

Student/Parent Handbook

2025-2026



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Vision, Mission, & Philosophy



Vision Statement

Students are equipped to realize their dreams and aspirations.

Mission Statement

Set a foundation by cultivating experiences for students to develop goals and thrive in an ever-changing world.

AK-Trails Philosophy

We are a guide to your child's future, but you choose the path to follow.
Enjoy your adventure!



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About this Handbook

The purpose of this handbook is to provide parents and students with basic information about programs, policies, and procedures in the AK-TRAILS Correspondence/Homeschool program. We strive to recognize the values and individualism all Alaskan families cherish, and have no interest in stifling the independence and self-reliance our students need to make a life in Alaska.

As your child's first and most important teacher, your interest is vital. We are excited to begin a new year and look forward to working with you. Further details on items in this handbook may be obtained by talking to the AK-TRAILS Guide or the AK-TRAILS Program Coordinator. School Board Policy, Advisory School Council responsibilities, and assorted forms and documents are referenced throughout this handbook. A copy of anything referenced here is available on our website, sisd.org, and at each school.

SOUTHEAST ISLAND SCHOOL DISTRICT STRATEGIC PLAN

We can be proud of what we achieve in the Southeast Island School District. Our entire plan is reviewed yearly by the School Board with the common goal of doing what is best for students. The plan is available through your AK-TRAILS Guide or on our website.



About AK-Trails

The AK-TRAILS Correspondence/Homeschool program is a very unique and highly personalized option for children throughout the state of Alaska.

When parents ask us what our program looks like, our response is:

- *“What do you want it to look like?”*
- *“What do you need for your child?”*
- *“How can we support you in your role as your child’s educator?”*

Each student is provided with an AK-TRAILS “Learning Guide” - a Certified Teacher that provides personal assistance to you in developing a plan to best meet your child’s needs. Your learning guide will meet with you to discuss curriculum choices, and, if desired, can make recommendations. We are here to offer guidance and support, but also endorse parent autonomy. Ultimately, it is your choice what curriculum is used for your child, and it is your choice how it is taught!

Possible Paths for Your Child to Follow:

- Full time enrollment in AK-TRAILS homeschool/correspondence
- Dual enrollment (simultaneous enrollment in AK-TRAILS and another school, such as a another public school, technical school or college—often earning both high school and college credit for courses taken)

AK-Trails Eligibility

- Students must reside in the state of Alaska
- Students must be between the ages of 4 and 20 on or before September 1st
- Grades Served: PreK-12
 - General Education
 - Special Education
 - Section 504
 - Gifted and Talented





Student Enrollment

Full-Time Students

To be considered a full-time student, the student must be enrolled in at least four courses with AK-TRAILS.

Half-Time Students

Students are required to take **at least three classes with AK-TRAILS** and not have more than three classes/courses with another school to be eligible to receive a half-time enrollment allotment. Per state statute, two of those courses must be core courses. The third course may be an elective such as art, music or PE. A three course, part-time student will receive 50 percent of the full-time allotment. It is completely acceptable for a student to be enrolled part-time in two different homeschool/correspondence programs.

Core Course Requirement

As per State of Alaska Correspondence Regulations (4 AAC 33.426):

(a) A student enrolled in a correspondence study program, whether full-time or part-time, must take at least 50 percent of the student's coursework that the student takes through the correspondence study program in core courses. A student enrolled in more than two correspondence classes must take core courses in at least two different subject areas.

(b) A district may waive the requirement of (a) of this section if the district determines that the student is a senior and needs less than 50 percent of the student's curriculum in core courses to qualify for high school graduation from the correspondence study program in which the student is enrolled. A district shall waive the requirement of (a) of this section if the student obtained achievement levels that met standards in English language arts and mathematics as set out in 4 AAC 06.739(b) during the previous academic year.

(c) Core course work performed outside the student's correspondence study program may not count towards the requirements set out under (a) of this section.





(d) In this section, “core course” means:

(1) A course of study in

(A) English;

(B) Mathematics;

(C) Social Studies;

(D) Science;

(E) Technology;

(F) World Languages; or

(2) A course required by a student’s IEP if the student is receiving special education and related services under 4 AAC 52.

Elementary Courses Required

- Language Arts (reading, writing, spelling)
- Math
- Science
- Social Studies
- PE

Procedure for Partial Enrollment at an SISD School

An AK-TRAILS student may choose to also enroll in core or elective courses offered in one of the SISD schools. Elective courses may include PE, art, music, world language, CTE, etc. This may affect the allotment.

If you are interested in your student physically attending one or more classes at a SISD School, please contact your AK-TRAILS Guide first. He/she will assist you in creating a plan that is best for your child.

The AK-TRAILS Guide will then share the plan with the school’s principal and act as a liaison to get everything set up.

Students enrolled full-time with AK-TRAILS may take up to 2 courses (core or elective) at the local public school at no charge.





SISD Local School	=	AK-TRAILS
1-2 Courses	=	Must be enrolled in at least 4 courses with AK-TRAILS (50% must be core). Will receive full allotment with no charge for public school courses.
3 Courses (half-time)	=	Must be enrolled in at least 3 courses (50% must be core) with AK-TRAILS to qualify for half-time allotment.
4 Courses (full-time)	=	Student may or may not qualify for an allotment, based on the discretion of the administrative team.

Dual Enrollment with Another School District

An AK-TRAILS student may request to participate in a particular class at a non-SISD school. This student would be dual-enrolled. Dual enrollment is contingent upon agreement between school administrators at both schools. Funding is split between the districts and the allotment will be determined according to state funding policies.

Allotment Allocations

Students enrolled in AK-TRAILS receive the educational allotments listed below for the school year. If the student has a remaining balance at the end of the school year, that balance will rollover to the next year as long as the student enrolls by September 30th. If a senior graduates from the AK-TRAILS program and has unused allotment funds, these funds may transfer to a younger child within the same family, provided that this child is enrolled in the AK-TRAILS Program by September 30th.

Complete the enrollment process by **September 30th** for the following funding:



	Full Time *4 or more classes: (100%)	Half Time *3 classes (50%)	2 Classes <u>*Potential</u> allotment up to:	1 Class <u>*Potential</u> allotment up to:
Pre-K	\$1,100**	-	-	-
K-12	\$2,700	\$1,350	\$800	\$400

****Must have another sibling enrolled in AK-TRAILS grade K-12.**

Initial Enrollment after September 30th will result in reduced student funding at a rate of 20% per week. These reduced funds must be used for core curriculum first. A district provided computer may not be available at that time. A sample breakdown of the reduced funding for a full time student is as follows:

SISD Local School	Pre-K	K-12
Last week of September	\$1,100 (full allotment)	\$2,700 (full allotment)
1 st week of October	\$880	\$2,160
2 nd week of October	\$660	\$1,620
3 rd week of October	\$440	\$1,080
4 th week of October	\$220	\$540





Open enrollment continues throughout the year. However, allotment funding will not be available after the end of the state count period.

Our goal is for your student's allotment to benefit their comprehensive education throughout the entire school year for which they are enrolled. For this reason, families are encouraged to budget approximately 50% of their student's allotment towards each semester's needs, and to spend no more than half of the allotment on any given class. First semester expenses exceeding 50% of the total allotment are allowable in many instances (a common example being the purchase of a year-long curriculum package). Advance purchase of second semester curriculum materials is also permissible (and heavily encouraged!). Special considerations outside of these guidelines will be considered on a case by case basis.

Parents enter into an agreement to enroll their child(ren) for the duration of the academic year. If the student is withdrawn from AK-TRAILS prior to November 1 st , parent(s) will reimburse the district for materials purchased through AK-TRAILS allotment funds. We ask that this reimbursement occurs within a week of being withdrawn.

Our yearly academic calendar can be found on our webpage. Purchase and reimbursement requests for the 1 st Semester may be submitted between the date school opens and the end of the 1 st Semester (which usually falls around the 3rd week in January). Second semester purchase and reimbursement requests may be submitted between the start of the 2 nd Semester – May 1 st . If the deadline for 1 st semester passes, receipts may be turned in by May 1 st . However, any receipts received after May 1 st will not be processed. Purchases for the upcoming school year can be made in advance of July 1 st , but these receipts cannot be submitted for reimbursement until the new school year has begun and an ILP is in place.

Allotments can be used to cover academic materials and experiences that relate directly to the student's ILP, as approved by the AK-TRAILS Guide, who has the primary responsibility for the course. (Please contact an AK-TRAILS Guide for approval of any expense over \$500, or if you have questions as to if an expense may be covered by the allotment).



Examples of allowable allotment expenses:



CURRICULUM PACKAGES

Calvert, Book Shark, Timberdoodle, etc.



BOOKS

Textbooks, novels, workbooks, dictionary, thesaurus, poetry, audio or e-books, etc.



GENERAL HOMESCHOOLING SUPPLIES

Paper, writing supplies, whiteboards, notebooks, etc.



ART SUPPLIES

Brushes, various paint/drawing media, canvas, sketchbook, etc.



SOCIAL STUDIES MATERIALS

Maps, globes, atlases, etc.



SCIENCE SUPPLIES

Microscopes and slides, dissection materials, experiment kits, etc.



MATH MANIPULATIVES

Pattern blocks, base ten materials, counters, clocks, flash cards, etc.



SOFTWARE

Digital downloads, typing software, apps, etc.



MAGAZINE SUBSCRIPTIONS

Highlights, Ranger Rick, National Geo Kids, etc.



ONLINE SUBSCRIPTION-BASED PROGRAMS

Keyboarding without Tears, Spelling City, IXL, etc.



SUBSCRIPTION BOXES

Kiwi Crate, Raddish Kids, Groovy Lab in a Box, Little Passports, etc.



EDUCATIONAL TOYS/BRAIN GAMES

Chess, Osmo, Lego Educational Kits, Dash & Dot Robots



PHYSICAL EDUCATION

Next Step Dance Studio, King Fishers, gym memberships, horseback riding, etc.



FIELD TRIPS

Museums, theater presentations, musical performances, aquarium or zoo visits, etc.



TUTORING

Outschool, Sylvan, etc.



INTERNET

Monthly services fees for internet service.



COLLEGE COURSES

UAS, UA, Kodiak College and other approved, accredited universities.





Tutoring Services

Tutoring services cover academic subjects. AK-TRAILS allotments can be used to pay for tutoring/instruction that is part of the student's ILP. AK-TRAILS cannot reimburse any instruction that is provided by family members or businesses owned by family members (as defined by state regulations). Most parents pay their tutor directly and then submit receipts for reimbursement. In some cases, the tutor/vendor will submit their invoice to AK-TRAILS for reimbursement. These vendors must have an Alaska Business License on file with our district. In either case, services must be rendered before reimbursements are authorized. Invoice/receipts must be original and contain the name of the vendor, name of the student, description of service, dates of service, rate, method of payment, and parent/vendor signatures.

Education-Based Travel

Allotment may be used to reimburse for education based travel utilizing airlines, railroad, ferry, rental car, or other modes of transportation, and may include lodging if the destination is over 100 miles away. In order for travel to qualify for reimbursement, the intended activities must directly relate to the student's Individualized Learning Plan. Such travel is to accommodate students on a case by case basis, and needs to be approved by the contact teacher. This travel will cover the student and both parents, reimbursed out of the allotment. Entrance fees or tickets to events while traveling may be eligible for reimbursement if the activities are directly related to subjects within the student's ILP and noted under "planned activities." Mileage, food, and purchases not directly tied to a child's ILP are non-reimbursable.

For field trips within the U.S. and Canada: Contact Teachers will submit plans to the Superintendent at least 15 days prior to the date of the trip. For field trips outside the U.S. and Canada: Lead Teachers will submit plans to the Superintendent at least 60 days prior to the date of the trip. (Board Policy 6153)

Technology

Families may choose to check out a laptop through Southeast Island School District at no charge. Alternatively, families may purchase their own laptop or ipad for reimbursement out of their allotment. If the student withdraws from AK-TRAILS prior to the competition of the semester, they will be responsible to pay 80% back to AK-TRAILS.



Academic Policies and Procedures



Individual Learning Plan (ILP)

- Each student will have a unique Individual Learning Plan developed just for him/her. You and your AK-TRAILS Guide will develop this together. The Individual Learning Plan (ILP) is a way to individualize studies for a student while ensuring that the student's education meets district and state standards. The ILP is developed in collaboration with the student, parent or guardian of the student, and a certificated teacher (TRAIL Guide) who is assigned to the student.
- The ILP development process is typically discussed at the time of enrollment. ILPs should be completed and signed by a parent or guardian by September 30th. If a student enrolls after this date, the ILP should be completed within 10 days of enrollment. The ILP is a working document and can be adjusted throughout the year depending on the student's needs.
- Quarterly reporting (required by state statute) is used to determine student growth which, in turn, guides the ongoing modification of the ILP. Supporting individual growth lies at the heart of the ILP development program. According to state statute, the ILP will provide for a plan to gain proficiency for those who have not scored proficient on the state assessment under AS 14.03.123(f).
- The ILP, per state statute, must provide for a signed agreement between the certificated teacher assigned to the student and at least one parent or guardian of the student verifying compliance with the ILP. The signed agreement must verify that:
 - The student and parent have the same right to the district's appeal process as students and parents in the district's other programs; and
 - The textbooks or other curriculum materials and the course of study are appropriate for the student as outlined in the ILP.

Monthly Contact with your AK-TRAILS Guide

- Monthly teacher-student or teacher-parent contact is required for all students. This contact will occur in whatever form is most convenient to the parent/student -phone, an online platform such as Zoom or GoogleMeets, email, and/or in person (if possible). This should be maintained throughout the school year, even when traveling.

Email

- We ask that parent(s) create email accounts and check email at least weekly so that we may better support your needs. This requirement may be waived depending on Internet availability.



Student Records and Transcripts

If you need a copy of your child's educational record or transcript, please contact the SISD Registrar at 908-828-3921.

Special Education

If your child currently receives special education, please provide a copy of your child's Individualized Education Program (IEP). If you do not have a copy of this handy, we can request one for you from your child's previous school district.



Curriculum Instructional Materials

Faith-Based Curriculum

AK-TRAILS welcomes faith-based homeschool families. AK-TRAILS can support faith-based program development within the scope of state statutes, which requires that at least 50 percent of a full-time student's coursework be composed of core courses. Though faith-based curriculum cannot be purchased using an AK-TRAILS allotment, nothing prevents a parent from providing supplemental instruction to the parent/guardian's own child using materials of the parent/guardian's choice. AK-TRAILS will also accept, for credit, faith-based academic programs. We ask that parents/guardians work with their AK-TRAILS Guide to obtain credit approval.

Lost or Damaged Items

Students are responsible for the care of their materials and any equipment they are using. AK TRAILS may charge for lost and damaged books, materials, supplies, or equipment that was checked out from Southeast Island School District, including computers. Students are required to sign a computer use agreement form outlining appropriate use, and will sign out any textbooks or equipment being borrowed from the district. Students are not held liable for normal wear and tear on items in their care, but will be charged for the repair or replacement due to damage caused by student negligence, vandalism or loss. Replacement cost for textbooks and computers will reflect actual cost of replacement, and not the initial cost to the district.



Student & Parent Resources



Many resources can be found on our website.



Tips for New Homeschoolers

- Create a designated learning space, and organize your materials.
- Develop a schedule that works for your family, but is as consistent as possible. Checklists are sometimes helpful.
- Map out a timeline of themes or topics you want to cover throughout the year.
- Set specific goals with your child.
- Carefully research curriculum options, and consider purchasing a little at a time. You often need way less materials than you think, and it is easy to become overwhelmed!
- Personalize learning, and make it fun! For instance: Engage in projects, investigations, or experiments, and take the learning outdoors when you can.
- Encourage social interaction whenever possible.
- Ask for help! If something isn't working, reach out to your AK-TRAILS guide for suggestions!


Grades & Progress Reports

Prior to the end of each quarter, parents/guardians are required to provide a Student Work Sample, Progress Report, and Recommended Grade for each subject that their child is enrolled in through AK-TRAILS. We kindly request that these items be turned in a minimum of 5 days prior to the end of each quarter to allow for sufficient processing time.




Grading

Your AK-TRAILS Guide will meet with you and/or your student once per quarter at a minimum to discuss quarter/semester grades, in addition to your monthly contact. Please reference the charts below to designate your suggested quarterly grades. Grading can be a complex topic. Your AK-TRAILS Guide can assist you with this task.



Required Grading (K-6)	
O	Outstanding
P	Proficient
D	Developing
N	Needs Work
X	Not Applicable/Not Enough Information

Required Grading (7-12)	
A	Outstanding Achievement (90-100%)
B	Above Average Achievement (80-89%)
C	Average Achievement (70-79%)
D	Below Average Achievement (60-69%)
F	Little of No Achievement (0 -59%)
P	Pass (for Pass/Fail classes)
I	Incomplete



Progress Reports

AK-TRAILS progress reports are simple documents. Prior to the end of each quarter, parents/guardians must furnish written descriptions of their student's progress in each course on the ILP, which constitutes a Progress Report.

*If you have any questions/concerns pertaining to your child's progress, or the instructional program in which he/she is involved, please do not hesitate to contact your AK-TRAILS guide and request a conference. If a parent or teacher feels that a conference is necessary, it should be arranged as soon as possible so that we will be able to work together to help your child. In addition to monthly contacts, progress reports, and conferences, teachers and parents/guardians are expected to make contact when passing a class is in peril or when behavior is affecting performance. There should be no surprises. The district strives for clear and open communication.





Quarterly Student Work Samples

Parent(s) will submit at least one student Student Work Sample for each course on your student's Individual Learning Plan (ILP). Work samples may include items such as: a copy of a worksheet, workbook page, journal entry, or writing sample, as well as Google Slide presentations, videos, and pictures of completed projects, models, field trips, or hands-on activities.

Incomplete Scores

We strive to give students every opportunity to succeed. Students failing a 9-week course will only have additional time to correct the problem if there are documented health concerns or other unusual and excusable circumstances that have impacted recent attendance or performance. The maximum allowable extension is 15 school days. If work is not satisfactorily completed within the allowed time, the grade will revert to what it would have been without the time extension. There will be no further opportunity to improve the grade. Failure to complete assignments is not acceptable as a reason for an incomplete.

Credit for Repeat Courses

With the approval of the superintendent or designee, a student may repeat a course in order to raise his/her grade. The highest grade received will be the permanent grade on the student's transcript. The lower grade will be changed to NC (No Credit) and remain on the transcript. Any ties for academic awards at graduation will be settled with preference given to the student without repeated courses.

Awarding Credit

Course grades will be averaged based on the length of the course and the amount of work involved. High school courses are generally worth .25 credits per quarter. A semester-long course is worth .5 credits; the two quarterly report card grades will be averaged for the final semester grade that is listed on the transcript. Courses from outside vendors may be awarded the amount of credit outlined in their course syllabus. A failed semester grade will remain on the transcript. That grade will be averaged into the GPA until the course is repeated.

It is not uncommon to have a course meet less frequently, and be awarded 0.25, 0.50, or 0.75 credits over the entire school year. Any class that deviates from the norm will be identified in the comment section of each report card. Credits will normally be limited to 6 each year. No student may exceed 7 credits without administrative review. Seniors may exceed this number in order to graduate on time.

The Alaska Performance Scholarship is available to students. If you are interested in the Alaska Performance Scholarship please speak with the school counselor or your AK-TRAILS Guide.

Credit from Other Programs

Middle school students are encouraged to take challenging courses enabling them to advance beyond the minimum expectations for graduation.



High school credit is not awarded for courses completed during middle school unless credit has been approved and meets the criteria and rigor and approved by the AK-Trails Administrator or is awarded by and is included on a transcript from another school district. No student will be denied access to challenging work regardless of age, and it is possible that middle school students may be in classes with high school students.

College Courses for Dual Credit

Students may receive dual credit for a college course if pre-approved by the SISD administrative team. Tuition for these courses may be reimbursed at the time of purchase through allotment funding. Upon successful completion of the course with a passing grade, up to \$250 per course may be reimbursed to the allotment if grant funding allows.

Post-Secondary Education

Information about colleges, technical and vocational schools is available through each school's lead teacher or principal. Together with parents and high school teachers, students can begin planning their future with the help of this information. For those who plan to continue studies after high school graduation, there are a number of scholarships and student loans available to help you financially. Seniors must allow time for this paperwork and research. It is the student's responsibility to complete applications for financial assistance, and plan for a smooth transition to whatever school or career path desired. Taking classes in Language Arts and Math beyond our minimum expectations for graduation will greatly improve your opportunities.

High School Graduation Board Policy 6146.1



An AK-TRAILS student with a minimum of 21 credits covering all required courses is eligible for a diploma. After the minimum requirements are met, students are encouraged to take additional courses until the completion of their senior year.

Early Graduation

On occasion, early graduation requests will be granted to students with a further education plan who are 17 years of age and have not completed their senior year. This process begins with the AK-TRAILS Guide or Coordinator, and requires School Board approval following a student presentation to the School Board. The student will also submit an application packet to the Board that includes at least the following: **current transcripts, a letter from the student that includes evidence of future plans such as acceptance into a post secondary career option, and recommendation letters from teacher(s), the AK-TRAILS Guide or a member of the administrative team, and parent(s)/guardian(s).** The presentation must be made by the November School Board meeting; the application packet must be submitted at least ten days before this meeting. The student can be physically present at the meeting or attend the meeting virtually. Meeting minimum graduation requirements is not considered a reasonable excuse for early graduation.



Credits Required for Class Ranking

Once a student reaches the 9th grade, credits determine class standing.

Freshman	9 th Grade	1-6 credits
Sophomore	10 th Grade	7-12 credits
Junior	11 th Grade	13-18 credits
Senior	12 th Grade	19-28 credits

Credits Required for Graduation - for Students Enrolled in AK-TRAILS

Credits Required for Graduation - for Students Enrolled in AK-TRAILS Statewide Correspondence/Homeschool

Credits	Subject
4	Language Arts
2	Science
3	Math (Algebra 1 required)
0.5	Physical Education
0.5	Health
3	Social Studies [*must include .5 credits of AK History (state requirement)]
8	Electives (strongly recommend at least 1 credit of World Language)
Total	21 credits

Credit earning courses start at 9th grade and continue through 12th grade. Multiple assessments are also expected at the secondary level.



Valedictorian/Salutatorian

Determination of valedictorian and salutatorian are made based on the following criteria:

1. Highest overall GPA at the end of third quarter of the student's senior year
2. Lowest number of repeated courses
3. Highest score on the SAT or ACT or Work Keys Tests (Must compare like tests)
4. Total Credits Earned
5. Honors and College Dual Credit Courses (highest number of these)
6. Service Learning and Community Service

The determination is made by starting at the first criterion. The next criterion is only evaluated if there is a tie or conflict on the preceding criterion. Valedictorian is the student who ranks 1st using this method. Salutatorian is the student who ranks 2nd using this method.

Graduation Ceremonies

AS 14.03.075

AK-TRAILS students may choose to participate in their local SISD High School graduation ceremonies to recognize those students who have successfully completed the district requirements. The graduation ceremony may be used to recognize the accomplishments of younger students and to recognize alternative methods of graduation.

Counseling & Guidance



Each year, information on career planning is distributed to the high school students in the district. Students will be provided an opportunity to take the SAT and PSAT exams. Students are responsible for exam fees and transportation to and from the testing site. Financial aid information is made available to all students. This information includes grants, scholarships, and loans.





Right to Participate

No student shall be denied the right to participate in any school activity solely on the basis of gender, gender identity, sexual orientation, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful discriminatory practices, nor shall students be denied the right to participate as a method of collecting fines or fees.

Activities requiring travel of any sort (walking, bus, car pool, air, or ferry) will require that students maintain high behavioral, academic, and self-discipline standards. Persistent difficulties with behavior may lead to a student remaining behind. A teacher can deny access to a student with prior notice to the parent/guardian, AK-TRAILS Guide, and principal.

See Notice of Nondiscrimination in Appendix

Extra Curricular Activities

*The points referenced below refer primarily to participation in local SISD sports & activities, as well as anything sanctioned by ASAA (the Alaska School Activities Association). AK-TRAILS students may participate in extracurricular activities if eligible based on performance and behavior. Students are expected to meet the financial obligations of travel not covered by the school district. All travel costs not covered by the School District or local ASC (if applicable) will be the responsibility of the student or parent. The student/parent is expected to provide money for meals, snacks, and emergencies.

Students will be transported to school sponsored activities from the school and returned to the school. The parent/guardian is expected to provide transportation from home to the school and from the school to the home. There is no transportation provided to or from practice.



A student becomes ineligible for interscholastic competition regulated by the Alaska School Activities Association (ASAA) on his/her 20th birthday or at the beginning of his/her ninth semester in high school. Minimum criteria for participation in extracurricular activities by students 12 through 19 years of age include the following:



- Have received no F's on the most recent midterm or quarter grade report. Any incomplete grade will be considered an "F" until replaced by a letter grade. Students on high school sports teams must have passed 5 classes the semester before their sport with a "C" average. A student working to complete their GED would not qualify.
- Athletes participating on a district team must have a way to practice at their home school on any day they do not attend the regular practice;
- Individual coaches will set and regulate practice schedule for athletes coming to their team from other schools;
- Must maintain appropriate behavior as per school and contract rules. Behavior considered in determining eligibility will include behavior at school, behavior in extra-curricular activities and school related misconduct outside class and extra-curricular activities;
- The District will also consider misconduct unrelated to school which is otherwise relevant (substance abuse or criminal behavior), to the determination of eligibility;
- Must meet all ASAA requirements;
- An ineligible student may not practice, travel, dress in uniform, or participate in any game or competition including team warm-ups during the period of ineligibility. (The coach may expect a student to be present during practice and to do homework if the offense is academic);
- In some cases, there may be a \$25.00 uniform deposit required if competing at a junior high or high school level in a sport requiring uniforms and/or special equipment. This is not true if items are purchased by students or clearly defined as remaining with the students as funds are being raised for that purpose;
- Must have signed and dated SISD Participant Code of Conduct Contract for the specific activity;
- Have a current physical examination on file in the office before the first practice for any athletic event. This is required for middle school and high school;
- Ten practices are required before participating in any event;
- Travel costs are the responsibility of the student. Participation in fundraising activities before and during the season is expected. We regret this additional burden on our students and communities. Funds raised and then not used will be allocated by the local ASC.

Alcohol, Tobacco, Substance Abuse, or Possession

Participation in activities outside of the classroom is a privilege and is clearly not a right. A coach or lead teacher has the right to deny a student's participation in any extra-curricular or co-curricular activity. Students are expected to obey all school rules and city, state and federal laws. Student athletes represent their school and community and are held to a higher standard than other students.





- No student is allowed to possess or use tobacco, alcohol or any controlled substance.
- Attendance at any activity or place at which alcohol, other drugs or other intoxicants are being exchanged, sold or consumed is not permitted. To protect themselves, students are expected to promptly notify the coach, lead teacher, or other responsible adult of the event. Self-reporting will not waive consequences for use.
- Any student issued a citation or summons to appear in court involving alcohol or controlled substances will be immediately deemed ineligible to participate in athletics or other school travel in accordance with policy. The concept of “burden of proof” will not deter from the application of the consequences. The administrator only has to verify that a legal charge has been filed.
- These rules apply from day one of school to the last day of school. For instance, being cited for use a few days prior to the beginning of the season will carry the same penalties as if cited during the season. Those consequences will begin as soon as the district becomes aware of the situation.
- If the event occurs during a school-sanctioned trip, the student will not be allowed to travel on any school sponsored trips for the remainder of the school year. This travel restriction is in addition to any other disciplinary action resulting from the behavior.
- Any student suspected of an infraction will be referred to either the local Village Public Safety Officer (VPSO) or the State Troopers in Klawock.

Misconduct While Traveling

As with all areas of conduct for athletes, infractions will result in immediate return home at parent expense. The first available transportation is generally going to be a flight at considerable expense. We cannot send a student unsupervised on a ferry. A student returned home would be under constant supervision until placed on the plane. Parents are expected to make arrangements for pick up upon return, and to be present when that flight arrives.

If the loss of the student means that there is no longer a full team, the rest of the team will return home as quickly as economical transportation can be arranged.

Rule Infraction Verification

The administrator will determine the discipline based on guidelines established by the Alaska School Activities Association (ASAA). A complete copy of ASAA guidelines and regulations can be found at your school or at www.asaa.org.

Athletic Equipment

It is the responsibility of each athlete or participant to make sure the uniform and equipment are maintained in a state of proper cleanliness and repair. Unless students purchased their own uniforms, parents will be notified of the responsibility of the athlete or participant to return or pay for any equipment or uniforms damaged or not returned to the coach at the end of the season or activity. Uniforms and equipment acquired through student fundraising are the property of the team and must be available for continued team use, unless clearly defined as student property during fundraising activities.



Field Trips

Realizing the educational opportunities afforded by activities away from the school site, the Southeast Island School District Board of Education supports and encourages schools to plan for and involve students in educational field trips. If money is raised at school for the trip, the money is collected through a school or ASC account, the trip uses school personnel or vehicles, regardless of the time of year, the trip is considered a school trip and will follow all school expectations and guidelines. All field trips will involve educational objectives.

Absolutely no student will attend any field trip or activity away from the school unless the responsible teacher has the highest confidence in that student's ability to meet our behavioral expectations. We expect students to be aware that classroom behavior, self-discipline and attitude will impact their ability to travel. Consequences and expectations are the same as for any extra-curricular or co-curricular activity.

Students representing SISD are expected to behave in a mature manner, dress appropriately, and conduct themselves with grace and politeness. When a student is under the supervision of the school district, either while on school grounds or traveling, any allegation of misconduct will be thoroughly investigated. Students representing SISD are expected to obey all school rules and city, state, and federal laws.

Students must wear seat belts at all times. Students are not allowed to drive a car in another town while traveling for the school district. Traveling students who violate laws or school rules may be sent home by the first available transportation, at their own expense. Students violating major school policies including drug and alcohol policies may lose travel privileges for up to a calendar year. Students may be disciplined for behavior prohibited by student discipline rules that occur on or off campus at any time of the year, if the behavior is either related to school, school activities, or while on school sponsored trips.

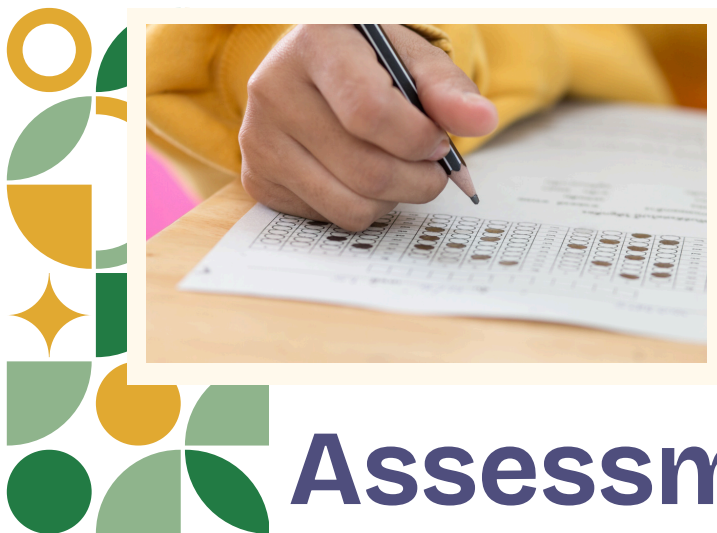
Fundraising

Continuing reductions in school funding has forced students into fundraising activities. General funds for student travel and activities are very limited. We use grants as much as possible to cover this gap. Students will still need to raise funds for a multitude of worthwhile activities. When solicitations are made on behalf of the school or on behalf of a charitable organization, the School Board particularly desires that no person be made to feel uncomfortable or pressured to provide funds. All staff members are expected to emphasize that donations are always voluntary.

The superintendent or designee may limit fund-raising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations. Teachers who are planning fundraising activities must first have the approval of the principal before proceeding with the activity. It is important to control fundraising to avoid duplication of sales between groups of students or student organizations and to keep from over-burdening the public.



A senior trip would occur during the school year and have an educational objective with behavioral expectations similar to any other school trip. Seniors taking a trip after the end of the school year are not on a school-sponsored activity. Such a trip is in no way connected to school and the ASC cannot manage fundraising accounts. Students raising money for school-sponsored activities have the priority if the fundraiser uses school facilities in any way.



Assessments

Please reference our website for more information about assessment, including a list of important dates. This section provides a brief overview.

State Mandated Testing

In order to provide your child an equal opportunity to classes during the regular school year, please limit any family/personal trips to scheduled breaks in the school year. One critical time is during our State mandated testing window. We ask that all students be available to complete state testing, as this is a state requirement for all students unless they have a completed testing opt out form on file. If you would like your student to opt out of testing, you must request an opt out form from your AK-TRAILS Guide.

Other Testing Offered

AK-TRAILS supports and offers MAP (Measures of Academic Progress) testing in the areas of reading, math, and science. These are adaptive assessments of about 35 questions each. MAP Assessments can be used for placement and progress monitoring. We can generate very basic, or very detailed, reports to help you evaluate your student's progress.

There are many other formal and non-formal assessment options you may choose from to use to meet your evaluation needs. Your AK-TRAILS Guides can support you in that effort.





An AK-TRAILS student who is enrolled at least halftime before the end of October may choose to either check out a technology device (ChromeBook) from SISD, or purchase their own device for reimbursement, contingent upon the processes listed below.

To checkout a ChromeBook from SISD:

- Please contact your AK-TRAILS Guide and reference the signed Technology agreement for details.
- For assistance with your computer, please contact your AK-TRAILS Guide, who can put you in touch with our technology department.
- We recommend that all enrolled students and/or parents have access to Internet communication and email.
- AK-TRAILS does not provide technology support for your Internet connection. Please contact your Internet service provider for more information about connecting to the Internet.

If an AK-TRAILS student is enrolled at least halftime by October 1st and would like the option to be reimbursed for a laptop or ipad, reimbursement will be within the limits outlined below.

AK-TRAILS will reimburse purchased technology, provided that:

- It will be the responsibility of the family to maintain the technology.
- AK-TRAILS will not offer technical support for reimbursed technology.
- The original receipt for the purchased technology must be submitted with the reimbursement agreement form.
- If the student withdraws from AK-TRAILS, all remaining payments are forfeit.

Food Services

During the school year, we offer breakfast and lunch free of charge for all students attending schools that offer these meals in our district. Currently, we do not turn away any students from this program; however, we do need all parents to complete the necessary paperwork regardless of whether the student will qualify. The statistics gathered from this paperwork are crucial if we are to keep the grants we have and if we hope to get other grants that require those numbers. Another critical issue is that if we are to keep this free service, students need to use it. We encourage your feedback on the program so that we can better meet the needs of our students and keep the program. Do not hesitate to contact Food Service staff or the Director if you have questions or concerns. We appreciate and encourage your cooperation.

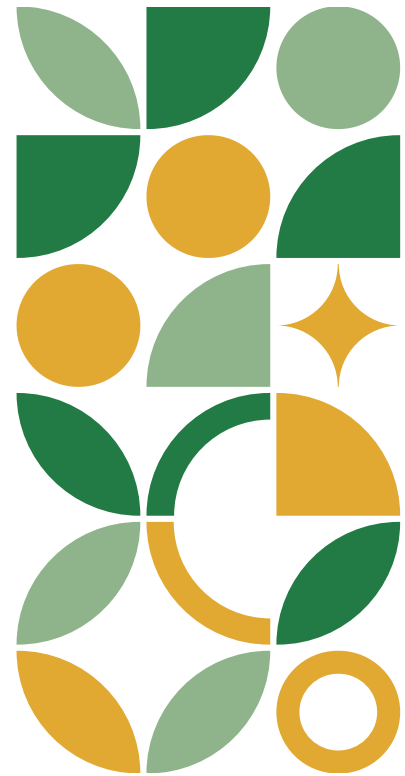


APPENDIX A:

Notice of Non-Discrimination

Notice of Nondiscrimination

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Southeast Island School District shall not discriminate on the basis of gender, age, race, color, national origin, religion, or handicap in its educational programs or activities.



It is the intent of all Southeast Island School District Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures in accordance with Title IX and Section 504 have been established for students, parents, and agency employees who feel discrimination has been shown by the Southeast Island School District.

Specific complaints of alleged discrimination due to gender, race or disability should be referred to:



Rodney Morrison, Superintendent

PO Box 19597, 1010 Sandy Beach Road
Thorne Bay, AK 99919
907-828-8254
rmorrison@sisd.org

Students attending any Southeast Island School District school may participate in education programs and activities, including, but not limited to health, physical education, and career & technical education, regardless of gender, gender identity, sexual orientation, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.



APPENDIX B:

Notification of Rights Under FERPA for Elementary and Secondary Schools



The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day the student’s school receives a request for access.

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal, lead teacher, or secretary a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child’s or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.



One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:



Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

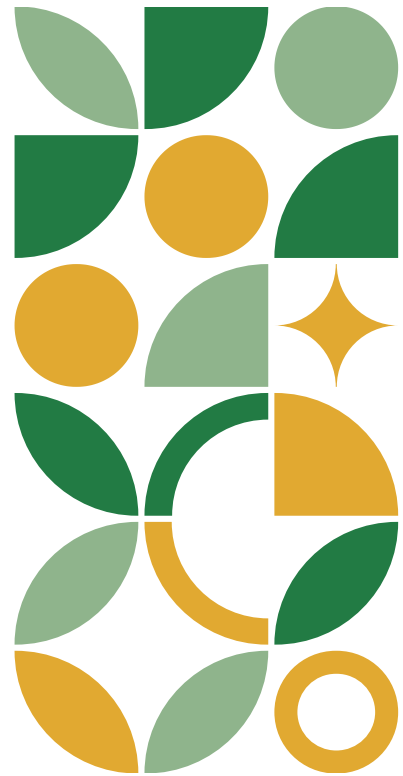


- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))



APPENDIX C:

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)



PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

* *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

* *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)



* *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Southeast Island School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Southeast Island School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Southeast Island School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Southeast Island School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:



Student Privacy Policy Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202



APPENDIX D:

Acknowledgement of Handbook Receipt



Parental Agreement

As a parent(s)/guardian(s), I (we) acknowledge that I (we) have read the AK-TRAILS Handbook and I (we) agree to assist my child to obey the procedures, guidelines, specific rules, and regulations included in this Handbook while he or she is enrolled in the AK-TRAILS Correspondence/Homeschool Program. I (we) further acknowledge that I (we) understand the penalties for violations as noted in the Handbook. I (we) recognize and understand that rules cannot be written to cover all behaviors in all situations. I (we) understand that school personnel may need to assess and address a given situation and take action (which may include disciplinary action) in light of the school's Mission Statement, as well as state and federal laws and regulations, and School Board Policies. I (we) further acknowledge, understand, and agree that my child will be held accountable for his or her behavior.

Name of Parent/Guardian: _____

Date: _____

Signature of Parent/Guardian: _____

Please complete, sign, and return this form within 10 days of receipt of Handbook. A signature is necessary before participation in any activity beyond the classroom.

