight.
- ❖ In extenuating circumstances, students may be released for separate travel purposes to an adult (21 years or older) for medical or family situations. Travel must be arranged prior to departure in writing within a reasonable time frame and all additional costs will be paid by the parent/guardian. Once the student leaves the trip, the student does not have the option to rejoin the activity.
- ❖ Grades 6 -8 students must have five (5) practices prior to participation in any contest.
- ❖ Grades 9-12 students must have ten (10) practices prior to participation in any contest unless the student is participating in a concurrent sport.
- ❖ Per coach's recommendation, an injured player may be allowed to travel off-island with the team if they are academically eligible, consistently attend practices, and travel costs are paid by the individual player or from the Student Body Account.
- ❖ High School Managers may travel off-island with the team if they are academically eligible, consistently attend practices, and travel costs are paid by the individual player or from the Student Body Account. Middle School Managers for High School Sports cannot travel off-Island with a team.
- ❖ Fifth graders may be included in middle-school team activities based upon student numbers, and based on administrative approval, and are bound by the same rules and regulations.
- ❖ Off-Island travel will be considered part of the Middle School Season if it occurs within 21 calendar days of the culminating Island Tournament - *with the exception of wrestling's state*.

B. Fees

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

- The maximum fee per family will be $200.
- No student will participate in future activities until uniform from the previous sport is turned in or restitution is made.
- Participation Fees will also pertain to all Alternative Education students who are participating in High School Activities.
- Students who signed a work contract the previous year but did not complete the hours required must complete those hours before a contract can be entered into for the current year.

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

C. Student Eligibility

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

ASAA Sanctioned Activities
Region V Sanctioned Activities
School Sanctioned Activities

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

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

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

Klawock City School District Concussion Procedures & *Sudden Cardiac Arrest*
Please reference ASAA Concussion, Prevention, Identification, Treatment at http://ASAA.org/sports-medicine/

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

Klawock Student Handbook Rules and Regulations:

1. **Grades**

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

***Eligibility will be based on all work turned in by Monday at 3:00 PM. Special eligibility postings may occur when travel departures occur before Tuesday (including but not limited to regional and state travel). These postings will be announced at least one week prior to the travel.**

b. To be eligible a student must have earned a **C** grade or higher in each class, **cumulative for the semester**. (BP 6145A)

- C = 70%
- For students taking college and/or online courses, to be eligible, those students must demonstrate progress to the monitoring teacher as they submit assignments and/or receive graded assignments back from their college or online instructor.

c. When an ineligible student raises his / her grade to a C, the student may practice, but **not** compete or participate in any contest that week. The teacher must provide written verification to the student athlete or Principal of the improved grade, and parents will be notified.
d. Eligibility applies for the entire week – i.e., Wednesday at 12:01 AM through the following Wednesday at 12:01 AM. If a student is ineligible on the last day prior to Christmas or Spring break, the student remains ineligible until the next eligibility posting. The first day of school, students are in session following the Break is the beginning of the next eligibility period. e. Weekly eligibility applies to the entire year.
f. A List of Eligible Students will be provided to each coach and posted by 3:30 PM on Tuesday.
g. An ineligible student may not travel (on or off island), dress in uniform, or participate in any game or competition, including team warm-ups, during the period of ineligibility. h. Students who become eligible after a team departs may join the team not at the expense of the district (i.e., parents or fund-raised sources). Parents are responsible for travel arrangements, costs, and for the student until the student joins the team. Travel plans must be approved by administration prior to the student's departure.
i. Parents can access PowerSchool any time to view their child's grades (ask your child how to log in or contact the Principal's office for assistance).

2. **Attendance (Applies to Grades *3*-12)**

a. A student must be in attendance at school the full day in order to practice, participate in, and/or compete in an athletic contest or school-sponsored activity (See Attendance and Participation). Students must also be in attendance at school for the full day prior to off-island travel. Exceptions may be made for funerals, memorial services, medical or dental appointments, court appearances, religious observances, approved *Migrant absences,* or extenuating circumstances.
c. If a student is late 10 minutes or more to any class, they will be considered absent. If the student is absent any part of the day (see above exceptions), he or she is ineligible to practice, participate in, and/or compete in any school-sponsored activity that day or night. (See Tardies).
d. Students need to be in attendance the full day before school travels off Island. If ***a student is not at school on a Friday, they will not be allowed to travel off Island on Saturday; however, Sunday and Monday travel is allowed***. Administration can make exceptions in extenuating circumstances.
e. Travel is considered participation.

3. **Discipline**

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

4. Required Forms

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

a. To participate in athletics/activities, a student must have on file the following forms for Grades 6-12:

1. A signed Activity Participation Contract
2. A signed and valid Physical
3. A signed ASAA Student & Parent / Legal Guardian (TAD) Acknowledgement Form (9-12 only)
4. A signed Medical Release Form
5. A signed Concussion Form

b. In addition, a student must have on file in the office within 10 calendar days of the 1st day of practice the following:

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

D. Activity Expectations

❖ The Coach will outline consequences for failure to follow the Activity Expectations. Serious violations may be deemed Gross Insubordination (See Activity Rules).

❖ Activity Expectations include, but are not limited to the following.

Students shall:

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

E. Athletic Equipment

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

F. Activity Rules

Klawock student athletes represent their school and community and are held to a higher standard than other students. If a student is charged for any misdemeanor or felony offense as described below, the concept of "burden of proof" will not deter from the application of the consequences described below. (The administrator only has to verify that a legal charge has been filed.) These rules apply to ALL STUDENTS FOR THE ENTIRE SCHOOL YEAR, from day one of school (or the first day of the school activity season if prior to the start of the school year) to the last day of school, and as noted, the penalty for some violations can continue for the remainder of the student's High School years.

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

1. If a student is charged, convicted, fined, or incarcerated for a **felony offense.**
   - Students who violate Activity Rule #1 as listed above will become ineligible for ONE CALENDAR YEAR. Eligibility will be reconsidered if charges are dropped or the student is proven innocent in a court of law.

2. If a student **possesses, uses or distributes alcohol, vaping, tobacco, or any other controlled substance** (medication only with signed written parental or doctor's permission). (Students will agree to submit to a Breathalyzer test at the discretion of the Coach / Advisor / Chaperone while at a school-sponsored activity. Any student who tests positive for alcohol usage will be in violation of the Activity Rules. Refusal to submit to a Breathalyzer test will be considered admission of a positive test.)
   - Students who violate Activity Rule #2 as listed above will become ineligible in accordance with ASAA regulations (Policies Regarding Possession, Distribution and Use of Controlled Substances, Alcohol and Tobacco.)

3. If a student **attends** any activity or place at which alcohol, other drugs or other intoxicants are being exchanged, sold, or consumed.
   - First Offense: Ineligible 5 days
   - Second Offense: Ineligible for 10 days

4. If a student is caught, verified, charged, convicted, fined, or incarcerated for a **misdemeanor offense**.

5. If a student exhibits **Gross Insubordination** (blatant and intentional disregard for written and verbal rules or expectations which may also jeopardize the safety of the student as well as the safety of others).
   - Students who violate Activity Rules #4, or #5 as listed above will become ineligible to practice, travel, participate, or compete in any school-sponsored activity, beginning on the date the school reasonably verifies the violation.
   - First Offense: Ineligible for ten (10) calendar days
   - Second Offense: Ineligible for forty-five (45) calendar days.

   Note: Based upon administrative, coaches/sponsors' discretion and the severity of the violation, students may become ineligible for up to ONE CALENDAR YEAR from the day the violation is verified.

   - **These offenses may also be considered Moderate to Major Offenses in the Discipline Cycle and dealt with accordingly (See Discipline Section in this Handbook).**

- **A combination of any three offenses on three separate occasions (#'s 2, 3, 4, or 5 as listed above) during the school year will result in student ineligibility for one calendar year, from the day the last violation is verified.**

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

Student Travel:

❖ If the violation occurs while on a school-sponsored trip, the student will be returned home as soon as possible as is reasonable and practical after the incident at the student's or parent's expense, and will not be allowed to travel on any school-sponsored trips for **one calendar year**. This travel restriction is in addition to any other disciplinary action resulting from the behavior (i.e. drinking, etc). This travel restriction will not prevent the student from participating, practicing, and competing in home events as long as all other penalties have been served. **When the number of accumulated days in in-school suspension and ISS surpasses 10, the student loses the ability to travel off-island for extra-curricular activities for the next 365 days. (See Rules for In-school suspension)**

❖ Except for ASAA violations, where there is no appeal, a student may request a "probationary hearing" from the Activity Appeals Board after four calendar months from the time of the violation. At that hearing the student may provide written documentation (grades, attendance records, letters of recommendation from staff, etc.) that indicate the student has in fact "reformed" and should be considered for reinstatement for district travel.

❖ The Appeals Board will follow the procedures outlined in the section entitled Activities Appeals Board. The "probationary hearing" is the exception to the normal appeals process, meaning the decision is final and cannot be appealed to the School Board.

- All activities offenses will also be considered Moderate or Major Offenses in the Discipline Cycle and will be dealt with accordingly (See Discipline Section in this Handbook).

G. Activity Rule Infraction Verification

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

❖ It is the purpose of this procedure to deal only with complaints of student participants who have demonstrated evidence of violating the Activity Rules.
1. Any signed complaint or statement regarding the eligibility of a student participant shall be sent to the Activities Director for verification and clarification.

❖ It shall be the responsibility of the Principal in consultation with the Coach, Sponsor, and/or Chaperone to carefully consider all evidence and relevant information in determining if an Activity Rule infraction has taken place.
1. The Principal shall proceed to verify if the complaint established evidence that a violation does exist by a student.
2. The Principal shall notify the parent or guardian that a complaint has been submitted for verification.
3. The student will be given the opportunity to testify and present evidence on his or her behalf to the Principal.

4. A letter will be sent to the parent or guardian stating the decision of the Principal.

❖ If the Activity Rule Infraction is verified, disciplinary action will occur the day following verification. The Principal will determine the discipline based on the Discipline Policy, Activity Rules, and ASAA regulations.

Due Process Procedure:

"Due Process" is a procedure which the Supreme Court has directed to be a part of any school policy and procedures dealing with student rights. "Due Process" recognizes the right of the student to appeal a decision made by the Coach / Sponsor / Chaperone or Administrator. The "Due Process" steps outlined below is a procedure for a student and his or her parents to follow in appealing decisions relating to ineligibility due to rule infractions. It is understood that the student and parents will be expected to follow the "Due Process" procedures to ensure that all student rights are acknowledged under the law.
A complaint must be verified before it can be considered by the Activities Appeals Board.

H. Activities Appeals Board

Purpose:

The purpose of the Activities Appeals Board is to allow a student to appeal a decision pertaining to violations of Activity Rules in full compliance with procedures adopted by the Klawock Board of Education. The Appeals Board will evaluate whether due process has been administered as well as evaluate the circumstances surrounding the situation that resulted in the appeal.
Membership: All appointments to the Activities Appeals Board will be made prior to the beginning of the school year. An alternate staff member and an alternate community member will also be selected.

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

Procedures:

1. After a written ruling resulting in suspension from the activity has been made for violation of the Activity Rules, the student and his or her parents/guardian/caretaker may formally appeal the decision in writing to the Activities Appeals Board. The written appeal must be received within seven calendar days from the receipt of the notice of suspension from activities.
2. After a request for an appeal has been received, a date for a hearing with the Activities Appeals Board will be set within 14 calendar days.
3. In order to protect the confidentiality of students and other people that may be involved, all sessions will be closed to the public and will be conducted in executive session.
4. People involved will include only the student and parents/guardians of the student making the appeal, their attorney if desired, the Activities Appeals Board, and the School District attorney if desired. The teacher/staff member/chaperone/coach may also be called to testify.
5. No names of any students will be used during the proceedings other than that of the student directly involved. This is again to protect confidentiality and to adhere to FERPA laws.
6. The Activities Appeals Board shall retain the authority to set the agenda and keep minutes of the proceedings.
7. The student and parents/guardians will be afforded an opportunity to present their case. The Activities Appeals Board may ask questions during this period.

8. The Administration shall present evidence gathered, and again, the panel may ask questions. 9. After review of the evidence and information, the Activities Appeals Board will vote by paper ballot to reach a group decision. A majority vote shall prevail on all cases handled by the Activities Appeals Board.
10. The decision of the Activities Appeals Board shall be put in writing and mailed within three days to the parent/guardian/caretaker of the student.
11. If the student and his / her parent/guardian / caretaker are dissatisfied with the decision of the Activities Appeals Board, they may appeal the decision to the Klawock Board of Education within five school days, stating in writing what specific decision is being appealed. The appeal hearing will be held at the next regularly scheduled Board meeting.(See Appeals to the Board of Education – Section I-B)

I. Appeal to the Board of Education

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

2. All concerns must be in writing on School District Complaint Forms.

Chain of Command
Activities

Student/Parent/Guardian
↓
Coach
↓
Principal
↓
Activities Board of Appeals
↓
Board of Education