



**CRAIG HIGH  
SCHOOL**

**STUDENT HANDBOOK  
2026 - 2027**

**HOME OF THE PANTHERS!**

<b>ACADEMIC HONESTY</b>	<b>7</b>
<b>ACTIVITIES</b>	<b>7</b>
<b>ACTIVITY PARTICIPATION FEE</b>	<b>8</b>
<b>ADMISSION</b>	<b>8</b>
<b>ADVANCED PLACEMENT (AP) COURSES</b>	<b>9</b>
<b>AKCIS</b>	<b>9</b>
<b>ALASKA PERFORMANCE SCHOLARSHIP</b>	<b>10</b>
<b>ALCOHOL AND OTHER CONTROLLED SUBSTANCES</b>	<b>10</b>
<b>ALTERNATIVE MODES OF TRANSPORTATION</b>	<b>11</b>
<b>ASSEMBLIES AND SPECIAL ACTIVITIES</b>	<b>11</b>
<b>ATTENDANCE</b>	<b>11</b>
<b>ATTENDANCE: ACTIVITIES</b>	<b>12</b>
<b>ATTENDANCE PLANS</b>	<b>12</b>
<b>BAND FEES</b>	<b>13</b>
<b>BEHAVIOR PLANS</b>	<b>13</b>
<b>CAMPUS BOUNDARIES</b>	<b>13</b>
<b>CLASS RANKING</b>	<b>13</b>
<b>CLOSED CAMPUS</b>	<b>13</b>
<b>COMMUNICABLE DISEASE</b>	<b>14</b>
<b>COMPLAINT PROCEDURE</b>	<b>14</b>
<b>COUNSELING SERVICES</b>	<b>14</b>
<b>CRISIS COUNSELING</b>	<b>15</b>
<b>CYBERBULLYING</b>	<b>15</b>
<b>DANCES</b>	<b>16</b>
<b>DETENTION</b>	<b>16</b>
<b>DIRECTORY INFORMATION</b>	<b>17</b>

<b>DISCIPLINE</b>	<b>17</b>
<b>DISCIPLINE MATRIX</b>	<b>18</b>
<b>DRESS CODE</b>	<b>19</b>
<b>DROPPED CLASSES</b>	<b>19</b>
<b>DRUG-FREE SCHOOL</b>	<b>19</b>
<b>DUAL-ENROLLED HOMESCHOOL STUDENTS</b>	<b>20</b>
<b>DUE PROCESS</b>	<b>20</b>
<b>ELIGIBILITY</b>	<b>20</b>
<b>EXCUSED ABSENCES</b>	<b>21</b>
<b>EXCUSED ABSENCE MAKEUP WORK</b>	<b>22</b>
<b>EXPULSION</b>	<b>22</b>
<b>FEES</b>	<b>22</b>
<b>FIELD TRIPS</b>	<b>23</b>
<b>FIGHTING/ASSAULT</b>	<b>23</b>
<b>FOOD AND BEVERAGE</b>	<b>23</b>
<b>FREEDOM OF SPEECH, SYMBOLIC EXPRESSION, AND ASSEMBLY</b>	<b>23</b>
<b>GRADING</b>	<b>24</b>
<b>GRADUATION REQUIREMENTS</b>	<b>25</b>
<b>GUN FREE SCHOOL</b>	<b>25</b>
<b>HARASSMENT</b>	<b>26</b>
<b>HOMELESS STUDENTS</b>	<b>26</b>
<b>HONOR ROLL</b>	<b>26</b>
<b>IMMUNIZATIONS</b>	<b>27</b>
<b>INCOMPLETES</b>	<b>27</b>
<b>LATE WORK</b>	<b>27</b>
<b>LOCKERS</b>	<b>27</b>

<b>LUNCH</b>	<b>28</b>
<b>MEDICATIONS</b>	<b>28</b>
<b>NATIONAL HONOR SOCIETY</b>	<b>28</b>
<b>NON-DISCRIMINATION POLICY</b>	<b>29</b>
<b>OFFENSIVE LANGUAGE</b>	<b>29</b>
<b>PACE CORRESPONDENCE HOMESCHOOL PROGRAM</b>	<b>29</b>
<b>PHYSICAL EDUCATION WAIVER</b>	<b>30</b>
<b>PLEDGE OF ALLEGIANCE</b>	<b>30</b>
<b>PLANNED ABSENCES</b>	<b>30</b>
<b>POWERSCHOOL</b>	<b>31</b>
<b>PRODUCTS CONTAINING NICOTINE</b>	<b>31</b>
<b>PUBLIC FORUM</b>	<b>32</b>
<b>RECOMMENDED COURSE PROGRESSION</b>	<b>33</b>
<b>REPEATING COURSES</b>	<b>34</b>
<b>RESTORATIVE JUSTICE PRACTICES</b>	<b>34</b>
<b>RETAKING EXAMS</b>	<b>34</b>
<b>SEARCH AND SEIZURE</b>	<b>34</b>
<b>SCHOOL OF RECORD</b>	<b>35</b>
<b>SCHOOL VEHICLE CONDUCT</b>	<b>35</b>
<b>STANDARDIZED TESTING</b>	<b>36</b>
<b>STUDENT DRIVERS</b>	<b>36</b>
<b>STUDENT WIRELESS TELECOMMUNICATION DEVICES</b>	<b>37</b>
<b>SUSPENSION</b>	<b>38</b>
<b>TARDIES</b>	<b>39</b>
<b>TEACHER'S AIDE</b>	<b>39</b>
<b>UA SCHOLARS</b>	<b>39</b>

<b>UNEXCUSED ABSENCE</b>	<b>40</b>
<b>VISITORS</b>	<b>40</b>
<b>WEAPONS</b>	<b>40</b>
<b>WORK STUDY</b>	<b>40</b>

# Craig High School

## Home of the Panthers!

100 PANTHER WAY | P.O. Box 800 | CRAIG, ALASKA 99921

(907) 826-2274 | FAX (907) 826-3016

<http://craigschools.com>

### **Staff and Directory**

Mr. Spenser Nelson	Principal	2003
Ms. Liz Thomsen	Administrative Assistant	2001
Ms. Rachael Balcom	Music	2016
Ms. Shelby Beck	Social Studies/Foreign Language	2007
Ms. Jessica Becker	Physical Education/Health	2019
Ms. Kristine Cervera	Director of Food Services	4018
Mr. Geno Colbert	Custodial Services	
Ms. Sherri Cook	Special Education Paraprofessional	2021
Ms. Tamara Cross	Librarian	2008
Mr. Zach Cross	Maintenance Director	
Ms. Natasha Durgan	Special Education Paraprofessional	2013
Mr. Ronnie Fairbanks	Art	2014
Ms. Maggie Gore	Special Education	2013
Mr. Jared Grieve	Network Technician	2004
Ms. Jackie Hanson	CCSD Superintendent	4003
Mr. Earl Jeffrey	Welding	2017
Ms. Chrissy Kensinger	English Language Arts	2010
Ms. Meri Miller	Science	2012
Ms. Tara Music	Food Services	2015
Ms. Nicole Nelson	Mathematics	2011
Ms. Melissa Peavey	Counselor	2002
Ms. Tina Steffen	Activities Director	

**The mission of the Craig City School District and Craig High School is to *establish a community of learning that empowers the whole child to embrace lifelong learning and a growth mindset.***

**The vision to accomplish this mission is that *our students will be compassionate, resilient, self-sufficient, engaged members of their community***

## Welcome to Craig High School

This student handbook provides basic expectations, rules, and policies that govern behavior within our high school community. It balances statements meant to provide for the general welfare with the rights of the individual.

### Comment on School Authority

Both the Alaska Legislature and the State Board of Education have given to public schools the authority to establish rules which restrict student behavior while in school, while traveling to and from school, while participating in school events, and while traveling to and from school events.

The Board of Education of the Craig City School District has enacted policies that govern students' behavior. In addition, the School Board has authorized the administration to develop rules that are in keeping with its policies. When enrolled in the Craig City School District, students accept these policies as a condition of enrollment. School rules published in this handbook are subject to change as they may be needed to ensure compliance with federal, state or local regulations, and are subject to review and reiteration as necessary for the routine operation of the school.

## ***CHS Bell Schedule***



M O N D A Y - T H U R S D A Y	1st	8:00-8:52
	Snack	8:52-9:04
	2nd	9:08-10:00
	3rd	10:04-10:56
	4th	11:00-11:52
	Lunch	11:52-12:22
	FLEX	12:26-12:56
	5th	1:00-1:52
	6th	1:56-2:48

F R I D A Y	1st	8:00-8:48
	Snack	8:48-8:58
	2nd	9:02-9:50
	3rd	9:54-10:42
	4th	10:46-11:34
	Lunch	11:34-12:04
	5th	12:08-12:56
	6th	1:00-1:48

Each student in Craig High School is expected to be familiar with the information and guidelines contained in this handbook. These expectations have been developed through collaboration with parents, students, and staff members.

## ACADEMIC HONESTY

Academic honesty and personal integrity are foundational components of a student's education in both the process of learning, and individual character development.

CHS expects that students will be truthful in all academic endeavors and are expected to complete their own assignments. When CHS students engage in academic honesty, they will experience the honor of proving their capabilities to themselves and the world.

The learning community of students, parents, guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty.

The Board expects students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to disciplinary measures to include failing the assignment up to failing the course.

CHS recognizes that the advancement and availability of artificial intelligence/generative technology (AI/GT), means that students are very likely to utilize this new technology. Such use must meet the requirements of academic honesty and yet allow for its application as a new tool for critical thinking, exploration, and development of original thought and material. It is expected and required that the use of AI/GT will be appropriately referenced and noted. ([BP 5131.9](#))

## ACTIVITIES

Activities offered by CHS are an integral part of the high school experience and meant to enhance other areas of education. Participation in activities can help develop students' physical fitness as well as their mental wellbeing. Coaches and sponsors are committed to partnering with CHS staff to help CHS students develop good sportsmanship, athleticism, team skills, and school spirit. All CHS students are encouraged to participate in a variety of activities.

Some CHS athletic seasons overlap. Because of the physical demands and time commitment associated with high school athletic seasons, we encourage our student athletes to focus their efforts on a single sport rather than participation in concurrent activities.

CHS requires minimum participation for each activity. If an activity does not meet minimum participation numbers by the activity's first meet or game, it will not be offered that season. Minimum numbers for each activity follow:

- Swim – 6
- Cross Country – 6
- Volleyball – 7
- Wrestling – 6
- Cheerleading – 6
- Boys Basketball – 6
- Girls Basketball – 6
- Track & Field – 6
- Drumline – 6

Note that minimum participation numbers are inclusive of boys and girls for swim, cross country, wrestling, cheer, track & field, and drumline.

Students, parents, and guardians are expected to be familiar with the rules outlined in the CHS Student Activities Handbook. Students, parents, and guardians should also be aware that participation in activities requires extra academic effort on the part of the students involved.

## ACTIVITY PARTICIPATION FEE

There is a \$125 activity fee assessed per activity (including but not limited to cross-country, volleyball, wrestling, swimming, basketball, cheerleading, drum line, and track & field). Activity fees are capped at \$250 per student and \$350 per family.

For school-related activities, students must pay a \$30 travel fee for any off-island travel. This fee is due prior to travel.

Activities where travel costs are completely funded outside the school (fund raised, donation, etc.) are exempt from this fee.

## ADMISSION

Proof of age shall be required of all enrolled students. The legal evidence of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.

A reasonable effort shall be made to secure an address, phone number and medical release from the parent/guardian when a child is placed in a classroom. ([AR 5111](#))

Prior to entry into school, students must be fully immunized as required by law against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, hepatitis A, hepatitis B, and varicella. Children over the age of 12 shall not be required to be immunized against rubella.

Any student who does not show evidence of required immunization or who does not present a letter or affidavit from the parent/guardian or physician, physician's assistant, or advanced

nurse practitioner stating reasons for exemption based on medical reasons or religious beliefs, as set forth in [4 AAC 06.055\(b\)](#), shall be excluded from school until the immunization is obtained or affidavit of exemption has been filed with the school. Exemptions must be renewed annually. Personal or philosophical objections to immunizations are not permitted per [4 AAC 06.055](#).

The Superintendent or designee shall exclude those students who fail to meet immunization requirements as required by law ([BP 5141.31](#)).

## ADVANCED PLACEMENT (AP) COURSES

As staffing and student interest allow, Craig High School may offer Advanced Placement courses in select academic subjects. The evaluation system for AP classes is weighted to reflect the more rigorous nature of AP courses. To receive a weighted grade on a transcript, students are expected to fully engage in the course and are required to sit for the related AP exam. Semester grades in these courses will reflect weighting only after the student completes the final AP exam ([AR 5121](#)).

A	5.0 GPA
B	4.0 GPA
C	3.0 GPA
D	1.0 GPA
F	0 GPA

## AKCIS

The [Alaska Career Information System](#) has been made available to all students in Alaska. This is a valuable collection of tools meant to assist students in their post-secondary endeavors. CHS encourages all students to utilize this site. Students are able to create individual portfolios by logging in to the site with the following credentials:

- UserID: craighs
- Password: 4Student

## ALASKA PERFORMANCE SCHOLARSHIP

The Alaska Performance Scholarship is a post-secondary scholarship available to all Alaskan students who qualify. Specific qualifications for the various scholarships can be found on the [ACPE](#) website.

Craig High School will provide all 9 and 10 grade students with information about APS opportunities and requirements. CHS will communicate this information no later than January 15<sup>th</sup> of each school year.

Craig High School will provide all 11<sup>th</sup> grade students with their remaining academic requirements needed to qualify for the APS, including qualification requirements through GPA requirements or standardized test scores. The CHS counselor and/or principal will communicate this information to students no later than December 31<sup>st</sup> of each school year.

## ALCOHOL AND OTHER CONTROLLED SUBSTANCES

Possession of, use, or being under the influence of alcohol or other controlled substances on school grounds, or as part of any school activity, is prohibited. This is inclusive of paraphernalia. Any student suspected of being under the influence of alcohol or other controlled substances will be referred to the principal. If the suspicion warrants, the principal will contact parents who will be required to remove the student from the school premises.

If the infraction happened while traveling on a school-sponsored activity, the student will be sent home at parent or guardian expense. ASAA TAD violations will be recorded as required.

A student who possesses, uses, or is under the influence of alcohol or another controlled substance, as defined by Alaska law, on any school property or at any school-sponsored activity shall be immediately suspended from school in accordance with CHS disciplinary procedures, and law enforcement will be notified of the violation.

After disciplinary measures are completed, and before a student is allowed to return to school, a conference with the student, the student's parent(s) or guardian(s), and the principal must be conducted.

If the infraction happened while traveling on a school-sponsored activity, the coach and/or sponsor will attend the meeting.

In all cases of suspected infraction of this policy, due process must be completed before any sanctions are implemented.

## ALTERNATIVE MODES OF TRANSPORTATION

Alternative modes of student transportation (transport options not encompassing motor vehicles, motorcycles, and mopeds) are expected to be legal forms of transportation, appropriately insured, and utilized with all required safety equipment. Skateboards, longboards, and other non-motorized scooter-like vehicles may be stored in lockers or in the office. Bicycles should be kept in the bicycle rack outside the front entrance of CHS. Skateboards, longboards, other non-motorized scooter-like vehicles, and bicycles may not be used in the facility. Parking for motorized, street legal vehicles (excluding motor vehicles, motorcycles and mopeds), will be arranged with the principal.

## ASSEMBLIES AND SPECIAL ACTIVITIES

Throughout the year, CHS will hold assemblies or host special activities. These events are part of the instructional day and attendance is required. Absences will accumulate as part of students' 15-day attendance limit.

## ATTENDANCE

Success in school requires a commitment to regular attendance.

Parents should call the school first thing in the morning when a student is absent. After two days without parent notification of an absence, the absence will be considered unexcused and a truancy. Craig High School is obligated to enforce the compulsory school attendance law of the State of Alaska.

Students who miss school for any reason, are responsible for arranging with staff for makeup of any missed work, assessments, labs, and other activities.

Students are allowed to miss no more than 15 days of school per class per semester. Both excused and unexcused absences (including suspensions) will count toward this 15-day attendance policy. Absences accumulated while traveling for district-sponsored extra and co-curricular activities are not counted in this limit.

Parents will be notified of accumulated student absences at 5, 10, and 15 days.

Students who accumulate 10 absences in a semester will develop an [Attendance Plan](#) with assistance from the principal.

Students who are absent more than 15 semester days in a class will lose credit for that class. The principal may, in exceptional circumstances, grant a waiver to exceed this number ([AR 5113](#)). Receiving passing grades in classes with excessive absences does not constitute grounds as exception to the 15-day rule.

## ATTENDANCE: ACTIVITIES

CHS sponsors and supports a variety of activities for students throughout the school year. Activities involving athletics, the arts, and academic competition, enhance students' overall educational experiences. Some activities take place locally while others involve extended travel. Activities involving travel can create challenges for students trying to meet academic requirements and can disrupt staff classroom planning. It is incumbent upon students to establish balance between academic responsibilities and their full participation in all aspects of chosen activities.

Students must be in attendance for a full school day to participate in athletic and co-curricular practices.

Students must be in attendance the full day prior to travel and must attend all classes on the day of travel, up to the departure time of the event. For activities with weekend or holiday departures, attendance is required in all classes on the last school day before traveling. Students not meeting these criteria will not be allowed to travel or participate in school-sponsored activities that day.

Students returning from an activity must attend the day's remaining classes. If return occurs after dismissal for the day, students are required to be in attendance the next school day. Students not meeting these criteria will not be allowed to travel or participate in the next activity's event regardless of if the activity is home or involves travel.

The principal may allow for exceptions to these rules in cases of extenuating circumstances and may send students home in the case of illness or injury.

School-sponsored activities that result in class absences will include study time in advance of or during trips. Coaches and chaperones will communicate with administration if students are unable or unwilling to complete assigned work. Students who return with assigned work missing, incomplete, or completed poorly, may be declared ineligible to travel to future events.

## ATTENDANCE PLANS

When a student accumulates 10 absences in a semester, they will be required to attend a conference with their parents or guardians and the principal to develop an Attendance Plan. The purpose of this conference will be to notify parents or guardians about the consequences of potential loss of credit, to explore the causes of the habitual absences, and to assist the student by brainstorming potential solutions.

The Attendance Plan will be narrative and signed by all parties present at the conference.

## BAND FEES

For students using CHS instruments, there is a \$25 annual rental fee. Families who have more than one student participating in band (6-12) will be assessed an additional \$5 for each additional instrument rented. All percussionists pay a \$15 rental fee. Fees are nonrefundable.

It is the responsibility of the student renting the instrument to take care of the instrument. Damage will result in families being charged for repair or replacement costs.

Reeds for woodwind instruments will be available for purchase from the band instructor.

## BEHAVIOR PLANS

A Behavior Plan will be developed for students who are identified as being consistently disruptive. The purpose of a Behavior Plan is to collaboratively develop guidelines that will encourage future student success. This student plan will be developed in conjunction with the student, parent or guardian, staff members, the counselor, and the principal. It will identify behavior expectations, develop student commitments and goals, and outline future consequences for behavior infractions. These students will not be returned to regular classes without reasonable assurance of behavior modification ([BP 5144](#)).

## CAMPUS BOUNDARIES

Craig High School campus boundaries extend from east edge of the Craig – Klawock Highway, along the north edge of the Tanner Crab residential area, along the bank to the east of the school, and north along the parking lot, back to the Craig/Klawock Highway. Permission must be obtained to go to the lower parking lot, behind the school, or out the north doors in the academic wing.

Students are welcome to use the picnic tables in front of the CHS entrance during snack, lunch, or at times approved by CHS staff.

## CLASS RANKING

A valedictorian and salutatorian shall be determined by the highest and second highest cumulative grade point averages at the end of the seventh semester (senior year). In the case that multiple students earn identical cumulative GPAs, each will be recognized as the valedictorian or salutatorian as it applies, with the exception of those students who have repeated courses [See [Repeating Courses](#)].

## CLOSED CAMPUS

Craig High School is a closed campus. Students are not permitted to leave after arriving on school grounds. If a student needs to leave, they must have parental permission and check out with office personnel. Students must also check in with office personnel upon return. Students who leave campus for a work study do not need parental permission to leave but

must sign out in the office.

Students 18 years or older are still subject to the closed campus policy and must have parental permission to leave campus.

Students living independently are expected to respect the closed campus policy but will be exempt from the need to secure parental permission.

## COMMUNICABLE DISEASE

Students afflicted with a communicable disease and who are likely to transmit such a disease, will be excluded from school until such time as the contagious period is concluded. Students experiencing fever, per CDC guidance, must have 24 hours free from fever without the use of fever-reducing medication before returning to school.

## COMPLAINT PROCEDURE

The proper channeling of complaints involving personnel, instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

Any complainant desiring official consideration shall present the complaint to the administration or the Board in writing. No anonymous correspondence will be considered.

The Board encourages those with complaints to bring problems to the Board only after the Superintendent has first considered the complaints. Complainants should consider and accept the Superintendent's decision as final. However, the complainant may request the opportunity to address the school board regarding the complaint ([BP 1312](#)).

## COUNSELING SERVICES

School counseling services are available for all students. The counselor will work with students to develop a four-year high school course plan, explore career and educational options, and plan for post-secondary education or training. The counselor is also available to assist students who are experiencing school or personal problems of any kind and will provide parental training for things such as FAFSA and other support services. Please refer to the [counselor page](#) on our school website for additional resources.

## CRISIS COUNSELING

Craig City School District provides access to crisis counseling for all students, families, and staff members through a subscription with Gaggle ReachOut. Crisis counseling can be accessed by texting or calling (888) 907-5994 or by web chat accessed by clicking on [this link](#) or by clicking on the chat agent found on the bottom right of every CCSD webpage. ReachOut is available 24 hours a day, 7 days a week, 365 days a year. Please feel free to utilize this service as needed.

## CYBERBULLYING

Cyberbullying includes, but is not limited to, the following misuses of personal or school technology: harassing, teasing, intimidating, threatening, or terrorizing a student or staff member by use of any technological tool. This includes, but is not limited to, sending or posting inappropriate or derogatory email messages, instant messaging, text messages, digital pictures or images, or website postings (including, but not limited to, blogs, Facebook posts, Twitter posts) which have the effect of:

1. Physically, emotionally, or mentally harming a student or staff member.
2. Placing a student or staff member in reasonable fear of physical, emotional, or mental harm.
3. Placing a student or staff member in reasonable fear of damage to or loss of personal property.
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities;
5. Creating an intimidating or hostile environment that substantially disrupts the orderly operation of the school.

School setting is defined as being in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school. Cyberbullying that occurs outside the school setting may nevertheless be covered under this policy if the cyberbullying creates a foreseeable risk of substantial disruption within the school setting.

Additionally, the district's computer network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying.

All such cases of cyberbullying are strictly prohibited.

## DANCES

High school dance attendance is limited to enrolled and eligible Craig High School students, visiting teams, or by invitation from the principal.

For the safety of all, rough housing, grinding, and overtly provocative or sexually explicit dancing are not allowed.

All school activity rules, eligibility, and attendance policies are in effect, and anyone not complying will be asked to leave.

Students who leave a dance will not be permitted reentry.

Individuals, other than currently enrolled students, who have been convicted of misdemeanors related to drug and/or alcohol possession or consumption, will not be permitted to attend.

Prom and Homecoming may be open to Island schools and off-island guests as approved by the principal. Guests must be currently enrolled in high school or have graduated from Craig High School within the last year. All guests must agree in writing to abide by CHS rules at the dance. Principals from each guest school must provide a list of eligible students to the CHS principal. Guest schools must provide a chaperone who will be responsible for admission and discipline of the students for whom they are responsible. Graduates attending prom as guests, must sign the rules acceptance form and be approved by the principal.

## DETENTION

Detention may be assigned by a classroom teacher for minor classroom infractions and will be served with that teacher by arrangement. Administration will assign a 30-minute detention for every third tardy a student receives throughout the week. Detentions will be served after school in 30-minute segments from 3:00 – 3:30PM.

Detention time is to be spent sitting quietly or working on homework. No personal electronic devices are allowed. The teacher responsible for supervising students serving detention will count time served.

All detention must be served before a student is allowed to travel or participate in any school-sponsored activities including, but not limited to, athletic practices, competitions, or school dances. Detentions must be served on the first Monday after having been assigned. If detentions are not served and upon accumulation of 60 minutes detention, the student will receive ½ day of in-school suspension (four class periods inclusive of lunch) to be served the day after receipt, and 60 minutes of detention will be considered served. All in-school suspensions are considered unexcused absences and will count against a student's semester attendance count.

## DIRECTORY INFORMATION

The district may release student directory information including the student's name, address, telephone, date and place of birth, parent/guardian name(s), participation in officially recognized activities and athletics, official team member weight and/or height, dates of attendance, awards received, grade point average, class rank, and most recent prior educational institution attended by the student.

Parents and guardians and/or students have the right to refuse permission for release of information in any or all of these categories by providing written notification to the principal prior to September 15 of each school year, or within two weeks of enrollment if after that date ([BP 5125.1](#)).

## DISCIPLINE

Teachers are expected to have established classroom management plans and procedures that are communicated to and understood by students.

When a student receives discipline from a staff member for an infraction of school rules, the staff member will contact the parents by phone or email regarding the situation. Emails will be cc'd to the principal and phone calls home will be logged within PowerSchool or with the principal.

Students who fail to follow reasonable teacher directions are considered insubordinate and subject to office referral and disciplinary measures.

Recurrent disruptive behaviors, behaviors that significantly disrupt the classroom, and behaviors that disrespect other individuals, require more serious interventions and may result in removal from the classroom and further disciplinary action by the principal including but not limited to development of a Behavior Plan, suspension, or expulsion.

Dangerous behaviors will lead to immediate removal from class and may result in suspension or expulsion.

All in-school suspensions and out-of-school suspensions will be assigned by the principal.

All out-of-school suspensions require a re-admit conference with a parent or guardian, the student, any involved staff member(s), and the principal before being allowed to resume classes ([BP 5144](#)).

SEE ALSO: [DISCIPLINE MATRIX](#)

## DISCIPLINE MATRIX

### Minor Behavior

Sleeping in class, academic non-compliance, non-compliance to staff directions (insubordination) to include school and classroom rules, inappropriate or disrespectful behavior, and other actions as determined by CHS administration.

First Offense: Verbal warning

Second Offense: Contact parents or guardians and conference with student

Third Offense: Conference with parents or guardians and student. One day in-school suspension.

Fourth Offense: Conference with parents or guardians. One day out-of-school suspension. Initiate Behavior Plan policy.

Additional Offenses: Conference with parents or guardians. Review student behavior contract with the parents, student, and principal. One to three days of OSS. Consideration of expulsion.

### Major Behavior

Drugs (including paraphernalia), alcohol, fighting, bullying, harassment, profanity directed at staff, overtly sexualized behavior, and other behaviors as determined by the principal as Major Student Behavior Actions. Depending on the severity of the infraction, behavior may result in a referral to the City of Craig Police Department.

First Offense: Conference with parents or guardians and three (3) days of OSS

Second Offense: Conference with parents or guardians and five (5) days of OSS

Third Offense: Conference with parents or guardians and eight (8) days OSS

4<sup>th</sup> Offense: Conference with parents or guardians, ten (10) days OSS with possible recommendation for expulsion

### Products Containing Nicotine

SEE: [PRODUCTS CONTAINING NICOTINE](#)

## DRESS CODE

The appropriateness of student dress is determined based on customary standards of decency, neatness, cleanliness, and suitability for school. The following guidelines will be enforced:

- No clothing that advertises, depicts, or suggests the use of alcoholic beverages, illegal drugs, vapes, tobacco, or pornography
- No clothing that depicts weapons or acts of violence
- No clothing that displays obscene messages or words
- Clothing should be worn in a manner that does not excessively expose undergarments
- Hats and hoods shall be removed according to classroom rules or upon request
- Hats and hoods shall not be worn in the CHS office
- Shoes must be worn at all times

Dress code guidelines will be observed on all district grounds, at all school functions, including athletic events, dances, and other school-sponsored activities, and in district owned, leased, or rented vehicles.

Any student wearing clothing that violates the dress code will be given an opportunity to change. Students will not be allowed to attend class until clothing is appropriate. If a student refuses to comply with the dress code, parents will be contacted, and further disciplinary measures may be applied in accordance with the CHS disciplinary guidelines.

Final determination of dress appropriateness will be made by the principal.

## DROPPED CLASSES

Students who drop a course within the first two weeks of a semester will not have an entry on their permanent record. If the student drops a course after the first two weeks of a semester, an F will be recorded for the course. The principal may decide to allow a dropped class without permanent entry if they determine extenuating circumstances warrant ([AR 5121](#)).

## DRUG-FREE SCHOOL

CHS is a Drug-Free School and campus. Boundaries prohibiting drugs extend 500 feet beyond CHS campus boundaries. Drug-Free School boundaries are in effect for CHS as well as all associated outbuildings and shops. Legal penalties are in place for any person in possession of drugs or other controlled substances within this zone and those persons will be referred to law enforcement.

## DUAL-ENROLLED HOMESCHOOL STUDENTS

Dual-enrolled homeschool students attending CHS or participating in CHS activities, are required to comply with all school policies and procedures that apply to fully enrolled CHS students as outlined in this handbook, CCSD Board Policy, and relevant state and federal law.

## DUE PROCESS

Due process is a fundamental right enshrined in the 5<sup>th</sup> Amendment of the US Constitution. Students do not give up their right to due process at the schoolhouse doors. A student has the right to be informed of any charges being levied against them, any evidence that supports the charges, and the right to explain their version of the facts involved. In the case of short term suspensions, long term suspensions, and expulsions, students will be afforded their due process rights as delineated in [AR 5144.1](#).

## ELIGIBILITY

Eligibility is a student status that determines whether that student is allowed to participate in athletic contests, practices, school-sponsored travel, and other school-sponsored activities. Eligibility is determined using several criteria.

ASAA requires that students be enrolled in a minimum of 2.5 credits per semester. Seniors who are on track to graduate are required to be enrolled in a minimum of 2 credits.

ASAA eligibility requires that students earn a 2.0 GPA or higher in the previous semester. Incoming freshmen are immediately eligible for their first semester.

Students who receive less than a 2.0 GPA at the end of a semester may reestablish the minimum 2.0 GPA in the current semester at the mid-quarter or end-of-quarter marking periods.

ASAA eligibility requires all mandated forms to be submitted via Arbiter prior to the first practice. This form packet includes the CHS Activities Agreement. The CHS AD will review forms, including the Activities Agreement, in pre-season meetings. The Arbiter log in can be accessed via the [Craig High School](#) website.

In addition, CHS requires students to be in good academic standing before being allowed to travel or participate in other school-sponsored activities.

The CHS Activities Signout Form is used to determine academic good standing prior to all contests and activities – both home and away events. Students will submit the form to each teacher. Teachers will indicate whether the student is passing by including a current grade or a “P” for passing. If a student is not passing a class at the time a CHS Activities Signout form is due, or if that student has more than one D, that student will not be eligible for the event for which the CHS Activity Signout is for.

Teachers will use the CHS Activities Signout Form to provide assignments that are expected to be completed upon return from the event. Parents are required to sign the Activities Sign-out Form. The principal will communicate the sign-out form due date before each traveling event.

Schoolwork assigned to students participating in school-sponsored activities must be completed to a reasonable standard upon return from the activity. If work is not completed to a reasonable standard upon return, the teacher may require that the work for any additional activity release is completed before signing future CHS Activity Sign-out Forms. Students who fail to complete assigned work while traveling on a school-sponsored activity will be declared ineligible for the activity's next event.

A student who has more than one D, any Fs, or any Incompletes is ineligible.

Students with incompletes may regain eligibility when a passing grade has been recorded, and all other eligibility criteria have been met.

A teacher, the activities director, or the principal may declare a student ineligible based on missing paperwork, unexcused absences (school and/or practice), misconduct, or ASAA Play for Keeps (TAD) violations.

The principal shall communicate the names of ineligible students to the activities director. The activities director will communicate ineligible players to respective coaches.

## EXCUSED ABSENCES

There are times when a student misses school for reasons beyond their control and a parent or guardian informs the school of the absence. These are considered Excused Absences and include but are not limited to: physical or mental illness, professional appointments, family bereavement, prearranged family vacations, and school-sponsored activities. Please note that excused absences, apart from absences for school-sponsored activities, count toward the 15-day semester attendance limit.

Parents should call the school first thing in the morning when a student is absent. After two days without parent notification of an absence, the absence will be considered unexcused and a truancy.

## EXCUSED ABSENCE MAKEUP WORK

Students who miss school for any reason, are responsible for arranging with staff for makeup of any missed work, assessments, labs, and other activities.

Makeup work for excused absences that were not pre-arranged will be due in the number of school days a student was absent. For example, if a student was absent for three days due to illness, a student would have three school days to complete missing work.

Schoolwork assigned to students participating in school-sponsored activities must be completed to a reasonable standard upon return from the activity. If work is not completed to a reasonable standard upon return, the teacher may require that the work for any additional activity release is completed before signing future CHS Activity Permission slips. Students who fail to complete assigned work while traveling on a school-sponsored activity will be declared ineligible for the activity's next event.

## EXPULSION

A student expelled from Craig High School will no longer have access to the rights and privileges of those students who are enrolled. Once expelled, they may no longer attend any school function or event and may additionally be prohibited from community-sponsored events held on school property.

Expulsion is a formal School Board action. Expulsion hearings will take place in accordance with [BP 5144.1](#), [AR 5144.1](#), and [AR 5144.2](#).

## FEES

School property, including textbooks, laptops, and other physical property, is made available to students with the understanding that reasonable wear is expected. Needless wear, damage, vandalized or destroyed property will result in fees being assessed to student accounts. All fees will be determined by prior agreement (laptops etc.), replacement costs, or maintenance costs. Fees will be collected and receipted by office staff. Students bear all financial responsibility for loss of school-issued books and laptops, as well as items checked out from the school.

Fees may also be assessed in conjunction with shop, art, home economics, or other lab-type classes, as determined necessary by the classroom teacher and administration.

All fees and charges must be paid promptly. Students may not be allowed to participate in school events if they have outstanding accounts. Report cards, transcripts, and diplomas will be held until all fees have been paid ([BP 5125.3](#)).

See also: [ACTIVITY PARTICIPATION FEE](#); [BAND FEES](#)

## FIELD TRIPS

Field trips within the immediate area and to nearby points of interest are scheduled by classroom teachers throughout the year. These trips are supplemental to the classroom curriculum and serve to introduce students to a variety of resources in the community. Parents are asked to sign a blanket field trip permission at the beginning of the school year.

Field trips that are longer in duration, or out of the ordinary, will require special permission. Parents will be notified by classroom teachers before all such trips.

## FIGHTING/ASSAULT

CHS has a zero-tolerance policy regarding fighting and assault. A first offence policy infraction will result in a minimum 3-day out-of-school suspension. Additional infractions during a student's career at CHS will result in longer suspensions as detailed in the [discipline matrix](#).

If there is evidence that a student attempted to remove themselves from a violent situation or that a student engaged in self-defense, that defending student may not face the same 3-day minimum out-of-school suspension.

## FOOD AND BEVERAGE

Food and beverages are not allowed in the library or auditorium at any time. Food and drink are not allowed in the gymnasium during the school day. Food and drink consumed during snack and lunch are to be eaten in the CHS commons. Students will leave the area tidy after using it for eating.

Food and uncovered drinks are not to be consumed in the hallway.

Food or beverages may be allowed in classrooms at teacher discretion.

## FREEDOM OF SPEECH, SYMBOLIC EXPRESSION, AND ASSEMBLY

Students do not abandon their basic rights at the schoolhouse door and are entitled to express their opinions – provided this does not interfere with the educational process or infringe upon the freedom of others to express themselves.

The use of obscenities or personal attacks does not constitute protected speech. Such speech is neither acceptable nor is it tolerated. ([BP 5145.2](#))

## GRADING

Craig High School employs a uniform grading policy for its language arts, mathematics, science, social studies, foreign language, and health classes. Assignments in these courses belong to one of the two following weighted categories:

*Category 1 (60%): Tests, Major Projects, Major Papers, Performances, etc.*

*Category 2 (40%): Quizzes, Minor Projects, Daily Assignments, Practice, etc.*

Teachers will establish a minimum number of graded assignments and assessments for each nine-week grading period and will communicate this to students quarterly or via the class syllabus.

Grades and cumulative GPAs will be reported in each nine-week grading period as follows:

A	90% - 100%	4.0 GPA
B	80% - 89%	3.0 GPA
C	70% - 79%	2.0 GPA
D	60% - 69%	1.0 GPA
F	0% - 59%	0 GPA
I	<u>Incomplete</u>	
P	Pass	Not calculated in GPA
NC	No Credit	0 GPA

Whenever a teacher believes that a student is in danger of failing a course, the teacher shall contact the student's parent or guardian ([AR 5121](#)).

## GRADUATION REQUIREMENTS

To earn a diploma from Craig High School, a student must satisfactorily complete the following prescribed program which meets CHS graduation requirements of 23 credits. Students who do not meet the graduation requirement of 23 credits will not be permitted to participate in commencement ceremonies. Only CHS students who meet CHS graduation requirements will be allowed to participate in the CHS Graduation Ceremony. CHS students who graduate early are eligible to participate in the CHS Graduation Ceremony.

ENGLISH	4 credits
MATHEMATICS	3 credits
EARTH, SPACE AND PHYSICAL SCIENCE	1 credit
BIOLOGY	1 credit
SCIENCE OPTION	1 credit
US HISTORY	1 credit
AMERICAN GOVERNMENT	0.5 credit
ALASKA HISTORY	0.5 credit
SOCIAL STUDIES OPTION	1 credit
HEALTH 9	0.5 credit
PHYSICAL EDUCATION 9	0.5 credit
ELECTIVES	9 credits
TOTAL CREDITS	23 credits

Students who test out of courses will be granted credit for subject area requirements above.

The CHS counselor and principal will work with transfer students to align completed coursework with CHS and State required requirements.

## GUN FREE SCHOOL

CHS is a gun-free school by Alaska and Federal Statute as well as board policy. Possession of firearms anywhere on campus will result in a maximum one-year suspension, reporting to proper authorities, and confiscation of any weapons.

## HARASSMENT

All forms of harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism. Harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, unwelcome sexual advances or requests for sexual favors, and other verbal or physical conduct (including damage to student property), which adversely affects a student's educational opportunities or has the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, or offensive educational environment.

Students 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 disciplinary action.

Students may file a complaint of harassment with the principal. The principal shall promptly investigate each such complaint in a way that ensures the privacy of all parties concerned. In no case will the student be required to resolve the complaint directly with the offending person.

Consequences for acts of harassment will be commensurate to the seriousness of the incident and may include in-school suspension, out-of-school suspension, or expulsion, in accordance with state law, district policy, and administrative regulation. Students who do not comply with corrective measures intended to stop the harassment will be removed from school through suspension or expulsion.

## HOMELESS STUDENTS

No homeless child will be deprived of any opportunity or benefit offered by the district because of a family living situation. Provisions will be made to help homeless students continue to attend school. Transportation will be provided for homeless students comparable to that received by other District students. Additional information can be obtained by reviewing the linked [CCSD Board Policy 5112.6](#), by calling CHS at (907) 826-2274, or via email message to the [principal](#) or [counselor](#).

## HONOR ROLL

To qualify for Honor Roll, students must be enrolled in a minimum of four graded courses, have no Ds, Fs, or Incompletes, and a GPA of 3.0 – 3.49. To qualify for High Honor Roll, students must be enrolled in a minimum of four graded courses, have no Ds, Fs, or Incompletes, and a GPA of 3.5 or better. Honor Rolls are calculated using semester grades and will be published at the end of each semester.

## IMMUNIZATIONS

Alaska Statute requires student parents or guardians to provide schools with up-to-date immunization records upon initial enrollment; new students must have a complete immunization record; continuing students shall maintain appropriate immunizations ([BP 5141.31](#)).

## INCOMPLETES

Students who receive any Incompletes on their quarter report card must make up missing assignments and exams within two weeks of the end of the quarter. Teachers will submit replacement grades as soon as feasible following this two-week window. Any assignments remaining outstanding after this window will be recorded as a zero and will be used in the calculation of the final quarter grade for the course. Students who receive an Incomplete will not be published in the [High or regular Honor Roll](#).

Incompletes will not be assigned for fourth quarter courses.

## LATE WORK

Late assignments, excluding Category 1 assignments (Tests, Major Projects, Major Papers, Performances, etc.), will be accepted for a period of one week after its due date. Submissions that fall within this 1-week window may have up to 20% deducted from the final assignment grade. Any assignments missing beyond the 1-week late submission window will be recorded as a zero.

Makeup of Category 1 assignments will be by arrangement with the classroom teacher.

## LOCKERS

Students will be assigned a locker by the office. Personal items and school-owned property should be kept in locked lockers. The district accepts no responsibility for theft from lockers.

Lockers are to be kept clean and locked. Any decorations must be able to be taken off the locker cleanly. Valuables brought to school may be checked at the office.

Lockers are the property of the district and may be searched periodically. Students are not entitled to an expectation of privacy regarding access to, or the contents of, their lockers. School officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of a violation of school rules or when a threat to student safety requires a search of a designated area or areas of the school. For health and safety reasons, general inspections of school properties such as lockers and desks may be conducted from time to time. Any items contained in a locker shall be considered the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned and is posted in the school.

## LUNCH

Breakfast and lunch are available for all students.

Craig High School is a closed campus. Students may go off-campus for lunch only when a parent or legal guardian contacts the school office and picks them up. Students may order lunch from local restaurants by filling out a Google Form or placing an order in the office. All orders must be placed before school or during snack break. Food orders will not be accepted during class periods.

Students are not allowed behind the school, in the parking lots, or outside the campus boundaries without explicit permission from the principal. Students are welcome to enjoy the picnic tables in front of the school as weather allows.

## MEDICATIONS

Medications to be administered by school personnel must be delivered to the school by the student's parent or guardian. A medication dispersal log will be maintained in the office indicating current number of pills (or dosages) in possession by the school, dosage amount, and time(s) of dosage(s). Medications shall be stored in a securely.

District personnel shall not dispense or administer any prescription medication to students without prior written authorization and instructions provided by a health care provider as well as written authorization by parents or guardians, except where, in the judgment of medical personnel, emergency provision of medication is necessary to prevent serious harm to the student.

The school may decline a request for administration of medication if the principal or district superintendent determines that compliance with instructions for providing the medication would be unreasonably difficult or burdensome for personnel, or if questions of health or safety make compliance inadvisable ([AR 5141.21](#)).

Students who have received instruction in self-administration for asthma or anaphylaxis medication shall be permitted to carry and self-administer the medication. Written authorization for self-administration of medication must be submitted annually to the CHS office ([BP 5141.21](#)).

## NATIONAL HONOR SOCIETY

The local chapter of National Honor Society recognizes and supports outstanding Craig High School students who demonstrate the qualities essential to being positive, contributing citizens in a democracy.

Each spring, Craig High School sophomores, juniors, and seniors who possess a minimum 3.5 GPA will be notified of their eligibility to apply for NHS. Eligible students must submit an application to the NHS advisor within one week of notification. A Faculty Council, composed

of five members and the National Honor Society advisor, is responsible for selecting students who are eligible for membership. Selection is based on the guidelines set by the National Association of Secondary School Principals. School and community activities are considered in determining NHS membership as well as conduct in and out of school.

NHS members must maintain the standards which were the basis for their selection. Failure to maintain these standards may result in dismissal from NHS. All selection and disciplinary procedures must follow the national guidelines.

Please note: CHS Chapter NHS membership is limited to only students for whom CHS is the [school of record](#).

## NON-DISCRIMINATION POLICY

All educational programs (including CTE and activities) and employment practices follow Craig City School District's policies of nondiscrimination on the basis of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration as required by Title II of ADA, Title VI, Title IX, and Section 504. It is the policy of the Craig School District to make all services, programs, and activities available and to provide reasonable accommodations to people with disabilities. CCSD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For more information about accommodations, civil rights, or grievance procedures, contact: Superintendent Jackie Hanson at (907) 826-3274, CCSD, 100 School Road, PO Box 800, Craig, AK, 99921 ([BP 0410](#)).

## OFFENSIVE LANGUAGE

Profanity and offensive language are not appropriate in the school environment. Students will refrain from the use of profanity and other offensive language during school, while attending school-sponsored activities, and while in situations where they are representing the school. Violations of this policy may result in disciplinary measures, including suspension.

Profanity and offensive language directed toward any staff member will result in a minimum three days out of school suspension.

## PACE CORRESPONDENCE HOMESCHOOL PROGRAM

It is recommended that any CHS student interested in enrolling in PACE Correspondence do so at the beginning of the school year or at a semester break. Midyear transfers to PACE Correspondence may result in loss of CHS credit as outlined in this student handbook.

PACE Correspondence students who reside on Prince of Wales, are eligible for dual enrollment with Craig High School. Craig High School is the [school of record](#) for students

enrolled in PACE courses while simultaneously enrolled in 4 or more CHS courses per semester and receive the full benefit of enrollment with CHS as outlined in this handbook.

All PACE Correspondence high school students are eligible to participate in CHS athletic programs. Participation requires adherence to all athletic rules and fees as outlined in this handbook.

Only those students for whom CHS is the school of record are eligible to participate in CHS graduation ceremonies or be considered in [class rankings](#).

PACE correspondence students attending CHS classes will abide by all rules outlined in this handbook.

## PHYSICAL EDUCATION WAIVER

Students may petition CHS to substitute up to 0.5 credits of PE with participation in varsity athletics by completion and submission of CCSD School Board [Exhibit 6141.1](#).

A full season of CCSD Varsity athletics may be substituted for 0.25 credits of PE. Two full varsity seasons are required for the equivalent of 0.5 credits.

The petition must be completed in advance of the substitution and must include the name of the course the student desires to take that conflicts with the PE schedule.

The request must be approved by the parent and recommended by the counselor. Final approval rests with the principal ([E 6146.1](#)).

## PLEDGE OF ALLEGIANCE

The Craig City School Board encourages activities that instill pride in our country, state, and city. The Pledge of Allegiance shall be recited each day. The Board encourages students and staff to recite the Pledge of Allegiance in their indigenous language if so desired.

The District respects the legal right of individuals not to participate in the salute to the flag for personal reasons. An individual not participating must maintain respectful silence.

Participation, including non-participation, may not be used in student evaluation ([BP 6115](#)).

## PLANNED ABSENCES

CHS staff should be given ample notice of family vacations or planned periods of extended student leave. Teachers who are given a minimum of five days' notice will prepare up to a week's worth of work for students to take with them. This does not prohibit teachers from providing additional work or other opportunities while a student is absent. It is expected that students will stay in regular communication with staff as much as possible and return from extended absences with provided schoolwork completed.

## POWERSCHOOL

Teachers will maintain class records using PowerSchool. Students, parents, and guardians can access course grades via the [CHS PowerSchool Portal](#). Parents and guardians without PowerSchool access can make arrangements for access by contacting the school.

While it is the intent of CHS staff to keep classroom records up to date, there are times when this can be challenging. If you have questions about your child's class status, please feel free to contact their teacher(s).

Parents and guardians without internet access may contact the CHS office and request any necessary academic records or updates.

## PRODUCTS CONTAINING NICOTINE

Students, staff, and visitors are not allowed to use products containing nicotine, tobacco products, or imitation products on school property or during school hours, at school-sponsored events, or while under the supervision of district employees.

Students who violate this policy will face confiscation of the tobacco product, parent or guardian notification, and mandatory participation in the American Lung Association's intervention program, INDEPTH. An ASAA Play For Keeps (TAD) notification will be recorded with ASAA as required for students who have signed the Play For Keeps agreement as part of their activity paperwork.

Students who violate this policy a second time will be required to develop a Behavior Plan and will be subject to discipline starting on step 2 of the Minor Infraction steps found on the [Discipline Matrix](#). Subsequent infractions will continue with progressive matrix steps.

For students needing assistance to quit their consumption of products containing nicotine, CHS will facilitate the American Lung Association's voluntary cessation program, N-O-T during the school year. N-O-T is a research-based cessation program with a reported better than 90% success rate for participants who complete the program. Students who volunteer to enroll in this program will not face punitive consequences as a result of their enrollment.

Alternative to suspension and intervention programs will be the focus of disciplinary efforts rather than punitive practices including suspension and expulsion.

Craig High School uses the American Lung Association of "tobacco product:"

1. Any product containing, made of, or derived from tobacco or containing nicotine from any source that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, Iqmik/Blackbull, snuff, or snus;

2. Any electronic smoking device and any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; other than products covered under CCSD's drug policy or
3. Any component, part, or accessory of 1) or 2), whether or not any of these contains tobacco or nicotine, including, but not limited to, lighters, filters, rolling papers, blunt or hemp wraps, hookahs, flavor enhancers, or pipes.
4. "Tobacco product" does not include drugs, devices, or combinations products, including nicotine replacement products, authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act.

## PUBLIC FORUM

Craig High School is not a public forum. Anyone interested in posting signs or notices, distributing leaflets or other information, advertising, and/or addressing students or staff within the school buildings or on school grounds, must obtain prior permission from the building principal.

## RECOMMENDED COURSE PROGRESSION

### FRESHMEN

- Grammar and Composition (1 credit)
- Earth, Space, and Physical Science (1 credit)
- Health 9 / PE 9 (1 credit total)
- Algebra I (1 credit)
- Elective (2 credits)

### SOPHOMORES

- World Literature and Composition (1 credit)
- Biology (1 credit)
- Geometry (1 credit)
- US History (1 credit)
- Elective (2 credits)

### JUNIORS

- American Literature and Composition (1 credit)
- Science Option (1 credit)
- Math Option (1 credit)
- World History/World Geography (alternating — 1 credit)
- Elective (2 credits)

### SENIORS

- British Literature and Composition (1 credit)
- American Government (0.5 credit)
- Alaska History (0.5 credit)
- Science Option (1 credit)
- Math Option (1 credit)
- Electives to meet credit requirements for graduation

## REPEATING COURSES

If a student desires to repeat a course to increase their final grade in that course, they may seek approval from the principal. If approved, the highest grade received will be the permanent grade recorded on the student's transcript but both attempts at the course will be recorded ([AR 5121](#)). If a tie results when determining final senior class ranking, a student who has repeated a class will receive the lower ranking.

SEE ALSO: [CLASS RANKING](#)

## RESTORATIVE JUSTICE PRACTICES

Craig High School will incorporate restorative and corrective practices that focus on relationship building with students and families. These include conferences with students and their parents or guardians; use of student study teams or other intervention-related teams; enrollment in a program teaching social/emotional behavior; intensive and intentional relationship building with students and family; participation in a restorative justice program or restorative circles; and positive behavior support approaches. To best meet the needs of our students, the school, and the community, restorative practices can be utilized with agreement of the administrator, the student's parent(s), and the student. This typically includes, but is not limited to, making amends for the behavior, and assigned hours of community service to give back to the classroom, school, or community. Community service cannot be substituted for days of OSS. The administrator will set a timetable by which the community service must be completed, or it will revert to the traditional consequences.

## RETAKE EXAMS

Retaking of exams may be allowed at the discretion of an instructor, excluding final exams. For classes that allow retesting, students may elect to retest only if they receive less than an 85% on the first test. Students will be required to demonstrate improved understanding of tested concepts before being allowed to retest. All retesting will be completed within a reasonable timeframe agreed upon between the student and the classroom teacher.

## SEARCH AND SEIZURE

With reasonable cause, school officials may conduct searching of students, property, and lockers. Any items contained in a locker shall be considered the property of the student to whom the locker is assigned and may be subject to seizure.

Reasonable cause is defined as being necessary to enforce an expected standard of health, or the safety and welfare of all students and staff.

## SCHOOL OF RECORD

Craig High School is the school of record for all full-time CHS students as well as any students who are dual-enrolled in 4 or more CHS courses per semester. Students for whom CHS is the school of record receive the full benefit of enrollment with CHS as outlined in this handbook.

## SCHOOL VEHICLE CONDUCT

Riders in school vehicles, including buses, vans, rented vehicles, and leased vehicles, shall adhere to the following rules and follow all directions given by the driver:

For students riding a school bus:

- arrive on time and stand in a safe place to wait
- be alert to other traffic when entering or exiting the bus
- enter the bus in an orderly manner and go directly to seat
- remain seated while the bus is in motion and do not obstruct the aisle with legs, feet, or other objects
- be courteous to the driver and to fellow passengers
- enter the aisle and walk directly to the exit only after the bus has come to a complete stop

For all vehicles (including the school bus)

- hands, arms, head, or other body parts should not be put out of the window.
- do not throw objects from the vehicle
- refrain from loud talking, laughing, yelling, singing, whistling, scuffling, standing, and changing seats
- no eating or drinking without driver permission
- keep the vehicles clean – take your garbage
- do not damage or deface vehicles
- do not tamper with any vehicle equipment
- animals and insects are not allowed on school vehicles

In instances of misconduct, the rider and their parent or guardian, will be given notice of the behavior infraction and issued a warning. In the case of a severe violation, a rider may be denied transportation for a period determined by the principal. This may be for the remainder of the school year.

Persistent disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied school-provided transportation. The principal shall inform the parent or guardian and student of the suspension of riding privileges ([AR 5131.1](#)).

## STANDARDIZED TESTING

Various nationally standardized tests are offered throughout the year. Tests include the PSAT, SAT, and WORKKEYS. ACT testing will be offered at those times when it is not offered by Klawock High School.

The PSAT is typically taken in the 11<sup>th</sup> grade and provides valuable experience for taking the SAT. The PSAT is a key factor in determining eligibility for National Merit Scholars.

The SAT and ACT are important tests used in admissions by many colleges and universities. These scores can also be used to determine Alaska Performance Scholarship Level eligibility.

WorkKeys measures foundational skills required for success in the workplace and can help measure the workplace skills that can affect job performance. It can also be used to determine Alaska Performance Scholarship Level eligibility.

The ASVAB is administered annually by the US Armed Services and will report vocational aptitudes in various vocational pathways for students interested in military service.

## STUDENT DRIVERS

Student drivers must provide a copy of their driver's license and proof of insurance to the office. CHS staff will regularly observe vehicles in the student parking lot. The interior of a student vehicle may be inspected if the school principal has reasonable suspicion that illegal or unauthorized materials are contained inside.

Speeding, reckless driving, and improper parking will be reported to Craig Police Department.

Students must park in designated rows, between the white lines. Sideways parking and parking on the grass are not allowed and are considered improper parking.

Students may not park in the staff parking lot behind the school, or along the road in front of the school without permission from the principal.

Students must observe all stop signs, the 10-mph speed limit in parking areas, and exercise safe driving while on campus.

Students may not return to the parking lot during school hours without permission from school personnel.

## STUDENT 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 CHS 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.

Unauthorized use or possession of wireless telecommunication devices by students will result in the following progressive discipline:

1. Verbal warning
2. Confiscation of device to be returned at end of instructional day and parent or guardian contact
3. Confiscation of device to be returned only to parent or guardian at parent or guardian convenience and parent or guardian conference
4. Confiscation of device to be returned only to parent or guardian at parent or guardian convenience. Parent or guardian conference. Behavior plan signed by student, parent or guardian, and principal.

Students who refuse to relinquish a wireless telecommunication device upon staff request will be considered insubordinate and subject to disciplinary action ([BP 6116](#)).

## SUSPENSION

Suspension (in-school or out-of-school) is a disciplinary action taken by school administration that temporarily prohibits a student from attending regular classes and school events. No suspension shall be imposed unless the grounds for the suspension are supported by a preponderance of the evidence and a student has been afforded their due process rights.

In-house suspension is supervised in school and is the preferable option, if possible. A student may obtain credit for work done during this time.

For suspensions of less than 10 days, a student has the right to an informal conference conducted by the principal which include the student and school employee who referred the student to the principal. At the conference, the student will be informed of the reason for the disciplinary action and the evidence against them. They will be given the opportunity to explain their version and to present evidence in support their defense.

If at the end of this discussion the principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 days or less ([AR 5144.1](#)).

When a student receives out-of-school suspension, the principal will contact parents or guardians and either send the student home or arrange for the parent or guardian to pick up the student from school. Students who have received an out-of-school suspension will not be allowed on the school grounds or in the building during the time of suspension. This includes athletic practices, contests, and all other school-sponsored activities.

Staff will treat out-of-school suspensions as unexcused absences and will record missed assignments as zeros. The student may arrange with their teacher to make up the work in accordance with the teacher's individual grading policies.

A student and their parent or guardian must meet with the principal and referring staff member before being allowed to return to classes.

Students will not be allowed to participate in school activities during the period of suspension. When a student is suspended on the day of an activity, the Friday before weekend activities, or the day before vacation prior to activities during the vacation period, they are not eligible to participate in interscholastic activities that take place during that time period.

## TARDIES

Being on time is a lifetime skill CHS is committed to encouraging. Students who are tardy disrupt student learning for themselves and others. Any student more than 5 minutes late to a class will be asked to check in with office staff to receive a tardy slip. Students who arrive more than 20 minutes late to a class will be marked as absent for that class. A recorded absence that results from a tardy will count as part of CHS activity eligibility requirements. A tardy will be excused for the following reasons: late bus arrival, medical appointments, school-related functions, and other circumstances approved by office staff.

A 30-minute detention will be assigned for every third unexcused tardy a student receives throughout the week.

SEE ALSO: [DETENTION](#)

## TEACHER'S AIDE

Available only to Juniors and Seniors, a student may arrange with a teacher to be a *Teacher's Aide* for a maximum of 1 credit per year. A student may earn a maximum of 2 credits as a Teacher's Aide during their school career. To be considered a Teacher's Aide, students must have received all C's or better on prior semester grades. Teacher's Aide requires prior teacher and principal approval. Students are limited to a maximum combination of two Work Study and/or Teacher's Aide per year ([BP 6146.1](#)).

## UA SCHOLARS

The University of Alaska established the UA Scholars Award in 1999 to encourage Alaska students to attend and graduate from college in their home state. It is designed to provide an incentive for secondary school students to achieve academic excellence, to nourish efforts of schools to provide high quality education, and to encourage high school graduates from every Alaska community to seriously consider the opportunities that the University of Alaska has to offer.

Each year, Craig High School will identify the top 10 percent of the junior class based on academic factors to be recognized as UA Scholars. The first and preferred determination criteria used is weighted GPA (includes AP coursework). In the case of a GPA tie that results in more qualified students than we are permitted, qualifying students will be determined by points. Only in the case of ties resulting in more than 10 percent of eligible students qualifying for the UA Scholar program, will the following point system be used (based on college-prep coursework):

- AP course or non-vocational dual-credit course (2 points)
- Physics (1 point)
- Chemistry (1 point)
- Algebra II (1 point)
- Precalculus (1 point)
- Economics (1 point)
- Spanish I (1 point)
- Spanish II (1 point)

The UA Scholars Program verifies eligibility and notifies each designated Scholar of the Award offer.

The UA Scholars Award can be used at any location within the University of Alaska system. UA's three universities (UAA, UAF and UAS) are separately accredited institutions with 13 community campuses and extended learning centers across the state of Alaska. Each delivers extensive e-Learning instruction anywhere students are located.

For up-to-date information, including scholarship amount, visit the [UA Scholars website](#).

## UNEXCUSED ABSENCE

CHS teachers will record a zero for work missed due to a student's unexcused absence. However, teachers may choose to have grading policies that allow for some makeup work to be submitted ([BP 5113](#)).

## VISITORS

Upon entry, all school visitors are requested to report to the high school office and sign the visitor's log. Visitors are asked to sign out upon leaving. Student visitors are not permitted to attend any classes or be in hallways without prior approval by the principal.

## WEAPONS

Dangerous items, or deadly weapons, such as fixed-blade knives, switchblades, knives with blades longer than 2 ½ inches, firearms, explosive material, and other items considered to be deadly or dangerous items or weapons, are prohibited on all school properties, in school vehicles, and at school activities.

Students possessing a deadly weapon on school properties, in a school vehicle, or at school activities, will be suspended for a minimum of 30 calendar days. Any student possessing a firearm on school properties, in a school vehicle, or at school activities, must, by law, be expelled for a minimum of one calendar year.

A student who has been suspended or expelled for violating this policy may seek early reinstatement by submitting a written request to the Superintendent for consideration.

In all cases of suspected infraction of this policy, due process must be completed before any sanctions are implemented ([AR 5131.7](#)).

## WORK STUDY

Juniors and seniors may earn a maximum of 1 elective credit per year as *Work Study*. A log of 75 hours and successful completion of the requirements in the CHS Work Study Handbook will grant the student 0.5 credits. Work study requires prior counselor and principal approval. Students are limited to a maximum combination of two work study and/or teacher's aide per year ([BP 6146.1](#)).