

2017-2018

**CORDOVA JUNIOR SENIOR
HIGH SCHOOL**



STUDENT HANDBOOK

**PO Box 1330
100 Fishermen Avenue
Cordova, AK 99574**

Phone: 907-424-3266

STUDENT-PARENT NOTIFICATION

Thank you for reading and using this publication. The purpose of this handbook is to ensure the safety of ALL STUDENTS [and to inform parents and students of their rights and responsibilities of being a citizen of Cordova Junior/Senior High School](#). We thank you for your help in maintaining a positive climate at our school so that all students have the ability to succeed at their highest levels.

ACKNOWLEDGEMENT OF STUDENT-PARENT RECEIVING OF HANDBOOK

I have read the rules and policies in this handbook listed below. I understand these rules and policies apply to all students enrolled at Cordova Junior/Senior High School. Check both, indicating you acknowledge receiving a complete handbook, and that you understand these rules and policies apply to all students enrolled at Cordova Junior/Senior High School.

1. Cordova Junior/Senior High School Policies and Standards _____
2. Acceptable Computer System Use Policy _____

Student Signature

Date: ____/____/____

Student Name (PRINTED LEGIBLY)

Parent Signature

Date: ____/____/____

Parent Name (PRINTED LEGIBLY)

*This page must be completed, removed, and returned to the office at Cordova Junior/Senior High School [within 48 hours of receipt of the handbook](#). [Failure to return will assume that student-parent are in agreement with the above statement and the handbook will be in full effect for the school year.](#)

Computer Acceptable Use Agreement—Computer System Cordova Junior/Senior High School

I understand that using the Network Services within Cordova Junior/Senior High School is a privilege and not a right. My use of this privilege may be suspended or revoked by the school at any time if I do not follow the terms of the district and school Acceptable Computer System Use policies (see pg. 26). I agree to keep my password confidential and to properly log off the computer before leaving my workstation. I will never let anyone else use my account.

As a condition of my use of the Network Services, I have read and will comply with the terms and conditions in the Acceptable Computer System Use Policy for Cordova Junior/Senior High School. I understand disciplinary action will be taken if I violate this agreement.

Student Signature

Date: ____/____/____

Student Name (PRINTED LEGIBLY)

Parent Signature

Date: ____/____/____

Parent Name (PRINTED LEGIBLY)

Student users must have permission from a parent or guardian. Parent/Guardian – please sign, giving permission for your child to use Cordova Junior/Senior High School Network /Internet Services.

“As the parent or guardian of this student I have read the terms and conditions of this agreement. I understand access to the Network Services is a privilege and not a right, and is provided for educational purposes. However, I also recognize it is impossible for Cordova Junior/Senior High School to restrict access to all controversial materials. Therefore, I will not hold the school, the school district, or any member of the school district responsible for inappropriate communication on the Network Services or for any objectionable material viewed or used by my student. I agree to allow to have my student’s work* and/or photograph** to be published on the school web page.

“I hereby give my permission for my student whose name and signature appear above to use the Network Services in Cordova Junior/Senior High School, and where appropriate, to be issued a password and/or account that will give him/her that access.”

_____(initial) ***I do not give permission for my student’s work to be published on the school web page.**

_____(initial) **** I do not give permission for my student’s photograph to be published on the school web page.**

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SCHOOL DISTRICT PERSONNEL

DISTRICT OFFICE ADMINISTRATION

Alex Russin
Kristy Andrew
Robyne Butler
Elizabeth Clough
Curtis Motter
Jared Niles
Sandie Ponte
Keith Zamudio

Superintendent
Director of Budget & Finance
Accounts Payable
Administrative Assistant
Technology Aide
Director of Maintenance
Director of Food Services
Director of Technology

CORDOVA JUNIOR/SENIOR HIGH SCHOOL STAFF

CERTIFICATED STAFF

Curtis Clough
Debra Adams
Laura Bowman
Doug Carroll
Brian Clark
Chelsea Corrao
Micki Dunn
Danielle Hayden
Shane Hill
Sara Hottinger
Pamela Moe
Emily Moody
Rich Sorenson
Hans Werner
Lance Westing

Principal
English
English Language Learners
Math
Social Studies/History
Music
Counselor
Physical Education/Health
Special Education
Family & Consumer Science
Innovative Learning Program
Social Studies/English/ICT
Industrial Arts/Math
Math/Physical Science
Science

CLASSIFIED STAFF

Ron Andersen
Mary Gonzalez
Dennis Marchant
Neva Nolan
May Quemado
Paola Vargas
Sharon Walsh
Andrea Whitcomb
Kathy Zamudio

Instructional Aide
Instructional Aide
Custodian
Instructional Aide
Instructional Aide
Office Clerk
Custodian
Principal's Secretary
Instructional Aide

SCHOOL BOARD

Barb Jewell
Tammy Altermott
Sheryl Glasen
Pete Hoepfner
Bret Bradford

President
Vice President
Clerk
Member
Member

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READJUST ORDER and PAGE NUMBERS AFTER COMPLETION!

Welcome to Cordova Junior/Senior High School!



A Message from the Principal

Dear “Wolverine Pride” Nation:

Welcome to the 2017-2018 School Year at Cordova Junior/Senior High. Another school year is upon us and giving students incredible learning opportunities is our focus for the upcoming school year.

We seek to afford each student an education commensurate with his or her abilities, and challenging to a degree that will prompt a love of learning and preparation for their life after high school. This is no easy task and your cooperation and understanding is needed if this year is to provide a profitable and satisfying experience for your child. Our school, from its foundation, has stressed the education of the whole child first so they are prepared for whatever they face—there is no compromise or change in this belief.

Further, Cordova Junior/Senior High School can take pride in its highly qualified and dedicated faculty. These educators welcome your concerns, and together, we view education as a partnership between home and school. Over the years, the spirit and traditions that are in our school have played a key role in shaping the educational experience. Each class profits from the example of those who have gone before them. Ours has been a tradition of students committed to the proposition that the privilege of coming to school carries with it the obligation to do the best they can. Junior/Senior High School is an important time in an adolescent adult’s life, and it is reassuring to work with young people who see a challenge in their potential to become the best they can.

Communication between home and the school is a very important aspect of our success as well. We ask that you take the time to read this handbook, discuss it with your son or daughter, and refer to it at various times of the year. We trust that your experience with our school will enhance your faith in public education and that you will find in this school an education for your children that is worthy of your love and concern for them.

I am looking forward to another great school year and wish all a great 2017-2018 school year!

Go Wolverines!

Yours in Education,

Curtis M. Clough, Principal

Welcome to another school year at Cordova Junior/Senior High School. This is your student handbook for this school year. The handbook is a tool for you to learn about your school, its operation, governance, opportunities, and your responsibilities as a student citizen. The responsibility falls upon the student to understand the handbook and the rights and consequences associated with your actions.

The handbook should be secured in a safe place so that you can refer to it throughout the year. ~~The planner is an important part that should be used every day to record assignments, projects and activities.~~ As a student, you need to start building plans today for a productive school year that leads to your graduation and acting as a responsible citizen in the building and community.

PHILOSOPHY

Cordova Junior/Senior High School is committed to the belief that all students can succeed. Cordova Junior/Senior High School fosters the development of wise decision-makers who can communicate clearly, think creatively and nurture various potentials, develop positive values and attain personal goals. The school provides opportunities to learn skills and attitudes and increase aesthetic awareness. Through instruction and the activity program, the school teaches an appreciation of citizenship responsibilities in our American democracy. Cordova Junior/Senior High School assists students in gaining the self-esteem, knowledge, and discipline necessary to choose and prepare for a career and become life-long learners.

VISION STATEMENT OF CORDOVA SCHOOL DISTRICT

The Cordova School District is committed to providing opportunities to challenge students to discover, set and pursue their goals. Students shall possess the academic and communication skills, character, personal discipline, and cultural awareness to contribute as responsible citizens. Furthermore, the district seeks to foster a continued desire for learning beyond the classroom and graduation.

MISSION STATEMENT OF CORDOVA SCHOOL DISTRICT

The Cordova School District utilizes our unique natural surroundings and active involvement of parents and community to provide a safe learning environment that offers challenging curricula and activities while developing successful, responsible citizens for the future.

BOARD OF EDUCATION

The people of the City of Cordova elect the Cordova Board of Education. The Board is directed by the State of Alaska to establish policies consistent with Alaska law. The Cordova School Board consists of five members elected for a term of three years. The Board holds public meetings on the second Wednesday of the month as well as special meetings when declared in accordance with public meeting law for the state. The Board's policy manual presents the school's operating structures and philosophy in detail and is available on the school district's website at <http://www.cordovasd.org/District/1128-Untitled.html> and going to the Policy link on the page.

ADMINISTRATION

The administration of the school is an important part of the efficient and effective operation of the building and district activities. With this in mind, the following responsibilities have been assigned in accordance with Board policy and distribution of duties for the operation of the district:

Superintendent of Schools – is charged with the responsibility of administering the educational program within the framework of the Cordova School Board's policies.

High School Principal – is assigned the leadership responsibilities for the high school building and the program of studies carried on therein, including but not limited to, all matters disciplinary in nature, all extra-curricular activities, attendance and communications. Students, teachers and administration develop the educational program within the leadership parameters and limits established by the Board and its policies and procedures.

TITLE IX

No person in the United States shall, on basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance under Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964

Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to:

Alex Russin, Superintendent
Cordova School District
arussin@cordovasd.org
Phone: (907) 424-3265

STUDENT'S RIGHTS & RESPONSIBILITIES

All students of Cordova Junior/Senior High School have the right to learn in school without interruption as well as free from fear or intimidation from others. Any school attempting to serve the needs of many individuals must, in order to protect the rights of all, establish guidelines for safe and productive behavior with student safety as a primary guiding principle for the efficient and effective operation of the school in educating our students.

With these rights come responsibilities and each student is responsible for helping to create a safe, positive learning environment. All members of the school community are to be respected and do what is right—no matter how difficult this may be. Earning the respect and trust of those in the school community, whether a teacher, student, administrator or others, is an important part of the growth and development of an individual. All must earn the respect that we want for ourselves, by giving respect freely to others, and take action to help and support the belief that all people are important and deserve a high-quality education at Cordova Junior/Senior High School.

CLASSROOM/HALLWAY BEHAVIOR EXPECTATIONS

Students are expected to demonstrate proper behavior in a classroom and the hallways at all times. Students have the right to learn and teachers have the right to teach. Any disruption to the classroom or hallway is a disruption to the rights of others who are seeking an education. All students should treat everyone the way you want to be treated, with dignity and respect everyone deserves. Further, during class changes and use of hall passes, students are to be courteous and not disrupt classes in session or create unsafe environments for others which include but are not limited to horseplay, harassment or disrespect toward others. Students are expected to promptly follow teachers' directions in the classroom or in the hallway, support their classmates, engage in class discussions and activities, and to do their own best work at all times so not to create issues for themselves for which disciplinary action may be taken. Failure to follow reasonable expectations for student behavior performance could result in disciplinary action by the teacher and referral to the building principal or his or her designee for additional disciplinary action. In addition, there will be no public display of affection allowed in the halls or classrooms beyond handholding. Faculty and staff are expected to intervene and the principal will involve family members, if necessary, to address situations. Food and drinks, other than water bottles, are not allowed in the classrooms and may be in the commons/cafeteria area only.

DEFINITIONS FOR ATTENDANCE

An absence is defined as being absent from class for more than 10 minutes for documented or undocumented reasons that interfere with the student's ability to be in the classroom setting. This reason can be excused or unexcused and will be recorded appropriately in the main office.

An unexcused tardy is defined as a student showing up to class no later than 10 minutes after class begins. An example would be: showing up to school late in the morning. Further, habitual tardiness may result in additional consequences as assigned by the teacher or building principal.

An excused tardy is defined as a student showing up to class no later than 10 minutes or beyond for a pre-excused reason that has been approved by the teacher, building principal or designee. Examples of this are returning to class from an alternate testing site, return from a school-approved field trip or other activities such as a pep rally set up or clean up, to name a few.

Truancy is defined as the absence of a student from class without the knowledge or prior consent of the parent/guardian. (Board Policy 5113)

SCHOOL ATTENDANCE POLICY

In order for students to derive maximum benefits from the district's instructional program and to develop habits of punctuality, self-discipline, and responsibility, it is necessary to maintain high standards of attendance (BOARD POLICY 5113). Active engagement with teachers and peers enhances mastery of the academic content and social skills needed for a productive citizenship. Students who have been absent are responsible for making up missed work.

When parents and students contemplate absence for personal reasons, their parents/guardians should write the principal to ask that the expected absence be excused. Excused absences are defined in the following categories:

1. Personal Illness
2. Quarantine
3. Medical Appointments or Doctor's Care for a medical condition
4. Attendance at a funeral
5. Death of an immediate family member
6. Jury duty or required court appearance
7. Observance of a religious holiday, ceremony or instruction
8. Emergency situations that require a student's absence
9. Other reasons as deemed appropriate by the Building Principal

The building principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or not meet the requirements for excused absence (as listed above) or the Extended Absence Policy as outlined below. The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given. (AR 5113)

EXTENDED ABSENCE POLICY

The Cordova School District understands both the importance of being in school and the potential benefits of family travel; however, the practice of taking family vacations during times other than school-designated breaks is strongly discouraged. This practice may put your child at risk of failure for course work and loss of credit toward graduation. Understanding that family work commitments may conflict with the excused absence policy for the school, the following processes have been put in place to accommodate these requests and the building principal will deal with each request on a case-by-case basis with the merit of the request a primary consideration.

For Absences 1 – 2 Days in Length

For absences 1 to 2 days in length, parents may request an Advanced Make Up Slip by calling in the absence and requesting the work be gathered for pick up at the conclusion of the school day of the day of request. The intent of this option is for short-term absences for students that may be ill or traveling for medical appointments. The student will have the number of days absent to make up the work upon return.

For Absences 3 – 9 Days in Length

For absences 3 to 9 days in length, parents must request an Advanced Make Up Slip for these absences so students do not fall behind in their schoolwork. Parents are required to notify the office of the length of the intended absence and acknowledgement given by the building principal or designee. A conference may be requested by the building principal or designee to clarify the purpose of the absence. Work must be picked up at the conclusion of the school day of the absence request or at a time mutually agreed upon by the building principal or designee and the parent prior to absence request. All work will be due upon return from the absence unless agreed upon by the building principal or designee prior to the conclusion of the absence.

For Absences 10 Days or Longer

For absences 10 days or longer, written or email notification is required two weeks prior to the absence and a conference will be held to create an education plan to address the academic needs of the student. The extended absence may not be for more than 25% of the school days for a quarter, unless granted as part of the conference with the building principal or designee. These activities will be coordinated through the building principal or his or her designee and a completed Extended Absence Form will need to be on file prior to student departure. ALL ASSIGNMENTS will be due on the date of return from the absence unless agreed upon prior to departure for extenuating circumstances at the discretion of the building principal. Any missed tests or assignments that were completed in the class and could not be made up by alternate means, the student shall make arrangements to complete in a reasonable time with discussion of the requirements with the teacher within 48 hours of return. The sole responsibility for makeup of missed tests or in-course assignments falls upon the student for completion.

NOTE: Any Extended or Advanced Absence that crosses over the end of a grading period, the student will need to have ALL ASSIGNMENTS completed and turned into the teacher of record no later than two school days after the conclusion of the grading period. Notation will be made on the slip by the building principal or designee and discussed at the Extended Absence conference, when applicable. The responsibility falls upon the student to make sure the work is completed and submitted in the proper time frame.

For students with ongoing and/or major illness and under the verified care of a doctor or physician may be granted extra days for absence. Home study may be provided for extended medical leave. This can be coordinated with the building principal or designee.

UNEXCUSED ABSENCE LIMITS

Any absence, either for a full day or a single period, must be with the prior permission of the principal and the student's parents, who, it is presumed, will only permit absence for a legally approved reason, as described above. The maximum number of unexcused absences allowed per course per semester is six (6) per class period per block schedule or ten (10) class periods per traditional period schedule. (BOARD POLICY 5121) Three (3) unexcused tardies per semester per class equal one (1) unexcused absence and will count toward the limit of unexcused absences. Excused absences, including school-sponsored travel for field trips or activities, are exempt from the absence count.

CREDIT REINSTATEMENT FOR EXCESSIVE ABSENCES

Students who have fallen behind on studies due to excessive absences may, at the discretion of the building principal, be assigned to a credit reinstatement process to complete required work that was missed as well as additional required study periods beyond the regular school day or week to complete additional credit requirements. This extra study time will be scheduled before or after school, during lunch on regular school days, or on Saturdays as needed, to make up missing assignments. Attendance at these extra study assignments will be mandatory and treated as regular periods in terms of attendance until students are meeting minimum standards in all courses. Students missing these required sessions, when assigned, for unexcused reasons will risk the loss of credit for the semester and staying on pace to meet graduation requirements in a timely manner.

SCHOOL TRAVEL ABSENCES

The administration and staff understand that extra-curricular activities are an important part of the student experience for Cordova Junior-Senior High School; however, student requirements do not stop when they are traveling and participating is a privilege, not a right. The expectation is that students will be completing work and assignments while on the trip so as not to fall behind and place their academic eligibility to compete at risk. With this in mind, the student is required to gather all assignments prior to leaving for his or her activity. The work is to be returned to the teacher of record the first day back from

the trip. If for extenuating circumstances, as travel in Alaska has its issues such as lack of Internet connection, or injury on the trip from competing, the building principal or designee may grant an extension when notified by the coach/advisor by email or phone call or requested by the parent via email or phone. This will be at the discretion of the building principal or designee. Any tests or in-class assignments missed by the student is the sole responsibility of the student to contact teachers on the return to make arrangements to complete that work.

EXCUSED ABSENCES AND MAKE UP POLICY

Students who have an excused absence documented in the office will have the number of excused days missed plus ONE to hand in make-up work. If absence is anticipated to be three (3) days or longer, the parent is required to notify the office of the absence and follow the procedure for an Advanced Make Up Slip as outlined above; then, the Advanced Make Up procedure applies to the absence.

HOME NOTIFICATION OF STUDENT ABSENCE

Attendance records are kept each period. Every effort will be made to notify parents by phone when a student is unaccountably missing. In the event that we are unable to contact parents to confirm the whereabouts and safety of a missing student, the police will be notified and asked to perform a welfare check. A letter will notify parents when their child is in danger of failing due to absences. These letters will include an explanation of the consequences of the absence limits established by this rule.

GRADUATION

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. In accordance with school-site rules, a discipline committee, consisting of a site administrator and 2 certificated personnel, may recommend to the superintendent or designee that a student be denied the privilege of participating in graduation or promotion activities because of misconduct. No student may be denied the privilege of participating in graduation or promotion activities because of misconduct without a hearing unless the student's parents or guardian, or the student if 18 years of age, waive the right to a hearing, either in writing or by their failure to appear at a scheduled hearing. By waiving the rights to a hearing, the student and parent or guardian agree to abide by the findings of the hearing or review officer.

GRADUATION REQUIREMENTS

Students are required to complete a minimum of eight semesters (or the equivalent) of high school work and completion, as well as the following:

English	4 credits (with 1 credit each year for 4 years)
Science	3 credits (with 2 lab sciences required)
Math	3 credits (with 1 Algebra credit required)
Social Studies	3½ credits (with Alaska History required)
Physical Education#	2 credits
Fine Arts/Foreign Language	1 credit
Health	½ credit
Skills for Living	½ credit
Career Exploration	½ credit
Electives	<u>7 credits</u>
Total Required Credits	25 credits

- 1 credit may be waived through athletic participation and completion of waiver form

NOTE: To qualify for graduation from Cordova Junior/Senior High School, students are required to meet course/credit requirements, and complete the Community Service Hours. Participation in graduation ceremonies is based on meeting graduation requirements.

POWERSCHOOL

Our student information system is PowerSchool and the URL is <http://cordova.powerschool.com>. This allows students and parents to see real time grades, and other information about courses. Teachers are expected to update grades weekly. Parents should phone or email teachers in the event of any question about grades. A Parent Guide to PowerSchool is available online on our website—this guide will walk you through the steps of setting up your parent account so that you can view course and assignment grades and receive notices about important school events.

GRADING SYSTEM

Report cards will be issued every nine weeks. These cards should be shown to and discussed with your parents. It is not necessary to return these cards to the school because you will receive a new card at the end of each nine-week period. An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up

within 10 school days, the incomplete will become an F. Grades for all subjects, with exception of Advanced Placement courses will be counted as follows:

B+ = 3.3	A = 4.0	A- = 3.7
C+ = 2.3	B = 3.0	B- = 2.7
D+ = 1.3	C = 2.0	C- = 1.7
	D = 1.0	D- = 0.7
	F = 0.0	I = Incomplete
	WF= Withdrawal Failing	

The District wishes to encourage students to take Advanced Placement courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:

B+ = 4.3	A = 5.0	A- = 4.7
C+ = 3.3	B = 4.0	B- = 3.7
D+ = 2.3	C = 3.0	C- = 2.7
	D = 2.0	D- = 1.7
	F = 0.0	I = Incomplete
	WF= Withdrawal Failing	

Students enrolled in an AP course are expected to take the AP exam. Students who fail to complete the AP exam will have the course title and grade changed to reflect standard level coursework for both semesters. ([BOARD POLICY 5121, AR 5121](#))

GRADING SCALE

The Cordova Junior-Senior High School grading scale is as follows:

A 100– 93%	A- 92 – 90%	B+ 89 – 87%
B 86 – 83%	B- 82 – 80%	C+ 79 – 77%
C 76 – 73%	C- 72 – 70%	D+ 69 – 67%
D 66 – 63%	D- 62 – 60%	F Below 60%

CITIZENSHIP GRADE

A citizenship grade is given for every class in addition to an academic grade. ([AR 5121](#)) This citizenship grade allows the teacher to communicate the quality of the student's behavior, apart from his/her academic performance. The purpose is to instill good work habits as well as respect for all others as a vital and necessary part of a student's school life so they are prepared for life after high school graduation. Being a responsible citizen and understanding the importance of one's actions are important to being a well-rounded student and an informed person that can make good decisions in their and other's best interests.

The Process: ALL STUDENTS will start each grading period with a grade of Satisfactory (S). During the grading period, a student's actions and behaviors can impact this grade. The grades for citizenship is based on the following scale:

+	Superior (2 pts.)
S	Satisfactory (1 pt.)
-	Needs Improvement (0 pt.)
U	Unsatisfactory (-1 pt.)

If a student demonstrates positive behaviors on a consistent basis that the teacher deems is above the standard of Satisfactory (S), the teacher may upgrade the student to Superior (+) with notification to the parent and the building principal or designee. Those behaviors that can allow a student to gain a Superior (+) grade for citizenship are, but are not limited to, the following:

- Attend class regularly and are on time.
- Come to class prepared on a regular basis.
- Pay attention and are actively engaged in their own learning.
- Help classmates succeed or support of others that may be having difficulty.
- Ask thoughtful questions and seeks to understand.
- Respect for themselves and others.
- Are courteous and kind to others as well as staff without prompting.
- Protection of school property.

If a teacher is considering downgrading the grade from Satisfactory (S), the teacher must notify the parent and building principal or designee as to the reason for consideration of the lowered grade. Justification must be given as to documented behaviors that have impacted the grade and that the teacher has made contact with the parents to discuss these behaviors. The parent may request a meeting to discuss the situation(s) with the teacher and building principal or designee. The building principal shall have final authority to lowering of the grade and he or she may consider placement of the student on an improvement plan to address the situation rather than lowering of the citizenship grade.

The following are possible infractions or causes for consideration of lowering the Citizenship Grade, but are not limited to:

- Excessive absenteeism or tardiness
- Lack of class materials on a regular basis
- Inattention in class, repeatedly
- Disrupting or annoying classmates during class time or hallways
- Destruction of school property
- Lack of cooperation
- Rudeness, lack of courtesy toward others
- Excessive talking or mischief causing a disruption to the school environment
- Cheating or plagiarizing on assignments or assessments

Further, if an offense is deemed severe enough by the building principal or designee, such as an academic integrity issue or destruction of school property, the student's citizenship grade will be automatically downgraded to U and immediate removal from participation in extracurricular activities will occur for the remainder of the grading period.

Requirement for Participation in Extracurricular Activities: A minimum of five (5) citizenship points is required for eligibility for each grading period. Further, any student receiving less than the eligibility requirement is ineligible for the honor roll. Carryover of the citizenship grade from the previous year's final grading period will impact the student's ability to participate in the first grading period of the following school year for students moving from 7th to 8th Grade and all High School Grades (9-12). 8th Graders transitioning into 9th grade who are ineligible based on their Citizenship Grade will be placed on a plan of improvement to address the concerns to be able to participate in extracurricular activities.

Authority for Determining Participation in Extracurricular Activities: The sole authority in determining eligibility or participation of a student for extracurricular activities as defined in the handbook falls upon the building principal or designee. The building principal may suspend a student from participation for a period of time for behavior that is detrimental to the learning environment as well as behaviors that may impact the learning and teaching environments of the school, such as excessive unexcused absences or tardies. Participation in extracurricular activities is a privilege, and not a right, so a student's behavior and citizenship are critical pieces to the student understanding and learning of his or her responsibilities to be a positive citizen in the school community.

COMMUNITY SERVICE GIVE BACK HOURS

The Staff and Administration of Cordova Junior/Senior High School understands the importance of a well-rounded education and providing opportunities for service for others in the growth and development of an individual. As a graduation requirement, the purpose of "Community Service Give Back Hours" is to instill knowledge, skills and abilities that may not be obtained in a normal classroom setting while pursuing opportunities to work and serve others to instill life skills that can help the student today and beyond graduation. Each student is required to perform 10 hours of community service per year for grades 9-12 and is also part of the student's requirement for participation in extracurricular activities. Completion of these hours is an important part of the student's education and need to be done in a timely manner so as not to affect graduation or the student's participation in extracurricular activities.

Further, at the discretion of the building principal, these activities may be linked to school-related activities that call for a majority of the time for planning or executing of the event to be done outside the normal school day. These activities cannot be linked directly to fundraising activities for the school or school group. Students should gain pre-approval from the advisor and the building principal before embarking on such activities as the value and importance of service or support for the activity to the school mission will be the deciding factor. This is the sole discretion of the building principal. Hours submitted after the fact without prior approval by the building principal will not be accepted.

For student participation in extracurricular activities, the following timelines need to be followed so not to put the student's participation at risk:

Students previously enrolled in Grades 10 - 12:

If hours are not done by the end of the previous year, students will be allowed to participate in extracurricular activities, but will not be allowed to travel or participate for any extra-curricular contests or events until hours are completed and the documentation of the hours is submitted and approved by the building principal or his or her designee. Hours will need to be completed 5 days prior to the scheduled travel contest or event. The building principal has final authority to waive that timeframe for extenuating circumstances, such as an extended illness or family emergency.

For incoming 9th Graders or Newly Enrolled students

Students will be allowed to participate fully in extracurricular activities in their first semester of enrollment. A student will need to complete 5 hours prior to the end of their first semester of enrollment, and submitted to the building principal or his designee prior to the end of that semester. If the student has not met the 5-hour requirement, he or she will not be able to travel or participate in extracurricular contests or events until documentation is submitted and is approved by the building principal or his or her designee. Hours will need to be completed 5 days prior to the scheduled travel contest or event. The building principal has sole authority to waive that timeframe for extenuating circumstances, such as an extended illness or family emergency.

Accumulation of Community Service Hours

The accumulation of community service hours for incoming 9th Graders can begin on or about April 15 of the year previous to their first semester of enrollment. For students currently enrolled in Grades 9-11, the same date applies as long as their service commitment for that year has been fulfilled. Students cannot rollover extra hours from the previous year to accumulate hours for the next year.

For students who enroll after the first semester of their 9th Grade Year: Hours will be prorated 5 hours per semester not enrolled at the school. (EXAMPLE: Student enrolls second semester of 10th Grade year will need 25 Community Service Hours for graduation). Students enrolled from a district-approved Foreign Exchange Student program will be exempted from all requirements of Community Service.

ACADEMIC HONESTY POLICY

The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The Board expects that students will not cheat, lie or plagiarize. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized. (BOARD POLICY 5131.9)

Cordova Junior/Senior High School is committed to academic integrity and has set forth the following guidelines to ensure that students are held to high standards of academic ethics. Adherence to a strict code of ethical behavior is the responsibility of every student. The following constitutes academic fraud and violates the school's academic integrity policy.

1. Submitting work which is not original

Students may not obtain work, assignments, projects or writing from others (parents, students, tutors, etc.) or from Internet or print sources. Failing to credit original sources for words or ideas is plagiarism. Students may not "borrow" phrases, sentences or paragraphs without quotation marks and appropriate citation. Casual paraphrasing does not make the work original. Similarly, students may not claim ideas taken from other writers as their own.

2. Violating the integrity of examinations/assigned work

Students may not obtain or provide answers from any source during a test/quiz. Nor may students copy one another's assigned work. Sharing information with anyone who has not taken the test/quiz also violates this policy.

3. Falsification

Students may not fabricate data, sources or falsify results in their work. Students may not lie or misrepresent facts to gain an academic advantage. For instance, students may not alter documents/grades, lie to avoid taking a test, lie to avoid turning in an assignment, or lie to avoid accepting a consequence.

Consequences:

Any violation of the above policy will result in the following disciplinary action.

1. Parents will be contacted.
2. School administration will be notified. Administration will keep appropriate records in the student's file.
3. Reduction of citizenship grade.
4. One or all of the following may occur: No credit on the assignment/test. Failing grade for the quarter.

Students who directly witness or have evidence of academic dishonesty have an ethical responsibility to take appropriate action.

EVALUATION OF STUDENT ACHIEVEMENT

A complete record of grades earned, activities, conduct, test results, and attendance is maintained in the high school office. Each student has a transcript and a cumulative folder. The permanent record shows the courses taken, grades, number of credits earned, attendance and awards earned. The cumulative personal folder contains test results, biographical data, medical records, citizenship information, and pertinent documents relating to your education.

A student's school record is invaluable and is used for recommendations to future employers and for college, vocational, and technical school entrance. All information in these files is confidential and will be disclosed only to qualified persons, including the student, parents, teachers, and administrators, as needed, to support the operations of the school.

PROGRESS REPORTS

A notice is sent home every mid-quarter to all parents of students in the regular education program. The purpose of the Progress Report is to notify the student and parent the status of course work at mid-term. Parents with concerns about mid-term grades should contact the teacher(s) by email or by phone. Limited tutorial help may be available to students.

HONOR ROLL

Honor roll will be calculated at the close of each quarter. A student must have an average of 3.0 or higher to be eligible. High honor roll is 3.5 and above. Honor Roll is 3.0 – 3.49 Students must be enrolled in a minimum of five classes at CHS to be eligible for honor roll. A grade of “D”, “F”, “WF” or citizenship grade of S- or U in any class will disqualify a student for Honor Roll. ([AR 5121](#))

SCHEDULING OF CLASSES

All students must enroll in a full schedule of classes based upon the class schedule each school year. [Seven \(7\) credits or its equivalent is the basis for this determination each semester, but may be adjusted based on course availability and progress toward graduation at time of scheduling.](#) Most classes earn one credit per year or half (0.5) credit per semester. Students may only schedule being a Teacher/Office Aide to a maximum of two (2) credits, half (0.5) credit per semester, during their high school career, unless undertaken as part of a Cordova Career Ready course with approval from the teacher and building principal or designee.

[Add-Drop Period for Course Changes: Add-Drop periods will be the first ten \(10\) school days of each semester. Schedules will be changed with parent permission and availability of classes. Any change after the add-drop period will require teacher consent and approval of the building principal or designee. Requests to leave a class will require the teacher of record to consent and evidence that the student cannot be successful in that learning environment. The building principal will have the final authority on whether a student can drop or pursue an alternative educational placement after the add-drop period. Student success is of utmost importance, but the student will need to show sufficient effort in the class before consideration is given to alternative placement—a grade of F or saying I cannot do the work is not sufficient evidence that an alternative placement will serve the best interest of the student.](#)

[Dual Enrollment Courses: Dual enrollment courses are university classes that provide high school and college credit for students. These courses are not required, but are strongly encouraged for students choosing to pursue some type of postsecondary education or training after graduation.](#) Students may register for dual credit courses with the building principal and/or counselor’s approval. NOTE: Additional materials fees may be collected for some dual credit classes.

WITHDRAWAL

A student wishing to withdraw from school must inform the office and take a withdrawal form signed by the parent/guardian to each teacher from whom the student is currently taking a course. All commitments, including fines, fees, and return of textbooks, must be completed prior to withdrawal. An interview with the counselor and building principal is required of all students who wish to drop out of high school and not enroll in another high school. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay. A student who drops a course during the first two weeks of the semester may do so without any entry on his/her permanent record. A student who drops a course after the first two weeks of the semester will receive a WF grade on his/her permanent record, unless otherwise decided by the building principal or designee because of extenuating circumstances.

TEACHER ASSISTANCE

Teachers will be available to assist students who are having difficulty with their courses; however, it is the student’s responsibility to ask for help and obtain make-up assignments, when struggling or absent from class. Students are encouraged to seek help early in the term to avoid falling behind that puts passing the quarter or semester at risk. Teachers may also be available by appointment at the request of the student or parent to address academic success and assistance for the student. ([BOARD POLICY 6154](#))

GUIDANCE PROGRAM

The counselor is available to help all students with personal and school problems and to assist them with educational and vocational planning. However, he/she will not choose a program for you. The final choice must rest with the parent and student. Some examples of help include: class scheduling, graduation requirements, job exploration, post-secondary training selection, information on financial aid and planning for careers and life work. ~~Please note that counseling in the school setting must be brief in nature. The school counselor is available to coordinate a referral to a community agency if therapy is indicated or desired.~~

LIBRARY-MEDIA CENTER

The mission of the Cordova Junior-Senior High School Library is to help faculty and students be ethical, effective researchers and responsible users of ideas and information through the management of print and electronic sources. As this facility undergoes growth and change, we strive to prepare our students to be informed, productive, and concerned citizens in an information-driven society. Through collaboration, innovation, and support, the Library-Media Center's goal is to help develop lifelong learners by helping them acquire critical thinking strategies and evaluative skills.

Students are responsible for materials that they check out and will be expected to pay to replace or repair, damaged materials, or for loss of materials. [Use of the Media Center and its materials may be suspended by the building principal until accounts are cleared.](#)

GENERAL DISCIPLINE

The school is responsible for students' safety and welfare in school and during school sponsored functions; therefore, students are subject to school discipline during these times. It is expected that high school students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies. Philosophy of discipline: To encourage positive

behavior that enables all students at Cordova Junior/Senior High School to achieve academic and social success. In order to insure a safe and drug free learning environment, the following schedule of behavior and consequences in order of priority of concern has been established.

In the event of a conduct violation not specifically listed, ~~punishment~~ [consequences](#) may be administered based on the judgment of the building principal or designee.

- No participation in any extra-curricular or school sponsored activity during the period of suspension.
- [Note that the school administration may adjust the disciplinary action for a given behavior, as the individual facts require.](#)

Students will be disciplined for behavior that occurs off campus if the behavior is clearly either related to school or school activities, and is likely to affect safety or welfare or disrupt the orderly educational process in the District.

The school administrator or the board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if deemed necessary.

1. Fighting/Violence/Vandalism

1st offense will result in the following:

- Mutual combat – 3 school days suspension (ISS or at home)
- Assault – 3 to 10 school days suspension (ISS or at home), report to police, anger management class/counseling and monitoring required
- Vandalism – 1 to 3 school days suspension (ISS or at home) plus financial restitution

2nd offense will result in suspension or an expulsion hearing before the Superintendent and the School Board, 5-10 days suspension and mandatory counseling.

3rd offense will result in an expulsion hearing before superintendent and the School Board

2. Alcohol, Illegal Drugs (Synthetic Marijuana) and Tobacco

The use and/or possession of products containing tobacco (including electronic cigarettes), alcoholic beverages and drugs (including synthetic marijuana) or drug paraphernalia are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic event, and school-sponsored trips of any kind. The school district strongly supports drug-free schools and disciplinary measures to assure that the schools stay drug-free.

Tobacco use or possession: at/or during school and/or school activities

1st offense will result in the following:

- 1 to 3 school days suspension (ISS), parent and police notification of each offense

2nd offense will result in the following:

- 2 to 5 school days suspension (ISS or OSS), parent and police notification of each offense

3rd offense will result in the following:

- 3 to 6 school days suspension (ISS or OSS)

Use or possession of illegal drugs/alcohol or drug paraphernalia on campus or at school sponsored function

1st offense will result in the following:

- 5 school days suspension (OSS)
- Report to police
- 9 weeks extracurricular suspension

The student shall complete the following before re-admission to school:

- Undergo a drug assessment
- Participate in a conference with parent and school administrator and sign a behavior contract.

Upon re-admittance to school, the student shall:

- Follow through on assessment recommendations.
- The student will be on probation for a period of six (6) months during which their behavior will be closely monitored.
- Complete 10-24 hours of school service as approved and verified by the principal.

2nd offense will result in the following:

- Immediate removal from regular school & assignment to alternative school.
- Report to police

The student shall complete the following before re-admission to school:

- Undergo a drug assessment
- Participate in a conference with parent and school administrator.

Upon re-admittance to school, the student shall:

- Follow through on assessment recommendations.
- Student shall be on probation for a period of nine (9) months, and will be subject to random urine analysis.
- Complete 48-72 hours of school service as approved by the principal.

3rd offense will result in the following:

- He/she shall be reported to the police and expelled from the Cordova School District as outlined in Board Policy 5144.1.
3. Act of defiance (verbal/physical/dress), inappropriate behavior
- 1st offense will result in the following:
 - 2 lunch detentions in office
 - 2nd offense will result in the following:
 - 1 to 3 school day's suspension ISS, counseling required.
 - 3rd offense will result in 1 to 3 school days suspension OSS, counseling required.
4. Truancy or unexcused absence for 1 or more periods for reasons not approved by Alaska law; illness, doctor appointments, family illness, funerals or parent advanced makeup.
- 1 to 3 school days suspension (ISS or OSS) {all missed work must be made up for ISS suspensions}
 - Parents will be notified and counseling will be required
 - Assignments/tests and other work given during the period of time of truancy cannot be made up – as a natural consequence of the student's action.
 - Assignments and tests given during the days of ISS suspension must be completed to receive full and complete grades.
5. Tardiness
- Each occurrence will be based on classroom rules.
 - Two consecutive skipped lunch detentions will result in in-school suspension, after two in school suspensions are served for this offense students will then be assigned out of school suspension for the remainder of the school year.
 - 3 tardies in a class will result in 1 absence.
6. Discriminatory Harassment/Sexual Harassment
- 1st offense will result in the following:
 - 1-3 days suspension (ISS or OSS)
 - 2nd offense will result in the following:
 - 3-10 days suspension (ISS or OSS)
 - Counseling required
 - 3rd offense will result in the following:
 - 3-10 days suspension (ISS or OSS) and/or expulsion hearing before Superintendent and School Board
 - Counseling required
7. Bullying/Cyberbullying
- 1st offense will result in the following:
 - Log entry and 2 lunch detentions in office
 - 2nd offense will result in the following:
 - 1-3 days suspension (ISS or OSS)
 - 3rd offense will result in the following:
 - 3-10 days suspension (ISS or OSS)
 - Subsequent Offenses
 - Expulsion hearing before Superintendent and School Board.

HARASSMENT, INTIMIDATION, BULLYING and CYBERBULLYING

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)

Harassment, intimidation and bullying is defined in Alaska Statute 14.33.250 as an intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and:

- (A) physically harms student or damages student's property;
- (B) has the effect of substantially interfering with student's education;
- (C) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) has the effect of substantially disrupting the orderly operation of the school.

Bullying is generally unprovoked behavior by one or more individuals to inflict physical harm or emotional distress upon another person or group. The misbehavior may be direct or indirect and may be intentional or unintentional. Some examples include, but are not limited to:

- Physical intimidation - punching, hitting, poking, choking, hair pulling, beating, biting, unwanted tickling, and encroachment of personal space

- Verbal intimidation - teasing, tormenting, gossiping, spreading rumors, name-calling, ridicule, and insults
- Emotional intimidation - rejection, terrorizing, humiliation, ostracizing, or the fearful anticipation by the victim of future attacks
- Sexual intimidation - sexual propositioning, voyeurism, or escalation to physical contact, includes but is not limited to indecent exposure, pulling down another's pants, etc.

Cyberbullying is prohibited and will result in disciplinary action. Cyberbullying encompasses any of the already prohibited actions – such as bullying, discrimination, or harassment – accomplished through electronic means. “Electronic means” include, but are not limited to, information and communication technologies such as e-mail, voice mail, cell phone and pager text messages, instant messaging (IM), personal Web sites, Weblogs, and online personal polling Web sites. Examples of cyberbullying include:

1. Posting slurs or rumors or other disparaging remarks about a student or staff member on any website/blog;
2. Sending e-mail or instant messages that are harassing or threatening;
3. Taking and sending an unauthorized and unwanted photograph of a student or staff member

The District will discipline a student who engages in cyberbullying whenever the principal has determined that it threatens to disrupt the academic environment of the school, whether taking place on school grounds, or at a school-sponsored activity, or from a private, non-school computer or electronic device. (BOARD POLICY 5131.43)

IN SCHOOL SUSPENSION (ISS)

Students assigned to In School Suspension are required to participate in defined academic activities in a separate room. In School Suspension or detention may be assigned by the building principal. ~~In School Suspension will run from 8:45 am to 3:30 pm.~~ In School Suspension will run the length of the school day as determined by the building schedule. All detentions must be made up before attending any school function. (BOARD POLICY 5141.1, AR 5141.1)

OUT OF SCHOOL SUSPENSION (OSS)

Students who miss schoolwork because of unexcused absence or suspensions may be given the opportunity to make up missed work for full or reduced credit at the discretion of the Teacher and Administrator. Teachers may assign such makeup work as necessary, but not as a punitive measure. (BOARD POLICY 6154)

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Participation in extra-curricular activities is a privilege, not a right. This requires that the student meets all eligibility and participation requirements as outlined in the Cordova Junior-Senior High School Athletics and Activities Handbook. For High School Extra-Curricular Activities, participation is governed by the rules and regulations as set forth by the Alaska Student Activities Association (ASAA). Cordova High School is a member of ASAA and follows the rules and regulations of the association. For Junior High Extra-Curricular Activities, the building principal or designee oversees requirements for participation, which are clearly outlined in the Athletics and Activities Handbook. The building principal or designee may consider requests for participation in Junior High extra-curricular activities that serve in the best interests of the student considering unique circumstances or events that might impact the individual's ability to participate.

Students must have a physical exam on file before participation in any ASAA-sponsored extracurricular athletic activity or for participation in Junior High sports. Parents of students who participate in extra-curricular sports activities are encouraged to carry health insurance.

CO-CURRICULAR ACTIVITY PARTICIPATION

Co-curricular activity is defined as an activity that is directly tied to the academic program of the school where his or her participation is a part of the student's academic assessment or an academic requirement for the issuance of a grade. Travel may be required to meet the academic requirement as set forth by the teacher/advisor. With this in mind, a student can travel, with notice to the building principal. Parent/guardian may prohibit the travel of a student (ex. poor grades) without penalty to the student, but the student will be required to complete an alternate assessment in order to make up missed work. The teacher/advisor may exempt the student from this provision at his or her discretion with consultation with the building principal and the best interests of the student being served.

NOTE: If an activity is participating under ASAA rules and regulations that is co-curricular, the extra-curricular activity participation requirements will apply for that event. (clarify this statement.)

PHYSICAL EXAMS

Students must have a physical exam on file before participation in any ASAA extracurricular athletic activity. ~~Students who participate in extra-curricular sports activities should also have some type of health insurance. Student related injury costs while at school or while participating in school activities will be covered by the school only after the deductible of the parents' insurance has been met.~~ may be submitted to the District's insurance company after the parent's personal or primary insurance coverage process has been followed. Students suffering from a concussion will need a doctor's clearance before returning to any activity and will need to meet the protocols as set forth by ASAA for return.

STUDENT COUNCIL

The Student Council is a learning opportunity for our students to develop and promote commitments to citizenship, scholarship, leadership, human relations and cultural values. The student council teaches and provides the means through representative government to develop decision-making skills. [Student Council is an elected body of representatives of the student body from each grade level. The process is controlled by an advisor and overseen by the building principal or designee. Any disputes of election results will be settled at the sole discretion of the building principal.](#)

NATIONAL HONOR SOCIETY

Seniors, Juniors and Sophomores with a 3.3 grade point average are eligible for selection into the National Honor Society. In addition, selection is based upon leadership, service and character as defined by the criteria of the organization. For admission, the advisor of National Honor Society will follow a process to assure that all members meet the criteria outlined. Final determination of entry will be determined by the NHS Advisor and building principal after review of a faculty committee and recommendations are made. Once admitted, the student is a member and must maintain the high standards of Character, Leadership, and Service, which warranted their selection, or they will be dropped from NHS in accordance with organization's criteria and by-laws.

STUDENT RESPONSIBILITIES FOR FEES, BOOK CARE, LOCKERS

Certain courses within the curriculum may require a student fee. These fees are collected at the office, where a receipt is generated to show the teacher that the fees have been paid. Failure to pay fees will result in school holding report cards or any requests for transcripts or other documents. [The building principal has the sole authority to waive this requirement, and a meeting must be held at the parent's request to resolve the issue.](#)

Students will be issued textbooks and the student's name will be recorded with the book number for accountability purposes. The student has the responsibility to return the book in good condition with allowance made for general book wear and depreciation for the school year. The student will be responsible for paying established fees for book damage or loss. Report cards and/or transcripts will not be released until all fines and fees are paid.

Every student is issued a locker and combination on the first day of school. The high school accepts no responsibility for theft from lockers. Student lockers are not personal property, [but rather school district property, and are subject to search and seizure according to BOARD POLICY 5145.12.](#)

SCHOOL CALENDAR DAY

School doors will be open ~~at 7:45 in the morning~~ [30 minutes prior to the start of the school in the morning](#) with exceptions for direct supervision of school-sponsored activities ~~or academic courses.~~ [The building is closed to student access on all official school holidays and breaks as well as designated in-service days.](#) Student activities may take place on these days with prior approval of the building principal or designee, which include practices for extracurricular and co-curricular events as well as preparation for school activities such as sponsored dances or activity nights. All approved student activities, including practices, must be placed on the school calendar in the office well in advance of the scheduled date, [but no later than two-weeks prior to the activity. The building principal shall have sole authority to make exceptions to this case based on the merit of the circumstances of the request.](#)

IMMUNIZATION REQUIREMENT FOR STUDENT ENROLLMENT/ATTENDANCE

State law requires that students complete their immunizations before being allowed to attend school. [Proof of immunization record is necessary for enrollment and attendance. This document will need to be provided to the school office and placed on file as part of the student record.](#)

SCHOOL SAFETY DRILLS

Safety drills are required by state statute to be held periodically during the school year. [These drills may occur as announced or unannounced activities. These drills include fire drills, earthquake/tsunami drills that are required as well as safety drills done with local law enforcement and fire and safety. Students need to be prepared for these activities at all times as they may occur at any time during the school day and year.](#)

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Unless specifically directed by the teacher, cell phones and all other personal electronic devices must be silenced and put away at all times during the instructional day, [whether in-class or in the hallways.](#)

Consequences:

- 1st offense - Phone will be confiscated for the remainder of school day.
- 2nd offense - Phone will be confiscated and meeting with parents.
- 3rd offense - Phone will be kept home or turned into the office during school hours for 30 days.

Parents are asked to support us in our efforts to reduce the distractions caused by the misuse or overreliance on these devices. Please call the office, rather than a student cell phone, if you need to make contact during class times. [Do not accept calls or texts from students during class times. Consider setting a cell phone/computer curfew at night and enforce it, if need be, by collecting those devices before bedtime. If a problem develops, you may want to consider not paying for a device, or a service plan, that is distracting your child from building the knowledge and habits they will need to pay their own way as adults.](#)

SCHOOL DRESS CODE

Students shall dress in a manner that is clean and does not detract from the educational environment and is in effect during the school day as well as any school-sponsored activities such as dances or events such as athletic contests, movie or game nights or class activities whether on school grounds or not. The principal and his or her designees, including but not limited to all district administration, teachers, support staff and event chaperones, will make decisions regarding appropriate dress. The building principal or his or her designee on duty has final authority on the appropriateness of student attire. (Board Policy 5132)

The following parameters are in place for consideration of the appropriateness of dress:

1. Undergarments or revealing clothing shall not be visible.
2. No hoods or sunglasses may be worn in the school building including classrooms.
3. Information on clothing or jewelry shall not make any reference to alcohol, drugs, tobacco, sexual themes or violence as well as any clothing or jewelry that may disrupt the school that uses offensive, racist or derogatory language or images toward others.
4. Students must dress appropriately to meet the safety standards and requirements for laboratory science and shop classes.
5. Appropriate footwear should be worn at all times in the building for student safety reasons and footwear should have hard soles in order to prevent accidents or injuries while on school grounds.

Students wearing inappropriate clothing or jewelry to school or while attending any school-sponsored events will be asked to turn their shirts inside out, change, or remove the item depending on the nature of the clothing or jewelry. Failure to comply with any of these requests or repeat offenses will result in disciplinary action taken by the building principal or his or her designees.

For School Dances and Other Events: Students who are out of compliance with the dress code will not be admitted or will be escorted out of the dance or school-sponsored event. Exceptions to the dress code may be granted by the building principal when connected to specific events supporting school-related events or causes such as “School Spirit” nights for contests or theme-based student activities.

Students who have doubts about whether their attire meets the criteria listed above, should ask a school administrator before the dance or school-sponsored event in order to avoid any situations that could place them in risk of not attending or receiving disciplinary action for non-compliance with the dress code.

HALL PASSES

Students are not to be out of the classroom or library when school is in session unless they have their planner signed or other a hall pass from the teacher or staff member. Those who receive such permission for good reason are expected to be quiet while in the halls and return to class in a timely manner. Hall passes are at the sole discretion of the teacher and student permission to use the pass may be removed as a consequence for not following rules and procedures. Excessive tardiness to classes will result in revocation of hall passes as deemed appropriate by the building principal or designee.

MOTOR VEHICLES

Students who drive to school must register their vehicle at the office on or before the first day of school. Make, model and license plate number of ALL possible vehicles shall be registered in case of emergency or security reasons at the school. Students should park in the student assigned parking areas—the area directly in front of the building is reserved for staff/faculty parking only. Students parked in the staff area will be asked to move their vehicle. Additional violations will result in disciplinary action. Further, student vehicles are subject to search with reasonable suspicion when parked on school grounds.

Students should take great care when parking and driving near the school. Small children may be walking in the area and can be difficult to see. Please drive slowly and cautiously. Student operated vehicles may not be used to travel to and from off campus class activities unless prior approval from the building principal or designee and consent form is on file at the office. Cases of speeding or reckless driving and improper parking will be reported to the police department and revocation of driving privileges to the school will occur. Also, student vehicles should be locked at all times while on school grounds as the school district assumes no responsibility for automobiles or property taken from vehicles while on school grounds.

MEAL SERVICE

Breakfast Meal Prices

Full Price.....\$2.00
Reduced Student Price.....\$0.30
Adult/Guest\$3.00

Lunch Meal Prices

Full Price.....\$3.25
Reduced Student Price....\$0.40
Adult/Guest.....\$5.50
Adult/Guest Salad.....\$3.25

PART-TIME ENROLLMENT

Students who are enrolled in a distance education school as their primary school may also enroll in Cordova High School, if space is available. Part-time students will be enrolled after full-time students have registered.

PARENTS AND VISITORS DURING THE SCHOOL DAY

ALL PARENTS AND VISITORS to the school must check in to the office [and receive a visitor's pass](#). [The check in sheet is located at the front office counter](#). Any individual visiting the school must sign in and place time of entry and exit to the building for security and safety reasons. Only enrolled students in grades 7-12, [or elementary students on day trips](#), and ~~Prince William Sound Community College students~~ may be in the school building during school hours.

SCHOOL DANCES

[School dances are school-sponsored activities where all school rules apply](#). Dances must be scheduled ~~five~~ ten (10) school days prior to the event and approved by the advisor and building principal or designee. Students will not be allowed to leave and return while dances are in progress. All dances are restricted to high school students unless the principal has given special permission for visitors with prior written authorization. Dances will end at the approved time on or before midnight.

GUN FREE SCHOOLS

Any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis. The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled. (BOARD POLICY 5131.7s)

USE AND POSSESSION OF OTHER DANGEROUS ITEMS

Other dangerous items such as knives, firecrackers, etc., are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events and school-sponsored trips of any kind. (See BOARD POLICY 5131.7)

SEARCH AND SEIZURE

All lockers and other containers provided to students by the District are owned, supervised and controlled by the District. Lockers and other District provided containers are subject to search by the Superintendent, or designee, who may authorize a District employee to search them at any time.

Any District administrator may search a student's clothing, possessions and/or automobile on school premises if the administrator has reasonable cause.

Contraband discovered in the course of a search shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item shall be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent may direct that the item be surrendered to appropriate authorities.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered. (See BOARD POLICY 5145.12)

DUE PROCESS

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action.

For the sanction of In School Suspension (ISS), the student will have the opportunity to explain his/her conduct to the principal. Conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS.

For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 16 days) the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.

Child Internet Protection Act (CIPA)
{Computer & Internet Usage}

After reading this policy, both the parent and student need to sign the Acceptable Computer Use Agreement on page 4 of this handbook and return it to the school office. Upon doing so both agree they understand the following:

Purpose

Cordova School District has access to the Internet. District staff have been authorized to develop regulations and agreements for the use of the Internet that are in accordance with the district policy statement, and other district policies, including the student disciplinary code.

Due Process

1. Cordova School District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the district's system.
2. In the event there is an allegation that a student has violated Cordova School District Computer & Internet Usage policy and/or Administrative Regulation for CIPA, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.
4. Employee violations of the Cordova School District Computer & Internet Usage policy and/or Administrative Regulation for CIPA will be handled in accordance with district policy and the collective bargaining agreement.

Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files and records of their on-line activity while on the Cordova School District system.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Cordova School District Computer & Internet Usage policy, the student disciplinary code, or the law.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. District employees should be aware that their personal files may be discoverable under state public records laws.

Academic Freedom, Free Speech, and Selection of Material

1. Board policies on Academic Freedom and Free Speech will govern the use of the Internet.
2. When using the Internet for class activities, teachers will:
 - a. Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
 - b. Preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site.
 - c. Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
 - d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Parental Notification and Responsibility

1. Cordova School District will notify parents/guardians about the district's network and the policies governing its use. Parents must sign an agreement to allow their student to access the Internet through the school district. Parents may request alternative activities for their child (ren) that does not require Internet access.
2. Cordova School District and parents have the right at any time to investigate the contents of their child (ren)'s e-mail files. Parents have the right to request the termination of their child (ren)'s individual account at any time.

3. The Cordova School District Computer & Internet Usage policy and/or Administrative Regulation contain restrictions on accessing inappropriate material and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the school district to monitor and enforce a wide range of social values in student use of the Internet. Further, the school district recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The Cordova School District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the school district's system.
4. The Cordova School District will provide students and parents with guidelines for student safety while using the Internet.
5. Parents are responsible for monitoring their student's use of the Internet if they are accessing the system from home.

Access

The following levels of access will be provided:

1. Classroom Accounts. Elementary age students may be granted Internet access through a classroom account. Alternately, Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing (or whatever procedure the District uses for other permissions).
2. Individual Accounts for Students. Secondary students may be provided with individual Internet accounts. A Student Account Agreement will be required for an individual account. This agreement must be signed by the student and his or her parent.
3. Individual Accounts for District Employees. District employees may be provided with an individual account. No agreement will be required. Employee use is covered by existing employment contracts and existing Board and District policies.
4. Cordova School District will monitor authorized student access.

Unacceptable Uses

The following uses of the system are considered unacceptable:

1. *Personal Safety* (Restrictions are for students only)
 - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
 - b. Users will agree not to meet with someone they have met on-line without their parent's approval and participation.
 - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
 - d. Users will not bring software or equipment from home and use it on any computer system.
 - e. *Users will not send or accept emails to or from sources not approved by supervising staff.*
2. *Illegal Activities*
 - a. Users will not attempt to gain unauthorized access to the Cordova School District system or to any other computer system through the Cordova School District system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the Cordova School District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
3. *System Security*
 - a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
 - b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if they download software.

4. *Inappropriate Language*
 - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
 - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
 - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
5. *Respect for Privacy*
 - a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
 - b. Users will not post private information about another person.
6. *Respecting Resource Limits.*
 - a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research.
 - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
 - c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
 - e. Users will subscribe only to discussion group mail lists that are relevant to their education or professional/career development. Students may subscribe with the approval of their instructor and must unsubscribe at the end of the school year unless special arrangements are made.
7. *Plagiarism and Copyright Infringement*
 - a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
8. *Inappropriate Access to Material*
 - a. Users will not use the Cordova School District system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
 - b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Cordova School District Computer & Internet Usage policy and administrative regulation.

Consequences

- Step 1- Loss of home Internet for 1 month and Internet access at school for a period of at least 1 week.
- Step 2- Loss of home Internet for 2 months and Internet access at school for a period of at least 2 weeks. Meeting with parents.
- Step 3- A check in/out process will be instituted. Computer will be available during instructional time only under direct supervision of faculty member. Meeting with parents.
- Step 4- Meeting with parents, possible loss of computer privileges.

In the event of a conduct violation not specifically listed in this policy, consequences may be administered based on the judgment of the building principal or designee. The school administrator or the board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if deemed necessary.

2016-2017 Laptop Handbook

Cordova School District Vision for Educational Technology

Cordova School District will address the needs of teachers and students to use the instructional technologies efficiently and effectively, thereby supporting the development of life long learning skills by maximizing the technological capabilities of our learning community.

Executive Summary

The laptop program at Cordova School District is designed to give all students access to the finest tools for learning. The purpose of the tool is to increase student learning, improve access to information and give students the ability to monitor, record and evaluate their own education. Ultimately, the student is responsible for his/her education. All graduating students will have the opportunity to take the laptop with them to higher learning institutions giving them a digital portfolio as proof of their learning. The ultimate goal of the Department of Instructional Technology is to support this objective and help the teachers at CSD to educate its students to the best of their ability. Each year this handbook will be reviewed with the staff and administrators and modified as necessary for improvement.

Superintendent

Technology Director

Principal

DRAFT

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Staff and Student Use

Laptop Rollout

Each year student rollout of the laptops will occur the second week of school. The user fee and forms will be handed out to the students within the first two days of school. All forms and fees must be submitted to the Cordova School District (CSD) before laptops will be issued. The following are guidelines for student checkout:

- Seventh grade students may not have 24/7 access to their assigned laptop until they have completed the certification program in their ICT Literacy Skills class. (Appendix A – CSD 24/7 Laptop Computer Check Off Sheet) in the CSD 2017-2018 Laptop Handbook. This check off sheet is subject to change at the discretion of the classroom teacher.
- Students and parents must sign all contracts, forms and releases before a laptop will be issued.
- All user fees associated with laptop use will be paid.
- New students must complete ICT Literacy Skills certification program to have 24/7 access to their assigned laptop. The focus of training will be care, appropriate use and responsibility for the laptop.
- Parents new to the district will be encouraged to meet with the technology department for a discussion of student expectations, responsibility and parental supervision of the appropriate use and care of the laptop.
- A member of the Department of Instructional Technology (DIT) will be available for parent conferences throughout the year and may participate in parent teacher conferences or other parent meetings as needed to discuss issues or general concerns that may arise and to update parents on the success of the one-to-one initiative.

Check-in Procedures

When students withdraw from school, either at the end of the school year or when transferring to another school out of district, students must check in their laptops, bags and cords with the Technology Director and the DIT. Students will fill out the check-in form and the DIT will re-inventory the machine and assess for any damage charges. The students/parents will be responsible for these charges. Any students assessed damage charges will not have 24/7 access to their assigned laptop until all fees are paid, either with re-entry to the district or enrollment at the next school year. Students that do not pay charges for 1 (one) year may be issued a claim in small claims court for those fees. Listed are example prices for standard, major repairs and are subject to change without notification:

- Severe case damage (top or bottom) requiring replacement - \$325.00
- Display replacement - \$225.00
- Optical (CD/DVD Combo drive) drive replacement - \$145.00
- Hard drive replacement - \$100.00
- Power Adapters/Cords - \$80.00
- Logic board repair - \$450.00 or replacement - \$600.00
- Entire machine replacement – Market Value

Fees/Student Responsibility

The DIT is responsible for inventory and maintenance of all CSD's laptops. CSD allows the students to use the laptop for a yearly fee. For special circumstances, the school site may waive students fees and issue them a computer without the student paying the fee, but the forms must still be signed by the student and the parent and the school site is still responsible for covering the fee.

Students are responsible for taking care of the learning tool they have been issued. In general, misuse of the tool will be a disciplinary referral, while abuse of the tool may result in its removal. Students will follow these guidelines:

- Students will pay a \$65.00 yearly fee for use of the computer. **This fee is not an insurance absolving a student from proper care of the machine.**
- Reparation for damages is the responsibility of the student. Students who have problems in this area will have their laptop privileges revoked until they demonstrate responsibility to use and care for a laptop computer in a responsible way.
- Procedural regulations for care and use of the computer must be followed. Incident reports are mandatory on any repair to a machine. Disciplinary rules will be administered when regulations are not followed. Removal of laptop computer privileges may range from several days to complete revocation.
- All students and staff will have the option to purchase laptop insurance. Policy will provide coverage that includes theft, burglary/robbery, accidental damage, power surge, vandalism, fire and natural disasters. The premium will be between \$80 and \$100 (depending on model) with a \$50 deductible for any claim.

Students must be enrolled more than half time in order to receive a computer from CSD. Less than half time students will not be issued a laptop to take home. They will have access to a computer to use in any classroom at the teacher's request. They may not take either machine out of the classroom to which it is issued. Any improper use of the laptop will be dealt with as a standard discipline issue at the site level.

General Laptop Damage/Repair Procedures

Damages to laptops will occur. Students, teachers and other employees are responsible for damages to their laptops. The Department of Instructional Technology classifies damages into three different categories; Abuse, Neglect and Accidental. The DIT will determine which category each damage falls into based on the Incident Report (Appendix B - Laptop/Computer Incident Report) the individual turns in, witnesses to the damage and/or visual inspection of the damages. If an Incident Report is not turned in within 3 days of the damage, it will be assumed the damage was abuse and the individual will be responsible for the full amount of the repair. At the time of the damage, DIT will provide an estimate for repair. When repair is completed, an invoice will be generated and the individual will be responsible for reimbursing the invoiced amount. Should the individual not make payment within a timely fashion, the district will take steps to garnish PFD funds.

Definitions:

- Abuse: Willful destruction or damaging of the laptop. This may include but is not limited to: carvings in the case, cracked screens, excessively dented cases, pry marks on optical drives, user attempted repair or high number of keys missing.
- Neglect: Damage that occurs due to inattentiveness. These include general drops or drops caused by cords stretched across walkways, liquids or foods spilled in the machine or damages caused by objects being dropped on the machine. In this climate especially, cold can damage the laptops, so machines left in cars overnight that suffer damages will also be considered neglect.
- Accidental: Damage that occurs due to an accident out of control of the individual. Slipping and falling on a machine are the most common kind of accident. Other accidents may occur, but these will be looked at on a case-by-case basis.

Updates, checks and monitoring

Any laptop may be collected by the DIT at any time for any reason.

Backup Policies

Students and staff are responsible for the documents and files on their machines. It may become necessary to send a computer in for repair and there is no guarantee that data files are safe in those circumstances. As a general rule, all users should backup important files on a weekly schedule. All computers have access to the server with accounts for backup and many laptop computers are equipped with CD burners allowing users several options for retaining important files. Users should always consider what is appropriate for backing up to the server. No music, personal pictures or other personal files should be put on the server. These items should be backed up to CD or some other removable media.

Web Policies – School Web Page

All content put on the school website generated by students must first be approved by the CSD's instructional staff. Teachers are expected to keep their own pages current and up to date. In general the web pages should follow the style already in place. All pages should include the approved header and footer present on all the school web pages. Students must also have parent permission to post their work and for their picture to be shown on any student, school or district web page. These permission forms (Acceptable Computer System Use Agreement, Cordova Junior/Senior High School) are part of the paperwork sent home with the students prior to the laptop rollout at the beginning of the school year or at the time of enrollment.

Internet Research and Appropriate Use of the Network/Internet

The Internet is a vast repository of information all students and staff have access to. The district has provided filtering services to help protect users from questionable content, however it will not catch everything. Discretion should be used when using the Internet to watch for questionable content. The DIT will provide guidance regarding search engines for classrooms to use that will help reduce further these questionable sites, but ultimately it is a matter of classroom, teacher and parent supervision. On the other hand, the DIT will work closely with teachers and students to provide limited access to research sites that may otherwise be blocked by the filtering software. In addition, all users should be aware of appropriate network/internet use. Anything stored on the school servers, or files shared across the school network should be for educational purposes. Personal files can be stored temporarily on individual machines, but should be backed up to alternate sources so they can be easily removed from the machine. Email is for school communication and should not be used to solicit business or funds for personal gain. Mass mailings to school employees should be limited to school business and communication. All student issued laptops must remain on the school district's network during instructional hours.

Refresh Policy

The Tech Department will maintain a policy to refresh computers on average every four to six years. Some computers may become up to 6 years old if they are deemed to still be useful and run all district software effectively. Since many of the computers, especially in the elementary, may be at least that old, the DIT will phase in the replacement of these machines over the next 3 to 4 years.

Student/Staff Purchase of Computers

Both students and staff will have the opportunity to purchase their laptops. Students may purchase their laptops at the end of their senior year only. If a student has been present in the district for their entire high school career, buyout for their laptop will be \$1.00. This is under the condition that they still have the same machine they were originally issued, have paid for any damages incurred, have paid their fees each year and signed all paperwork. If a student transfers in during high school, that student will also have the opportunity to purchase their computer, but the price will be determined by the DIT based on its fair market value and/or depreciation schedule. Staff will be given the opportunity to buy their District issued laptop computers every 4 years of service. Prices will be determined by the DIT at fair market value and/or depreciation schedule.

Budget and Purchasing

The Department of Instructional Technology will have an annual budget for maintaining current hardware and software that is determined to be district level equipment. The final recommendation to the Superintendent or School Board regarding technology purchases will be the sole responsibility of the Technology Director. All curriculum level, classroom level or school level purchasing will be done from individual school or teacher budgets, however the DIT will still review all school and classroom level technology purchases for appropriate content, redundancy and duplication, ease of use and/or maintenance, etc and offer suggestions for alternative resources if the requested purchase is not acceptable.

The following will be supported by the district technology budget:

Hardware supported:

- Network Hardware – servers, switches, routers (district owned), wireless base stations
- Wiring Backbone – cabling, in building fiber, room drops
- End User Hardware – all district desktop and laptop computers, video conferencing equipment, network printers and network copiers.

Software supported:

The DIT will compile a basic software package that the district will support and provide basic training in its use (OS X 10, Microsoft Office, PowerSchool, iLife, etc). Teachers and students should not expect the DIT to provide support for software specific to individual curriculum and classrooms or student projects. The DIT will also be responsible for system software upgrades and upgrades to other district programs. For these purposes, laptops may occasionally need to be collected.

Non-district Software Purchasing Guidelines

Individuals wishing to purchase software for use in their department or for their class should follow some general evaluation procedures. Since all purchase of software will be reviewed by the DIT, these guidelines will help streamline the process. Site technology personnel are responsible for organizing committees to review and evaluate all software purchases for curriculum specific purposes. All software should support the students' mastery of Alaska State Standards and district adopted best practice teaching strategies. The DIT will assist in these software evaluations as requested by staff members.

Department of Instructional Technology Support

The DIT will support all hardware and software purchased through its budget either directly or with third party tech support contracts. Hardware supported must be connected directly to the existing network backbone. Not supported by this department are curriculum specific software, local printers, ink cartridges and toner, paper products associated with printers, or specialty peripherals such as high-end scanners or digital and DV cameras.

Specific Support Policies

Hardware (Computers, Network Printers, District Cameras, Scanners and Copiers)

- The DIT will support all hardware currently owned by the district and all future purchases made by the district.
- All hardware purchased should be approved by the DIT.
- Supporting hardware more than 6 years old may be at the discretion of the DIT.
- For help requests, appropriate forms must be filled out. If it is damage, an Incident Report must be completed.
- The DIT will not supply money for consumable technology supplies such as print cartridges and toner, recordable CD's, DVD's. The DIT may purchase consumable items in bulk for a reduced price or discount, make them available to the schools and charge individual school budgets accordingly.
- Installation of new hardware (and software) purchases should be planned ahead of time. If training for students or staff is needed, the DIT will make every effort to schedule training within the school and teacher's workday at least a week ahead.

Software

- All students and teachers can expect as good or better tech support from the district's DIT staff as they would find with any independent commercial provider.
- Curriculum specific purchases should be routed and approved through the DIT. All purchases should be sufficiently evaluated and tested prior to approval.
- All software purchased will support the students' mastery of Alaska State Standards and district adopted best practice teaching strategies.

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Cordova School District

**Appendix A
CSD 24/7 Laptop Computer Check Off Sheet
ICT Literacy Skills**

Activities for certification in the ICT Literacy Skills class can include but are not limited to the following:

Internet Safety/Cyber Bullying/Intellectual Property

- Cyber Bullying Self Test
- iSafe PowerPoint Presentations
- iSafe Quiz (100%)
- Cyber Bullying Videos (In Class)
- USA-SOS Scavenger Hunt
- My Digital Footprint Project (80% or better)
- iSafe Test (95% or better)
- Signed off on Keyboarding Lessons 1-18
- Pass Keyboarding Test

Cordova School District Laptop Handbook and Laptop Care

- Reviewed Laptop Handbook
- Laptop Do's and Don'ts Assignment
- Laptop Handbook and Care Exam (90% or better)

Participation and Assessment of Attitude

- Student worked to complete assignments to the best of his/her abilities and with a good attitude.
- Student was appropriately involved in all training discussions.
- Student adequately completed any and all additional miscellaneous assignments.

Person Reporting: _____

Date _____

Appendix B - Laptop/Computer Incident Report
For Accidents or Incidents involving student/teacher laptops

Name of person responsible for laptop:

Please fill out as completely as possible

Did you witness/observe the incident? ☐ Yes ☐ No
If yes, please briefly describe what you witnessed.

If no, in your opinion was this ☐ Negligent ☐ Accidental ☐ Vandalism ☐ Don't Know

Were there any other adults present?

Did those adults witness the incident? ☐ Yes ☐ No Name(s)
If yes, please have them fill out one of these reports.

Did any students witness the incident? ☐ Yes ☐ No
If yes, please list:

Student Name _____

Student Name _____

Student Name _____

What disciplinary steps did you take?

Kind of machine damaged:

- | | |
|--|--|
| <input type="checkbox"/> Black MacBook" (teacher laptop) | <input type="checkbox"/> White MacBook" (student laptop) |
| <input type="checkbox"/> iBook G3 12" (white laptop) | <input type="checkbox"/> Other _____ |

Appendix C – Laptop Checkout Form

Laptop Check Out Form - Beginning of School Year

Date: _____ Model: MacBook _____ MacBook Pro _____

Student Name: _____

Grade: _____

Item Description	Serial No./Asset Tag Number	Condition
Apple Laptop Computer		New / Good / Fair
Apple Charger	NA	New / Good / Fair
Carrying Case	NA	New / Good / Fair

- The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. A \$65.00 rental fee is assessed to cover the cost of maintenance and updates.
- This equipment is the property of Cordova School District and is herewith being loaned to the student for educational purposes only for the Academic School year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year.
- If the District Property is lost, stolen or damaged while in the Borrower's possession, Borrower is responsible for the replacement or repair thereof and Borrower agrees to indemnify the District from any claim occurring during or resulting from Borrower's possession or use of the District property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the District Property.
- Borrower may use the District Property only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance the applicable license and it is Borrower's responsibility to be familiar with and to comply with the provisions of such license.
- Borrower may not install or utilize any software in connection with Borrower's use of the District Property other than software owned by the District and made available to Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.
- The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.
- Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair.
- The District hereby acknowledges receipt of the sum of \$_____ from Borrower or Borrower's parent or legal guardian in consideration of the use of the District Equipment and as a deposit to secure the timely return thereof in good condition and repair.

Student's Signature _____ Date: _____

Indicate on back any damages, dents or inoperative parts. If none are listed, it will be assumed the Borrower caused any damages to the laptop when it is turned in.

Staff Initials _____

Person Reporting: _____

_____ Date _____

Appendix D - Help Desk Request
(Hey, my computer doesn't work!)

For students and teachers

This machine is a

- ☐ Black MacBook (Teacher) ☐ MacBook Pro Desktop ☐ Other (indicate)_____
- ☐ White MacBook (Student)

Please prioritize this problem.

- ☐ Critical (Needs to be done ASAP) ☐ Annoyance (works, but can wait until later)
- ☐ Important (Can wait a day or two) ☐ Work around (I can work around this problem until it gets fixed)

Which of the following categories does your problem fall into?

- ☐ Network (no email) or
- ☐ Printing problem: Local (my printer is connected directly to my computer)
- ☐ Printing Problem : Network (I am printing to a printer in another room)
- ☐ Software Problem (a program or application I use doesn't work)
- ☐ Other: Please describe below!

Briefly describe the problem. The more information you give, the more likely we'll be able to fix the problem quickly.

What steps have you taken so far to fix this problem? Please be thorough so we have the ability to undo things you may have done. If you haven't taken any, say none.

**Appendix E - Laptop Check In Form
End of School Year**

Cordova School District -Asset Tag Number _____

Laptop Serial Number _____

Student Name (Print) _____ Date _____

Condition of Laptop

Case – (Display Case and Display Bezel, Top Case and Keyboard, Bottom Case) Identify cracks on corners and scratches.

Keyboard – Any dysfunctional or missing keys. _____

Screen – Cleaned and free of scratches and cracks. _____

Optical Drive (CD ROM and DVD Player/Burner) – in working order. _____

Hard Drive – Computer starts up and builds a desktop. _____

Power Supply – Has all components (power brick, power cord and duckbill adapter) Check overall condition and in working order. _____

Computer Bag – Is free of dirt, tears, stains, etc. Has all components (strap, and cell phone pouch)

Computer is clean and free of dirt, grime and stains. _____

Comments – Note any other issues that need to be reported.

I agree with the above information on the condition of my laptop.

Signature of Student _____

Signature of Teacher _____

Signature of Tech Director _____

Appendix F - Parent/Student Contract

Cordova School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. The following are the general terms of this contract:

1. The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school staff faculty.
2. During school hours, game playing, listening to music or watching videos on computers is not allowed unless they are authorized by a teacher and directly related to a school assignment or activity.
3. Students in those grades in which notebook computers are required are expected to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. Music stored on individual laptops will be assumed by the district to be owned by the student. Should district officials learn otherwise, the student will be responsible for any copyright violations. The district will not be monetarily responsible for any copyright infringements on student machines.
8. Laptops, wireless cards and laptop bags belong to and are distributed by the school. Management of cords is the student responsibility. They should not be placed across hallways or walkways where they create a tripping hazard. Names on power cords are not to be removed.
9. Use of headphones is limited to use before and after school as well as at lunchtime, and at the discretion of District staff.
10. No stickers, scratches or drawings will be allowed on the case of the laptops. Names on the laptop are not to be removed.
11. Users are responsible for their laptops. If changes are made to the system software, including administrative privileges, the user will be responsible for the consequences of those actions.
12. DIT issued protective cases must remain on the computer. Personal cases may be substituted only with DIT approval.
13. An unattended student laptop will incur 5 days of lunch detention.
14. All student issued laptops must remain on the school district's network during instructional hours.

Parent Responsibilities

Your child has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will supervise my child's use of the laptop at home.
- I will discuss family values and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet.
- I will not attempt to repair the laptop.
- I will report to the school any problems with the laptop.
- I will not load or delete any software from the laptop.
- I will make sure my child recharges the laptop battery nightly.
- I will make sure my child brings the laptop to school every day.
- I understand the user fee associated with the laptop is for the use of the machine. Additional repair costs from abuse, neglect or accident will be my student's responsibility.

*I know that if my child comes to school without his or her computer I may be called to bring it to school.

Student Responsibilities

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities.

- I will treat the laptop with care by not defacing it, dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not loan the laptop or power cord to my friends or siblings; they will stay in my possession at all times.
- I will not load software from CDs or the Internet onto the laptop without the direction of a school employee.
- I will not remove programs or school files from the laptop without the direction of a school employee.
- I will follow the Cordova School District's Computer and Internet Usage policy when using the Internet on the laptop at home and at school.
- I will honor my family's values when using the Internet.
- I will not give personal information when using the Internet.

- I will not attempt to repair the laptop.
- I will recharge the laptop battery each night and care for the power cord.
- I will bring the laptop to school everyday.
- I understand the user fee associated with the laptop is for the use of the machine. It may be applied to minor damage up to the amount of the fee. Additional repair costs from abuse, neglect or accident will be my responsibility.
- I will not remove the DIT issued protective case.

Internet Access Policies

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet at school. If a student already has an electronic mail address, he/she (may, with permission of the supervising teacher) be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access of electronic mail will be through the school network. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail, so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Web Page Publishing Guidelines

During their studies, students may be asked to participate in the creation of web pages for a class, or they may choose to create their own page to put on the school web site. Each school web page shall contain a disclaimer statement similar to the following:

- "We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Acceptable Use Policy."
- Any web page to be published to the school web site will have the approval of the school Webmaster, Technology Director, classroom teacher and the school principal.
- Material to be published must not display, access or link to sites deemed offensive by the Cordova School District's Computer and Internet Usage policy. All published material must have educational value and/or support the District's guidelines, goals and policies.
- The only material to be published on the District web server must come from the designated school or department site Webmaster.
- The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to inappropriate sites.
- Student work should not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the signature page. An exception would be if the work is part of an existing publication such as a newspaper or school newsletter.
- At no time should a student's personal e-mail address or phone number appear on a school or district web page. All e-mail should be directed to the school or site Webmaster.

Signature Page - For Students and Parents

I understand that by signing this page, I agree to the terms of the 2017 – 2018 Laptop Handbook and the Parent/Student Contract including Parent and Student Responsibilities, Internet Access and Web Page Publishing Guidelines (see exceptions below) as outlined in the Laptop Handbook. Access to the Cordova School District computer systems, the Internet and similar communication networks by students and staff is vital to today's teaching/learning environment. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may be taken where/when appropriate.

As the parent or guardian of this student, I have read this contract and understand that access to electronic information resources is designed for educational purposes. I understand that it is impossible for the District to restrict access to all controversial materials and I will not hold the District responsible for controversial materials my child acquires on the District's Wide Area Network.

I accept full responsibility for supervision if and when my child's use of electronic information resources is not in a school setting. I hereby give my permission to issue a laptop for my child and certify that the information contained on this form is correct.

Parent Name (Please Print) _____

Parent Signature _____

I have read and understand the terms of the above contract and agree to take responsibility for the laptop I am issued. I understand that by not signing this form, I will not be issued a laptop and will not be held responsible for any laptop. I also realize I will be required to sign and agree to a Check Out Form when my laptop is issued to me.

Student Signature _____

Laptop Insurance

The Cordova School District is offering the laptop insurance program for the 2017–18 School Year. Laptop insurance is open to all students grades 7– 12 using district owned equipment.

The laptop insurance policy will provide coverage that includes theft, burglary/robbery, accidental damage, power surge, vandalism, fire and natural disasters.

CSD has worked closely with Safeware, a full service insurance agency with 30 years of experience, to tailor fit our needs.

Rates for the school year are as follows:

Student MacBook \$80.00
Student MacBook Air \$98.00
\$50 deductible for any claim

If you are interested in participating, please sign up and pay the fee at the high school office by Monday, September 22, 2017.

If you have any questions please call Mr. Zamudio at 424-4654 or kzamudio@cordovasd.org.

_____ I desire to purchase insurance in the amount of \$ _____. Check or payment is attached. (Please make all checks payable to CHS).

_____ I do not wish to purchase insurance. I understand that by doing so, I am fully responsible for the cost of repairs or replacement as described above.