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## LETTER FROM THE PRINCIPAL

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Dear Students, Parents, and Guardians,

Welcome to the Craig High School Learning Community. We have an amazing staff that is here to help provide an outstanding educational experience for your child. Our goal is to foster student success and provide opportunities that allow all students to thrive. Our mission here at Craig High School is to provide an environment that empowers every student, every day, to transfer their learning to life. I encourage you to take full advantage of the learning opportunities provided by CHS.

Please look through the CHS Student Handbook to familiarize yourself with our procedures. In addition, those involved in activities will want to read through the CHS Activities Handbook. Both of these documents can also be found on our website: [www.ccsd.k12.ak.us](http://www.ccsd.k12.ak.us). I welcome your involvement as we work to provide the best possible education to the students of Craig High School and encourage you to contact me with your ideas, suggestions and concerns.

Sincerely,

Betty Hall

Craig High School Principal



## ALL STUDENTS ARE EXPECTED TO BE:

- **Prompt- Be on time**
- **Prepared- Bring materials to class, silence and stow electronics and headphones.**
- **Polite- Treat yourself and other with respect. Use kind words or remain neutral. Be in control of yourself and respect others personal space.**
- **Productive- Value your learning time and work to the best of your ability.**
- **Proud- Take pride in your education and your school. We have a lot to be proud of at CHS. You are what make this place special.**

## COMMENT ON SCHOOL AUTHORITY

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

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

## CRAIG CITY SCHOOL DISTRICT SCHOOL BOARD

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Scott Brookshire- Board President

Marla Dillman- Vice President

Joel Steenstra- Secretary

Daniel Nelson- Member

Tristan Douville- Member

Board members and school employees may be contacted through district email using their first initial and full last name in the following format: tdouville@craigschools.com

## CRAIG CITY SCHOOL DISTRICT VISION/MISSION STATEMENT

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\*Our students will be lifelong learners who will be resilient, compassionate, self-sufficient members of society.

\*CCSD will provide an environment that empowers every student, every day, to transfer their learning to life.

## CRAIG CITY SCHOOL DISTRICT BELIEVES THAT:

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- All students can succeed
- Every student deserves an advocate
- It is essential to incorporate and respect cultural diversity
- Educational rights and responsibilities must be balanced
- Student achievement is dependent upon a unified staff, community, and school board
- Every student deserves the opportunity to receive the highest-quality education through worthwhile learning opportunities
- There should be several pathways to provide for post-secondary options
- Community and family involvement is vital to student success
- It is important to incorporate local traditional knowledge

## School Office Hours

Office hours on regular school days are 7:45 AM – 4:00 PM. School doors will be locked at 8AM except for the main front door. Please enter through the main entrance and check in with the office.

## Craig High School Calendar

An up-to-date calendar with weekly and monthly events is available via our website: <https://www.ccsd.k12.ak.us>

## CRAIG HIGH SCHOOL FACULTY AND STAFF

Rachael Balcom

Shelby Beck

Kristine Cervera

Deanna Claus

Lila Coats

Ron Fairbanks

Jared Grieve

Brian Grosenbaugh

Betty Hall

Jessica Hughes

Thomas Mills

Nicole Nelson

Earl Jeffrey

Chris Reitan

Zach Scheidecker

Stacia Schwanke

Barbara Schneider

Troy Thain

Maria Riedel

Stacia Schwanke

Band/Choir

Librarian/Aide

Social Studies/Spanish

Director of Food Services

Mathematics/Science

Food Service

Native Arts

Network Technician

English/Yearbook

Principal

Language Arts/Social Studies/ ACDC/Drama

Custodian

Mathematics/Science

Welding/Scuba

Superintendent

Director of Maintenance

Special Education/Home Economics

Administrative Assistant

Physical Education/Health/Activities Director/Shop

Counseling Service

Special Education Services/Home Economics

Monday		Tuesday- A Day		Wednesday		Thursday- B Day		Friday	
1	8:00-8:53	1	8:00	1	8:00-8:53	2	8:00	1	8:00-8:47
Breakfast	8:53-9:04	Breakfast	8:00-8:13	Breakfast	8:53-9:04	Breakfast	8:00-8:13	Breakfast	8:47-9:00
2	9:07-10:00	1	8:18-9:48	2	9:07-10:00	2	8:18-9:48	2	9:03-9:50
3	10:03-10:56			3	10:03-10:56			3	9:53-10:40
4	10:59-11:52	3	9:53-11:23	4	10:59-11:52	4	9:53-11:23	4	10:43-11:30
Lunch	11:52-12:22	Lunch	11:23-11:53	Lunch	11:52-12:22	Lunch	11:23-11:53	Lunch	11:30-12:00
Flex	12:25-1:00	Flex	11:58-1:18	Flex	12:25-1:00	Flex	11:58-1:18		
6	1:04-1:57			6	1:04-1:57			6	12:05-12:52
7	2:00-2:53	6	1:23-2:53	7	2:00-2:53	7	1:23-2:53	7	12:55-1:44

## CRAIG HIGH SCHOOL: GENERAL COURSE OFFERINGS

	CREDIT (per class)	Typical Grade Level
ENGLISH (4 credits required)		
Strategic Reading and Writing	1	9
Grammar & Composition	1	9
World Literature & Composition	1	10
American Literature & Composition	1	11
British Literature & Composition	1	12
AP Language and Composition	1	11 – 12
AP Language and Literature	1	11 – 12

**MATHEMATICS (3 credits required)**

Basic Math	1	9 – 10
Pre-Algebra	1	9 – 10
Algebra I	1	9 – 10
Geometry	1	9 – 12
Algebra II	1	9 – 12
Trades Math	0.5	11 – 12
Financial Algebra	0.5	11 – 12
Pre-Calculus	1	11 – 12
AP Calculus	1	11 – 12
Computer Science Principles	1	10 - 12

**SCIENCE (3 credits required)**

Physical Science (required)	1	9
Biology (required-Physical Science prerequisite)	1	10
Chemistry (Biology prerequisite)	1	11 – 12
Physics (Biology prerequisite)	1	11 – 12
Marine Biology (Biology prerequisite)	1	11 – 12
Forensics	1	11 – 12

**SOCIAL STUDIES (3 credits required)**

World Geography	1	9
United States History (required)	1	10
Alaska History (required)	0.5	11
World History	0.5	11
American Government (required)	0.5	12
Economics	0.5	12

**PE/HEALTH (2 credits required total: 1cr PE/1cr Health)**

PE I	0.5	9
Health I	0.5	9
PE II	0.5	10 – 12
Health II	0.5	10 – 12
Personal Fitness	0.5	10 – 12
Health II/ETT	0.5	10 - 12

**ELECTIVES (10 credits required)**

- A maximum of 2 elective credits may be earned per year in “Work Study.” Logging 75 hours will grant the student 0.5 credits (150 hours for a full credit). Work-study requires prior counselor or principal approval.
- A student may arrange Teacher’s Aide (teacher and principal permission required) for a maximum of .5 1 credits for a full year’s time and can only be taken twice during a student’s school career, unless approved by the principal. This is available for juniors and seniors only. Students who desire to be a TA must have C’s or better in all classes on their last semester grades.
- Students requesting study hall must agree to check in their phone with the supervising staff member. Study halls will receive .25 credits per semester. Study Skills classes will receive a pass/fail grade and .5 credits per semester.
- Students are recommended to take a careers or post-secondary preparation course.
- Transfer students from outside the district can replace Craig High School courses with course descriptions from prior high school and approval from the school counselor or principal.
- Students who test out of courses will be granted credit towards prerequisite course requirements and subject area requirements above.

## BASIC EXPECTATIONS

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

- Reasonable staff and school directives should be followed with respect – the first time asked.
- High moral standards are set for students and our school. Obscenities, putdowns, and back talk are not acceptable.
- Staff and students expect to feel safe from physical harm, harassment, or embarrassment.
- Respect others and their property. Keep hands, feet, and other objects to yourself.
- Good manners, respect for others, and effort to maintain an educational atmosphere are expected in our school.
- Students are expected to be on task and work in a manner that does not detract from the education of others.
- Hoods and sunglasses may not be worn in the high school at any time.
- Cell phones and other personal electronic devices are to be kept stowed during class time unless given permission to use by a staff member. They are not to be used in restrooms or locker rooms.

- Students are expected to show respect for our facility by cleaning up after themselves.

## STUDENT RIGHTS

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Each student has:

- the right to a basic education.
- the right to due process.
- the right to be treated with respect.
- the right to confidentiality of records.
- the right to hold and to appropriately express opinions.
- the right to participate in all parts of school programs within the rules that govern each program.
- the right to be informed of the rules which she or he is obligated to obey.
- the right to attend school without fear of harassment or bodily injury.

## STUDENT RESPONSIBILITIES

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Each student is responsible for:

- understanding and following school rules at all times.
- putting forth an honest effort in class.
- proper use and care of school facilities and equipment.
- expressing his or her ideas and opinions in a respectful manner as well as at an appropriate time.
- dressing and grooming in a way that meets reasonable standards of health, cleanliness, safety and decency.
- respecting the dignity and worth of every individual.

## ATTENDANCE

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The laws of the State of Alaska specify that parents have the primary responsibility for ensuring the attendance of their children at school, and that students shall be regular and punctual in their attendance. The law also states that all children between the ages of 7 and 16 must attend school unless they have already completed the 12<sup>th</sup> grade. We believe that taking an active role in a variety of educational activities will provide students with a successful school experience. Success in school requires a commitment to regular attendance.

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

A student can miss no more than 20 days of school per semester. The student, however, will be responsible for the work missed. All school-sponsored activities that result in student absences from regular instruction should include study time in advance or during the trip. Coaches will communicate with the administration if there are issues with students not completing work. Students who continually return with work not completed will be prevented from traveling to the next event.

Both excused and unexcused absences will count toward the 20-day attendance policy. Suspensions also count toward the absence totals for a given semester. Students who miss school for any reason will have the responsibility to accomplish the learning they have missed. It is the student's responsibility to make arrangements to take missed assessments, labs, or to arrange a time to meet with the teacher.

Parents will be notified of accumulated absences (both excused and unexcused) by the high school office at 10 and 15 days. Although problems related to attendance are individual in nature and will be dealt with on an individual basis, absences over twenty (20) per course, per semester require the student and an adult representative to petition the Administration for credit for the semester. A parent may request that the Superintendent and then the School Board review the decision. The principal may, in exceptional circumstances, grant a waiver to exceed this number. (CCSD AR 5113).

Students who were absent from school may not attend school activities that day. Students must attend all classes on the day of travel, up to departure time of the event, as well as the full day following the return. Students will sit out the next event if they do not attend school the full day following a trip, unless they are ill. If students leave on a weekend or holiday, students must attend all classes on the last school day before departure.

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## PLANNED ABSENCES

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Family vacations or extended leave must be prearranged with the school and the planned absences form filled out and signed prior to the family trip.

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## EXCUSED ABSENCES

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Excused absences include:

- illness
- professional appointments
- family bereavement
- prearranged family vacations
- sports/extra-curricular activities

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## EXCUSED ABSENCE MAKEUP WORK

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Homework pre-assigned for sports/extra-curricular travel must be complete upon return from the activity. **If the pre-assigned work is not complete upon return, the teacher will require that work for upcoming travel is completed before signing the activity permission slip and that teacher is under no obligation to sign future student activity permission slips.** Makeup work from non-school related excused absences will be due in the amount of days absent. For example, if two days are missed, work is due in two days.

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## UNEXCUSED ABSENCES

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CCSD BP 5121 requires that a zero be recorded for work missed when a student misses class(es) as a result of an unexcused absence.

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## TARDIES

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Craig High School believes part of preparing students is to teach them the value of being on time. Tardiness is a disruption to the class and student learning. Any student who is more than 5 minutes tardy to a class may be directed to the front office where they will receive a pass that gets them back to class. Tardies will accumulate throughout the semester and consequences are listed below for each tardy received. Students arriving more than 20 minutes late will be marked absent for that class period. **Also, students may not be more than 20 minutes tardy to class (this is categorized as an absence) in order to participate in school activities.**

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### A. TARDINESS WILL BE EXCUSED FOR THE FOLLOWING REASONS:

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1. Late bus to be verified by office.
2. Illness or medical appointment substantiated by a written excuse from parent, doctor
3. For a school related function
4. Official legal document
5. Circumstances approved by the principal

### B. Consequences for tardies will be:

1. 6-10 cumulative tardies will require a 30 minute detention.
2. 10+ consequences can be, but not limited to:
  - a. Detention
  - b. In-school suspension
  - c. Community service
  - d. Parent meeting

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## GRADING

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Grades for achievement shall be reported each nine-week marking period as follows (AR 5121):

A	(90-100%)	Outstanding Achievement	4.0 grade points
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B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(50-60%)	Little or No Achievement	0
I		Incomplete	0
P	(Pass)	Not calculated in GPA	0
NC		No credit	0

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall contact the parent or guardian. Comments will be made on report cards regarding D's or F's.

Craig High School employs a uniform grading policy for its core courses (language arts, mathematics, science, social studies, foreign language, and health).

Core courses will collect and weight assignments and assessments as follows:

- Category 1 (Tests, Major Projects & Quizzes, Major Papers, Performances, etc.) 60%
- Category 2 (Quizzes, Minor Projects, Assignments, Participation, Practice) 40%

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

Retesting will be allowed only for tests (chapter tests, unit tests, etc.) excluding final exams. Retakes may not be allowed in all circumstances. A student may elect to retest if he or she receives less than an 85% on the first test. Students will be required to demonstrate improved understanding of tested concepts before being allowed to retest and this must be accomplished within a reasonable time frame.

Late work (excluding tests, quizzes, and presentations) will be accepted for a period of one week after it is due. All late work turned in during this one-week period will be penalized up to 20%. Any missing assignment will be recorded as a zero. Teachers, at their discretion, may use a minimum F (50%) for missing category 2 assignments and practice, but not for quizzes and projects. Students who were absent will receive a zero until the work is submitted.

### Academic Reports to Students and Parents

All students and parents have web access to view grades, attendance and assignments. The following website will allow you access once a username and password have been established:

<https://craigschools.powerschool.com/public/home.html>. If parents or students do not have Internet access, they may request academic reports from the counseling office.

## ADVANCED PLACEMENT (AP) COURSES

Craig High School offers Advanced Placement courses in selected academic subjects for eligible high school students. The evaluation system for such classes shall be weighted to reflect the more rigorous nature of these courses. Students are expected to fully engage in the course and must take the related AP exam. Semester grades in these courses will be weighted after the student completes the final AP Exam (AR 5121).

A	5 points
B	4 points
C	3 points
D	1 points
F	0 points

## CLASS STANDINGS

A student entering the ninth grade must have satisfactorily completed the basic requirements of the eighth grade. Promotion in high school is based upon the total amount of academic credit earned. Classifications of class standings are as follows:

Sophomore (grade 10)	6 credits
Juniors (grade 11)	12 credits
Senior (grade 12)	18 credits

## CAREER & TECHNICAL EDUCATION

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Craig High School currently offers several Career and Technical Education courses to prepare student for the workplace with career-ready skills and training. They include: Welding, Advanced Welding, Woods, Construction, Emergency Trauma Technician Training, and Culinary Arts.

### **Non-Discrimination Policy:**

All career and technical education programs follow Craig City School District's policies of nondiscrimination on the basis of race, color, national origin, gender, age or disability, in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Craig School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. CCSD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For more information about accommodations, civil rights or grievance procedures, contact: Supt. Chris Reitan at (907) 826-3274, CCSD, 100 School Rd., PO Box 800, Craig, Alaska, 99921.

### **Testing Requirements/ Recommendations**

At CHS we offer Work Keys, SAT, PSAT, ASVAB testing. ACT testing is offered by Klawock High school. College entrance tests (ACT & SAT) are important tests that colleges use for admissions decisions as well as the Alaska Performance Scholarship. The PSAT/ helps prepare 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> graders for the SAT, and this test is the qualifying tool for the National Merit Scholarship Program. The Armed Services Vocational Aptitude Battery (ASVAB) is administered once a year by the United States Armed Services and provides students with some great vocational information. Each student will develop a four-year plan with the guidance of the counselor. Their four-year plan will be updated each year by the counselor or advisor.

### **Distance Delivery Courses**

The purpose of the distance delivery course option is to meet individual academic needs of students as approved by the school administration. Distance delivery courses may be used for both credit recovery and acceleration. Any correspondence course assigned will be discussed with the student's parent or guardian before the student is enrolled. If an open period is not available, the student will be responsible for completing the course on his or her own time. It is important to note that some distance delivery courses go uncompleted by the students who do not realize the time, energy, and self-motivation necessary to obtain credit in this manner. Consideration of a student's prior academic history will be given when granting approval. Additionally, a student's ability to take a course at his/her high school should be a consideration for granting approval for distance delivery courses. Researching available distance delivery programs and courses is the responsibility of the student. Attendance requirements for distance delivery courses are the same as any other enrolled course. Students must fill out a request for distance delivery courses and get prior approval by school administration. Distance delivery courses scheduled during school hours will be included in eligibility determination. Students must be no more than 20% behind in the correspondence course. Students not meeting those guidelines will receive an incomplete and become ineligible to play sports. Incomplete grades will be recorded as F's two weeks after the end of the semester unless prior arrangements with the principal have been made. If a student chooses to take a distance course unrelated to credit recovery, a scheduling conflict, or acceleration, and in lieu of the offered electives, the student will be responsible for the cost of the course.

### **Dropped Classes**

Students have four days to withdraw from a course at the beginning of the semester with parent, teacher and administrative permission. A student who drops a course after the first two weeks of the semester shall receive an WF grade on his/her permanent record. The principal may relax this provision when warranted due to extenuating circumstances. (AR 5121)

### **Honor Roll**

An honor roll will be calculated at the close of each semester. All courses shall be counted in computing eligibility

for the Honor Roll. To qualify for the High Honor Roll, a student must have a grade point average of 3.5 or better in a minimum of four (4) graded classes. To qualify for the Honor Roll, a student must have a grade point average of 3.0 to 3.49 in a minimum of four (4) graded classes. In addition, students may not have a D, F, or I in any class.

### **Incompletes**

Students who receive an Incomplete (I) on their report card are allowed two (2) weeks to make up work for the marking period. Grades to replace Incompletes will be calculated no later than 2 weeks after the grading period. Any assignments not completed within that time period will receive a zero and will be used in the calculation of the quarter grade for the class. Incompletes will not be given for the end of the 4th quarter. Students who have an incomplete at the time the honor roll is published will not be published in the honor roll. (Due to Covid-19 Pandemic, these policies may be relaxed or revised)

### **PACE Homeschool Program**

Craig City School District offers multiple pathways for students to earn a high school diploma. Students who desire a homeschool model may pursue enrollment in the CCSD PACE Homeschool Program. This process will include a scheduled meeting between the student looking to transfer, that student's parent or guardian, the Craig High School counselor, and a representative from the PACE Learning Center. Transfers between the high school and PACE ideally should take place either at the beginning of the year or at semester.

### **PE Waiver**

In accordance with CCSD Administrative Policy 6141.1 (a), students may petition to substitute up to one credit of PE with participation in varsity athletics, within the following parameters:

1. ~~The purpose of the substitution is to allow the student to take a course not otherwise available because it conflicts with the schedule for PE courses,~~
2. The petition must be completed in advance of the substitution and must include the name of the course the student desires to take that conflicts with the PE schedule,
3. The request must be approved by the parent and recommended by the counselor. Final approval rests with the principal.

A full season of CCSD varsity athletics may be substituted for one quarter of one credit for PE. Therefore, two full seasons are required for the equivalent of one half credit, and four full seasons are required for the equivalent of one full credit.

In order to be considered for this waiver, Board-approved exhibit 6146.2 must be completed and submitted to the office. The form is available from the office.

### **Repeated Classes**

With the approval of the principal, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once. The highest grade received will be the permanent grade on the student's transcript but both attempts will be recorded. However, in cases of a tie in class ranking, the student who re-took a class will receive the lower ranking. (AR 5121)

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## EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

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Extra and co-curricular activities offered by Craig High School are an accepted and integral part of the curriculum and can enhance other areas of education. Students who participate in activities can develop greater measures of physical fitness and can also improve social, emotional, and mental attitudes. In all extra and co-curricular activities, good sportsmanship, basic skills, team play, and loyalty are developed. All eligible students are welcomed and encouraged to participate.

Students and parents should make certain that they are well aware of the rules outlined in the Craig High School Activities Handbook as well as the obligations participation in extra and co-curricular activities demand.

Participation is a privilege. Students are extended the privilege of representing the school, so long as they are willing to accept the personal responsibility of adhering to all rules and regulations.

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### GENERAL ELIGIBILITY GUIDELINES

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Eligibility guidelines have been developed to support CCSD BP 6145 and CCSD AR 6145. Eligibility is determined at the reporting periods of mid-quarter and end of quarter. Students who receive any F's, more than one D, or any Incompletes are classified as "ineligible." A classroom teacher or the principal on the basis of citizenship, unexcused absences, incompletes, or excessive misconduct, may also declare students ineligible. Students traveling for extra-curricular activities must be eligible and have an Activities Permission Slip submitted to the office no later than 3PM the day before departure. Teachers are under no obligation to sign Activity Permission Slips.

A student with an incomplete in any class is ineligible for a period of two weeks and until a passing grade for that class (or classes) has been recorded. Students must start the new year having a minimum 2.0 GPA from the prior semester. Students may establish a 2.0 GPA in the current semester after the first two weeks.

Each participant, and his or her parent or guardian, must sign and have on file a current copy of the Craig High School Activities Agreement. This agreement deals with eligibility, behavior, sportsmanship, attendance, demeanor, violation of laws, and the prohibition of illegal substances. This agreement is a contract and violations of the agreement will result in discipline in accordance with CCSD Board Policy/Regulation and this handbook. A student who violates the Craig High School Activities Agreement while on a school-sponsored trip may receive a 1-year travel suspension. The decision of the Principal and/or Activities Director may be appealed to the CHS Activities Review Board.

Regular school attendance is required for all students. Students absent from school any part of the day of a practice, game, or event, shall not participate in that practice, game, or event, except at the discretion of the principal. Additionally, students must be in attendance the full school day preceding and following travel for an event, except at the discretion of the principal. Students not attending school the full day following travel will be ineligible for the next game or meet. Students serving in-house suspension the day of a practice and/or contest are not eligible for that practice and/or contest.

Due process must be completed before any sanctions are implemented. All actions taken are at the discretion of administration. Relevant circumstances and past history will be taken into consideration.

All ASAA rules and regulations, including Play for Keeps, are enforced in conjunction with CCSD eligibility requirements.

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### GENERAL INFORMATION

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#### AKCIS

Craig High School encourages all students to utilize Alaska Career Information System (AKCIS) resources made available to them by the State of Alaska via the [akcis.intocareers.org](http://akcis.intocareers.org) website.

UserID: craighs Password: 4akcis

## **Alcohol and Other Controlled Substances**

Possession, use or being under the influence of alcohol or other controlled substances by students on school grounds or as part of any school activity is prohibited. Any student suspected of being under the influence of drugs or alcohol will be referred to the principal. After receiving confirmation from the counselor or another educator, the parent will be contacted and requested to remove the student from the school premises. It will be suggested that a drug test be administered.

A student who for the first time possesses, uses, or is under the influence of either alcohol or any controlled substance as defined by Alaska law on any school property or at any school-sponsored activity shall be immediately suspended from school. Re-admittance will require ~~the completion by the student of a drug and alcohol use evaluation screening by an appropriate individual or organization and~~ a readmittance conference including the student, the student's parent(s) or guardian(s), and the principal. ~~If a second drug or alcohol violation occurs on school property or at a school-sponsored activity during any school year, a student will have as a condition of continued school attendance his/her participation in a specified drug education program.~~ If a student is suspected of being under the influence of alcohol or other controlled substances and refuses to cooperate or submit to a certified alcohol or drug test, that individual will be subject to the same penalties as if proven to be under the influence of those substances. Law enforcement will be notified of the violation.

## **All School Assembly/Special Activities**

Craig High School holds all school assemblies or special activities about once a month throughout the course of the year. These events are part of the instructional day and attendance is required unless the student has an appointment or other prior arrangement and has informed the office the morning of the event. We appreciate parent support and ask that they not call the school to excuse a student from an event simply because they do not want to participate.

## **Communicable Diseases**

Students, who are afflicted with a communicable, contagious, and/or infectious disease or who are likely to transmit such a disease will be excluded from school. These include, but are not limited to, scabies, impetigo, ringworm of the scalp, and pink eye. For students with fever, per CDC guidance, in order to return to school, at least 3 days (72 hours) will need to have passed since *recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).

## **Complaint Procedure**

In order to promote fair and constructive communication, procedures have been developed that govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to resolve concerns with staff members personally.

- Complaints will be investigated by the administration before consideration and/or action by the board.
- Complaints to be considered officially by the administration or board shall be in writing.
- No anonymous correspondence shall be considered.
- Complaint forms are available in school offices.

School Board Policy 1312 advises the public that the proper channeling of complaints involving personnel, instruction, discipline, or learning materials is as follows:

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

The board encourages those with complaints to bring problems to the board only after the superintendent has first considered the complaints. Complainants should consider and accept the superintendent's decision as final. However, the complainant may request the opportunity to address the school board regarding the complaint.

## **Cyber-bullying**

All forms of bullying and cyberbullying by school district students are strictly prohibited.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by use of any technological tool, such as sending or

posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including, but not limited to, blogs, Facebook posts, Twitter posts) which have the effect of:

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

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

### **Dances**

High school dances are open to enrolled Craig High School students and visiting teams only, with the exception of Prom. The advisors and three additional chaperones must be present. Guests must be either enrolled in high school or have graduated within the last year. ~~A guest form must be filled out 5 days before the event and the student must be in good standing with their school.~~ **A guest form must be filled out 5 days before the event that states the student agrees to abide by CHS rules at the dance. This form must also be signed by the guest's school principal to guarantee the guest is in good standing at their home school.** Guests attending prom, that are no longer in school must fill out a form and be approved by the principal. Individuals other than currently enrolled students who have been convicted of misdemeanors related to drug and/or alcohol possession or consumption will not be permitted to attend. ~~Any student not from CHS attending a Craig High School dance must have a chaperone from that school present.~~ For the safety of all, there will be no rough housing, grinding or overtly provocative or sexually explicit dancing allowed. Students who attend a dance may not leave and then return. All school rules are in effect and anyone not complying will be asked to leave.

### **Dangerous Items**

To further ensure student safety dangerous items such as knives, explosive materials, etc, are prohibited in all school buildings, on school grounds, and at all school activities. By law, students possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days. Any knife/blade longer than 2 ½ inches is considered a deadly weapon and results in a mandatory 30-day suspension. A student who has been suspended or expelled for violating this policy may seek early reinstatement by submitting a written request to the Superintendent. (AR5131.7)

### **Discipline**

Teachers are responsible for handling minor classroom misbehavior through their own policies, procedures and consequences. These teacher designed policies are to be outlined in writing, posted in the classroom and explained to all of their students. Students who fail to follow teacher directions are considered insubordinate and subject to office referral and discipline sanctions. Consequences such as Detention, In School Suspension and Out of School Suspension are assigned by administration.

### **Directory Information**

The district may release student directory information including the student's name, address, telephone, date and place of birth, parent/guardian's name(s), participation in officially recognized activities and athletics, weight and height of the athletic teams, dates of attendance, awards received, grade point average, rank in class and most recent previous educational agency or institution attended by the student. Parents/guardians and/or students have the right to refuse permission for release of information in any or all of these categories by providing written notification to the principal prior to September 15 of each school year or within two weeks of enrollment if after that date (BP 5125.1).

### **Dress Code**

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

1. Revealing clothing is not allowed including but not limited to the following:

1. Any shirt or top that ~~ends above the waistband~~ **leaves more than one inch of midriff exposed.**
2. Clothing worn so as to expose undergarments
2. Shirts, tops, tank tops and dresses may leave the shoulder bare as long as all undergarments are covered, and all straps must be at least 1 inch in width.
3. Any skirts, shorts or dresses worn without opaque tights or leggings/shorts underneath must be no shorter than 3 inches above the knee.
4. Clothing that advertises or suggests the use of alcoholic beverages, illegal drugs, or tobacco is not permitted **(Example: Alaska Brewing Company sweatshirts and hoodies are not allowed).**
5. Objectionable or obscene messages and words are not allowed on clothing worn to school.
6. Hats and hoods are to be removed upon entering the classroom and in the office, or upon request.
7. Shoes must be worn at all times in school.
8. Students who are lacking acceptable hygiene will be sent to the counselor for guidance.

All the above guidelines apply at all school functions, including athletic events and dances.

Violations of the dress code will be dealt with by administration or teachers. Parents will be contacted for assistance in correcting dress code violations. **Students wearing inappropriate clothing will not be allowed to attend classes until the inappropriate clothing is changed.** Continued or repeated violations will be considered a violation of school behavior policies. Final decisions on appropriateness of dress for school will be made by the school administration.

### **Drug Free School Zone**

Craig City School District is a Drug-Free School. Boundaries regarding Drug-Free School Laws extend 500 feet beyond campus boundaries. The Drug-Free School boundaries are in effect for all school buildings. Severe legal penalties are in place for any person in possession of drugs and other controlled substances within this zone.

### **Dual Enrolled Homeschool Students**

Providing a safe learning environment for our students is a priority. Therefore, students must be supervised by certified staff while on the Craig High School campus.

- The student will arrive on campus no earlier than the time scheduled for the beginning of passing time between classes.
- The student will exit the campus building and grounds within ten minutes of dismissal, unless s/he is dismissed at lunch time and then s/he may remain on-campus to have lunch. At the conclusion of lunch she/he must exit the facility and grounds.
- A student who exits the campus prior to lunch and does not have classes after that must remain off campus until the beginning his/her next class or may come to campus and remain on campus for lunch if his/her next class begins at the end of lunch.
- Students who attend Craig High on a part-time basis are expected to comply with all other policies and procedures that apply to full time students at the school.

### **Due Process**

For suspensions of 10 days or less, the student has the right to be informed of the charges against him/her, the evidence which the school authorities have in support of the charges and the opportunity to explain his/her version of the facts. This informal hearing will be held within 24 hours if possible. In addition, the student has a right to appeal the principal's decision to the superintendent by submitting a written request within two school days of the imposition of the discipline. Finally, the student has the right to appeal the decision to the School Board.

In suspensions of longer than 10 days the student shall have the right to hearing. **(BP 5144.1)**

### **Electronic Devices and Headphones**

**Cell phone use is a privilege, not a right.** Personal electronic devices may be used before school, at snack and during lunch. They must be powered off and stowed in lockers or backpacks. **Cell phones/Smart devices may not be used during instructional time unless given permission by CHS staff.** This includes students working in the library or gymnasium during instructional periods. Except as authorized by a teacher or administrator, students are prohibited from using PEDs while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PED to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. PEDs, including but not limited to those with cameras, may not be

activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. Confiscated personal electronic devices will be returned to the student's parent or guardian. Repeated offenses may result in detention or in-school suspension. If multiple offenses occur, a student may lose his/her privilege to bring a PED to school for a designated length of time or on a permanent basis. The school is not responsible for lost or stolen electronics.

Student refusal to comply with a staff directive to turn over their phone or electronic device will be construed as willful disobedience with corresponding consequences. **Offenses include devices SEEN or HEARD in class or unauthorized area. In addition, cell phones and camera use are strictly prohibited in restrooms and locker rooms at CHS.**

### **Expulsion**

A student who is expelled from Craig High School will no longer have access to the rights and privileges of those who are enrolled. Once expelled, s/he may not attend any school function or event and may be prohibited from community-sponsored events held on school property.

### **Fees**

Charges will be assessed for needless wear, and damaged or destroyed school property (including textbooks, computers, and other school property). All fees will be collected and receipted by the office. There will be a \$125 activity fee per activity (cross country, volleyball, wrestling, swimming, basketball, cheerleading, and drumline). There is a \$25.00 yearly rental charge for band instruments. Families with more than one student in band will be assessed an additional \$5.00 for each additional instrument. Percussionists will pay a \$15.00 rental fee. These fees are nonrefundable. There may also be fees and charges assessed in conjunction with shop, art, home economics, and other classes as determined by the classroom teacher. All fees and charges must be paid promptly. Students may not be allowed to participate in special school events if they have outstanding accounts. Report cards, transcripts and diplomas will be held until all fees are paid (CCSD Board Policy 5125.3).

### **Field Trips**

Field trips within the immediate area and to nearby points of interest are scheduled by classroom teachers throughout the year. These trips are designed to supplement the curriculum and to introduce students to resources in the community. Parents are asked to sign a blanket field trip permission form at the beginning of the school year. Field trips that are longer, or out of the ordinary, will require special permission, and parents will be notified by classroom teachers before all such trips.

### **Fighting/Assault**

Physical assault of any kind is strictly prohibited. The only way to ensure that your conduct will not be considered mutual assault is if it can be clearly corroborated that you made every reasonable effort to remove yourself physically from the situation. Unless it is evident that your behavior was consistent with self-defense after trying to remove yourself, both parties in a fight will be suspended. Fighting or assault will result in a **minimum** 3-day out-of-school suspension for the first offense. Any additional incidences of fighting, at any time during a student's career at CHS, will result in longer suspensions as detailed in the discipline grid.

### **FREE PERIODS**

To be considered for a free period, students must provide documentation that they meet the following criteria:

1. 12th grader with 18.5 credits (21.75 credits for spring semester).
2. Cumulative GPA 2.5
3. No major discipline issues or failed classes from previous semester.
4. No excessive tardies (more than 10)

### **Freedom of Speech, Symbolic Expression, and Assembly**

Students are entitled to express their personal opinions, provided that this does not interfere with the instructional process or infringe upon the freedom of others to express themselves. The use of obscenities or personal attacks is unacceptable.(BP 5145.2).

### **Graduation Requirements (BP 6146.1)**

Subject	Units of Credit	
Language Arts	4	
Social Studies	3	1 credit US History, .5 credit American Government (BP 6146.1) .5 credit Alaska History* (4 AAC 06.075)
Mathematics	3	Algebra I, Geometry recommended
Science	3	1 credit Physical Science (BP 6146.1)
Health	1	
PE	1	.5 credit may be earned for participation in two full seasons of an extracurricular sport (AR 6146.1)
Electives	10 <b>25</b>	

Students need 25 credits to graduate. Students will not be allowed to participate in the graduation ceremony unless they have successfully completed all requirements.

### **Hallway Behavior**

Students are not to be anywhere other than the assigned place of instruction without a pass given to the student by their teacher. The school/hallway is not an appropriate place to show intimate affection. A student in the hall without a hall pass during class time will be subject to detention or suspension.

### **Gum, food, and beverages**

Gum, food, and beverages are not allowed in the library, auditorium, or gymnasium. Snacks and lunches are to be eaten in the commons. **Food and uncovered drinks may not be consumed in the hallway.**

### **Gun Free Schools**

Suspension and/or expulsion as per Alaska State Law and the Craig City School District Board Policy; up to a full year of expulsion, report to proper authorities, and confiscation of objects. Federal law states that any student in possession of, or determined to have brought a gun or other firearm on school property, shall be expelled from the District for a period of not more than a year.

### **Immunizations**

Upon initial entry to school, each student's parent or guardian shall provide the school with an up-to-date immunization record as provided by Alaska Law. New students must have a complete immunization record. Continuing students shall maintain appropriate immunizations as required by law (BP 5141.31).

## **Locks and Lockers**

Students will be assigned a locker by the office. Students bear all responsibility for loss of personal belongings or for loss of books and other items issued by the school. The district accepts no responsibility for theft from lockers. Lockers are to be kept clean and in order. Any decorations must be able to be taken off the locker cleanly. Valuables that must be brought to school can be checked in at the office. Lockers are the property of the District and may be searched periodically. Students are not entitled to an expectation of privacy regarding access to, or the contents of, their lockers. School officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of a violation of school rules or when a threat to student safety requires a search of a designated area or areas of the school. For health and safety reasons, general inspections of school properties such as lockers and desks may be conducted from time to time. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned.

## **Lunch**

Low-cost breakfast and lunch is available for students for the following charges:

Breakfast: \$2      Lunch: \$3.25      Milk: \$0.50

Craig High School has a closed campus. Students may go off-campus for lunch only when a parent or legal guardian picks them up at the school office or when a special privilege has been given by administration. Students may order lunch from local restaurants by filling out an order form in the office. All orders must be placed before school or during snack break. Students are not allowed to place orders during class.

Students are allowed only in authorized areas of the school campus during their lunch period. Students are not allowed in the area behind the school, in the parking lots, or outside the campus boundaries.

## **Medications**

District personnel shall not dispense or administer any medication to students without prior written authorization and instructions provided by a health care provider as well as written authorization of parents or guardians, except where, in the judgment of medical personnel, emergency provision of medication is necessary to prevent serious harm to the student. The District may decline a request for administration of medication if the principal or superintendent determines that compliance with the instructions for providing the medication would be unreasonably difficult or burdensome for personnel or that questions of health or safety make compliance inadvisable (BP 5141.21).

## **National Honor Society**

The Craig High School chapter of National Honor Society recognizes and supports outstanding students demonstrating qualities essential to positive, contributing citizens in a democracy. A GPA of 3.5 is necessary for eligibility, as well as being enrolled in CHS as their school of record. Eligible students are considered for membership each spring, beginning their sophomore year, and must submit an application to the NHS advisor once they have been advised of eligibility. A Faculty Council, composed of five members and the National Honor Society advisor, are responsible for selecting students who are eligible for membership and selection is based on the guidelines set by the National Association of Secondary School Principals. Both school and community activities are considered in determining NHS membership. NHS members must maintain the standards, which were the basis for their selection. Failure to maintain these standards may result in dismissal from NHS. All selection and disciplinary procedures must follow the national guidelines. (website: [www.nhs.us](http://www.nhs.us))

## **Non-Discrimination**

Craig High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. If a student believes that right is being denied, s/he is encouraged to bring this concern to the counselor or principal. If a grievance is to be filed, forms may be obtained from the principal or superintendent.

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

#### Philosophy Statement:

We do not bully any student based on cultural, religious, or gender identity. This statement does not intend to curtail opinion, but to outline acceptable behavior to engender a safe learning environment for all students.

### Offensive Language

The use of profane or obscene language is unacceptable and will not be tolerated. Violation of this offensive language policy may result in an office referral and suspension. Swearing directed towards a staff member will result in a minimum of a one-day suspension.

### Passes for Leaving School

Craig High School is a closed-campus facility. Students are not permitted to leave the school after arrival on school grounds. If a student needs to leave, that student must check out with office personnel. Students who sign out at the office must have parent permission and must also check in with office personnel upon return. **This includes students who leave during those periods in which they do not have a class.** Students who leave campus without checking out or arrive without checking in through the office will be considered in violation of the school attendance policy. **Students who are 18** are subject to the attendance and excused absence policy as other students and cannot excuse themselves except for those students who are living independently.

### Public Forum

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

### School Boundaries

The campus boundaries of Craig High School run from the edge of the Craig/Klawock Highway, along the north edge of the Tanner Crab residential area, along the bank behind the school and north along the parking lot back to the Craig/Klawock Highway. **Permission must be obtained to go to lower parking lot or behind the school.**

### School Counselor

Our school counseling program is developmental by design and includes sequential activities organized and implemented by a certified school counselor with the support of teachers, administrators, and other school staff. The school counselor focuses on three domains: academic, career, and personal/social. The school counseling program includes:

- 1) Guidance Curriculum—structured small group and classroom lessons/presentations;
- 2) Individual Student Planning—advisement, assessment, placement, vocational, and career exploration;
- 3) Responsive Services—personal counseling, crisis counseling, consultation, and referral
- 4) System Support—program management, consultation with teachers and parents, community outreach, parent outreach, and public relations.

School counseling services are provided for all students. The counselor will work with students to set goals, develop a four-year high school course plan, explore career and educational options, and plan for post-secondary education or training. The counselor is also available to assist students who are experiencing school or personal problems of any kind in addition to providing parental support. Please refer to the counselor page on our school website for additional resources.

### School Visitors

Upon entry, all visitors must immediately report to the designated high school office or administrative office. Student visitors are not permitted to attend any classes or be in hallways without prior approval by the administrator.

### Search and Seizure

For the health, safety, and welfare of all students and staff, school officials may conduct with reasonable cause, unannounced search and seizure of students, their property, and their lockers. Any items contained in a locker shall

be considered to be the property of the student to whom the locker is assigned.

### **Skateboards, Longboards & Like Equipment**

Skateboards and other action-type equipment must be checked into the office during the school day and are not to be ridden inside school facilities.

### **Student Drivers**

All students driving personal vehicles must have a copy of their driver's license and proof of insurance on file in the office. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of exteriors of student's automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Cases of speeding or reckless driving and improper parking will be reported to the police department. The school assumes no responsibility for vehicles and their contents.

1. Students must park appropriately in designated rows, between yellow lines. No sideways parking or parking on the grass is allowed. Students that have to be asked to repark their vehicles correctly will serve detention.
2. Students are prohibited from parking in the staff parking lot or at the front of the school.
3. Students must observe the 10-mph speed limit in parking areas and exercise safe driving while on campus.
4. Students must immediately leave their cars when they arrive at school and come into the building without loitering in the parking lot.
5. The parking lot area is off-limits and cannot be returned to until students are authorized by school personnel to leave.

**Failure to follow these driving and parking rules can result in your vehicle being towed at student expense and possible loss of school driving privileges.**

### **The Pledge of Allegiance**

Alaska State law requires schools to regularly recite the pledge of allegiance (AS 14.03.130). Students may recite the following salute to the flag or maintain a respectful silence: "I pledge allegiance to the flag of the United States of America and to the republic to which it stands, one nation under God, indivisible, with liberty and justice for all." Participation may not be used for student evaluation.

### **Valedictorian & Salutatorian**

A valedictorian and salutatorian shall be named, determined by the highest and second highest cumulative grade point averages at the end of the seventh semester prior to graduation. If two or more students have earned the exact GPA, all will be recognized as the valedictorian or salutatorian as it applies. To be eligible to be named valedictorian or salutatorian, a student must have attended the two semesters preceding graduation with Craig City School District. (BP 5127)

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## **DISCIPLINARY GUIDELINES**

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Classroom disciplinary guidelines and rules will be clearly communicated and posted for students in classrooms. School-wide disciplinary action may include, but not be limited to: detention, work detail, suspension, and/or restriction of privileges. Activities classified as privileges are: hall passes, intramural activities, special activities, assemblies, field trips, dances, attendance at school performances or contests, and any co-curricular or extra-curricular events. **Students who have been absent or suspended from school will not be allowed to attend school activities that day.**

The supervising staff member will handle behaviors which are out of line with classroom or school rules, but which are easily corrected by the student with minimal effort. Reoccurring behaviors, or behaviors that may severely disrupt the classroom or show disrespect to another individual, require a more serious intervention. These interventions may be handled by the supervising staff member or may require removal from the class and further disciplinary action by an administrator. Extreme inappropriate or dangerous behavior may lead to an immediate suspension from classes, either in school or out of school. **Any out of school suspension will require a readmit conference with an administrator or designee for re-entry.**

When a student is referred for an infraction of school rules that is disruptive of student learning, the referring staff

member will contact the parents by phone or email regarding the situation.

Upon identification of need, a meeting will be held with the student, a parent or legal guardian, staff members, counselor, and principal to define expectations and develop commitments in a behavior plan. The intent of this plan is to provide guidelines that encourage the student's future success.

Continually disruptive students will not be returned to regular classes without some reasonable assurance of modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school (CCSD BP 5144).

### **BUS/VAN CONDUCT (CCSD BP/AR 5131.1)**

Because passengers' behavior can directly affect their safety and the safety of others, the following basic safety rules apply at all times when students are riding a school van or bus. Staff, parents/guardians, and the students themselves all must see that these rules are followed. Riders shall adhere to the following rules as well as the instructions and directions of the driver at all times:

1. Riders should arrive at the bus/van on time and stand in a safe place to wait quietly to enter the vehicle.
2. Riders shall enter the vehicle in an orderly manner and go directly to their seats.
3. Riders shall remain seated while the vehicle is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the vehicle stops and only then enter the aisle and go directly to the exit.
4. Riders shall be courteous to the driver and to fellow passengers.
5. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privilege. At the driver's discretion, eating may be allowed in the vehicle.
6. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the vehicle.
7. Riders shall help keep the bus clean. Riders shall not damage or deface the vehicle or tamper with bus/van equipment.
8. No animals or insects are allowed on the bus/van.
9. Riders should be alert for traffic when leaving the vehicle.

Riders who fail to comply with the above rules shall be reported to the principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. The principal or designee shall inform parents/guardians and students regarding regulations related to bus/van conduct, driver authority, and the suspension of riding privileges.

### **DETENTION**

Detention is a staff-imposed consequence for minor infractions of classroom or school rules **per the discipline grid**. Detention assigned by a classroom teacher will be served with that teacher as arranged between the student and the teacher. Detention assigned by other staff or the office will be served ~~with the student's class advisor or~~ in the office as arranged. Detention time is to be spent sitting quietly or working on homework. No PED's are allowed. The staff person responsible for supervising the student serving detention counts time served. All detention must be served before a student is allowed to travel or participate in any school-sponsored activities including but not limited to: athletic practices or competitions, or school dances. The detention must be served within 1 day of receiving the detention (or as arranged). Lunch detentions will be served at the first lunch following the infraction. If the detention is not served within this time frame the student will receive ½ day of in school suspension (4 class periods inclusive of lunch) and the detention will be considered served.

### **HARASSMENT AND SEXUAL HARASSMENT (CCSD BP 5131.43, 5145.7)**

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

interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion.

The district's computer network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. All forms of harassment, intimidation, or bullying over the network, commonly referred to as cyber-bullying, are prohibited.

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

Appropriate consequences for acts of harassment will be appropriate to the seriousness of the incident and may include detention, suspension, and/or expulsion in accordance with state law, district policy, administrative regulation, and the student handbook. Offending students will comply with the school's corrective measures to stop such harassment or they will be removed from school through suspension and/or expulsion.

## SUSPENSION

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A suspension is a disciplinary action taken by a school official that temporarily prohibits a student from attending regular classes and other school events. The length of suspension will normally vary from one-half day to five days, depending on the offense. No short-term suspension shall be imposed unless the grounds for the suspension are supported by a preponderance of the evidence. Every student shall receive an opportunity for an informal hearing regarding his or her suspension. This hearing shall consist of a meeting with the Principal or Superintendent and be conducted in accordance with CCSD BP 5144.1 (a).

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

When a pupil is suspended out-of-school, a school authority will send him or her home. Students who have received an out-of-school suspension will not be allowed on the school grounds or in the building during the time of suspension. Teachers will treat out of school suspensions as unexcused absences and may record missed assignments as zeros. Prior to reentry, a student and his or her parent must meet with the principal or designee.

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

## TECHNOLOGY GUIDELINES AND EXPECTATIONS

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Our school is proud of the technology resources we make available to our students. When a student misuses or damages technology equipment, they will be held to the consequences listed below. Severe first offenses may warrant consequences designated for 2<sup>nd</sup> or 3<sup>rd</sup> offenses. Serious infractions of vandalism or intentional damage to computers or other technology equipment will be reported to the appropriate authorities. Students have no expectation of privacy regarding the contents of computer files or electronic communications. Laptops are to be made available for inspection upon request of any staff member.

- School laptops are not to be loaned or leased to other parties
- All students must sign an Internet Computer Use Policy and agree to its guidelines
- No student software may be loaded on school laptops or computers
- Accessing or attempting to access inappropriate materials (including but not limited to materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal) is prohibited
- Students are prohibited from having 'explicit' tagged music on their laptops. Students with 'explicit' tagged music will lose their laptop music privilege.
- Students are only allowed to view G, PG, and PG-13 movies on their laptops. R-rated, NR, Unrated, and all other rated movies are prohibited and will be confiscated.
- Students are prohibited from using other users' passwords without permission
- Students are prohibited from using technology to engage in cyber-bullying activities including, but not limited to,

- harassing, teasing, intimidating, threatening, or terrorizing another student, staff member, or person.
- Students who intentionally damage their laptops will lose the privilege of being issued one until they pay for the damages caused to the laptop.

### TECHNOLOGY INFRACTION CONSEQUENCES:

1st offense: 1-week prohibition from use of school computers. A letter to the parents explaining the student's actions and consequences. Parent contact must be made prior to reinstatement of the privilege. Restitution charges will apply when appropriate.

2nd offense: Parent conference. 9-week prohibition from use of school computers. Parent contact prior to reinstatement of technology privilege. Restitution charges will apply when appropriate.

3rd offense: Parent conference. Prohibition for 1 year from the date of the infraction from all school computers. Restitution charges will apply when appropriate.

Restitution shall be made for any equipment, technician time, or lost files due to an infraction. The school, student, and the student's family will agree upon the means of restitution. Restitution will be made in the form of the student paying for replacement equipment, through the assessment of a \$50.00 per hour charge (1 hour minimum) for any teacher or in-house technician time needed to fix the problem, or the prevailing technician rate if equipment is sent out to be repaired.

**Complete rules of use are contained in the Digital Learning Handout with is available on CCCSD district website.**

### CONSEQUENCES FOR UNACCEPTABLE BEHAVIORS

The following behaviors are considered to be unacceptable at all times and the consequences for these behaviors have been outlined. As offenses increase in severity, the consequences will become more severe. This grid is not meant to be all-inclusive and behaviors deemed to be unacceptable by school staff will be addressed in a reasonable manner. Repeat offenses will demand more than the minimum consequences. Crimes will be reported to the proper authorities.

Discipline Grid (This grid is to be used as guidance,

<u>Infraction</u>	<u>Consequence</u>
Abuse of Hall Passes	(students ask to use hall pass repeatedly multiple times a day)
1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense & Subsequent offenses	Loss of privilege for one week and develop a written plan for using time well.
Academic Dishonesty	
1st & 2nd Offense	Redo assignment/assessment, possible zero at teacher's discretion, possible in-school suspension
3rd Offense	Possible loss of academic credit, 1-day Out-of-School Suspension
Bullying	

1st Offense	Behavior Contract including consequences for a 2nd Offense, Parent Contact, .5 ISS
2nd and Subsequent Offenses	As per the contract, violations will lead to progressive discipline and possible suspension, Parent Contact
Direct and Willful Disobedience	
1st Offense	Office for class periods & after school detention to meet with a staff member
2 <sup>nd</sup> Offense	Office for 2 class periods & parent conference
3rd & Subsequent Offenses	ISS ½ or full day and up to 3 days of OSS depending on severity & frequency
Disruption	
1st Offense	Teacher Conference, Student Apology
2nd & Subsequent Offenses	Lunch detention x 1, 1/2 Day ISS, ISS
Dress Code Violations	
1st Offense	Warning, <b>Change Clothes</b>
2nd Offense	<b>After school detention</b>
3rd Offense	<b>.5 day ISS</b>
4th Offense (and subsequent offenses)	In-School Suspension x1, x 2, OSS x 1
Drug & Alcohol Offenses at School	
1st Offense	Parent Notification, three-day suspension. <del>Completion of Drug/Alcohol Evaluation Screening.</del>
2nd & Subsequent Offenses	Up to 10 days suspension. <del>The degree of cooperation and agreement to follow through w/ Drug/Alcohol Education Program recommendations may mitigate OSS length.</del> <b>Distribution will result in semester suspension and loss of credit.</b>
Electronic Devices including smartwatches, etc.	Refusal to give up phone results in a separate infraction of willful disobedience.
1st Offense	Warning- teacher holds until the end of the period

2nd Offense	The teacher turns the phone into the office for the remainder of the day
3rd Offense	The student's parent must come to pick up the device
4th & Future Offenses	In school x 1/2-3 days; parent picks up- Loss of privilege to bring the the device to school.
Fighting/Assault	
1st Offense	Out of School Suspension 1-3 days, Parent Conference, police notification
2nd Offense	Out of School Suspension 3-5 days, parent conference, police notification
3rd Offense	5+ days OSS, parent conference, police notification, Expulsion hearing
Food in Hallways	
1 <sup>st</sup> Offense	Warning
2 <sup>nd</sup> Offense	Work Detail
3 <sup>rd</sup> Offense	.5 ISS
Harassment/Sexual Harassment (including via electronic media)	
1st Offense & Subsequent Offenses	Out of School Suspension x 2-9 days
Leaving Class w/out Teacher Permission	
Any Offense	30 mts. After School Detention w/ <del>principal</del> -Failure to serve results in doubling time
Disregard for School Property-	Littering, wastefulness
1 <sup>st</sup> Offense & 2 <sup>nd</sup> Offense	Work detail
3 <sup>rd</sup> & Subsequent Offenses	Lunch detention x 1, 1/2 Day ISS, ISS
Offensive Language/Profanity	

1st Offense	Warning
2nd Offense	After school detention with principal x 1
3rd Offense	.5 ISS
4th Offense (and subsequent offenses)	In-School Suspension x 1, x 2, OSS x 1
Profanity Directed at a Staff Member	
1 <sup>st</sup> and subsequent offenses	Out of School Suspension x 1-3 days
Public Display of Affection (other than hand-holding)	
1st Offense	Warning
2nd Offense	After school detention with principal x 1
3rd Offense	After school detention with principal x 2
4th Offense (and subsequent offenses)	In-School Suspension x 1, x 2, OSS x 1
Skippping Work Detail/Detention	
1st Offense	Reschedule original Work Detail and assignment of additional work detail
2nd & Subsequent Offenses	Assignment to 1 day of In-School-Suspension
Theft/Vandalism	
1st Offense	ISS and financial restitution
2nd & Subsequent Offenses	OSS and financial restitution
Tardiness	Arriving late to school. Aggravated tardy >15 minutes late
1 <sup>st</sup> -3 <sup>rd</sup> offenses	Warning
4-6 <sup>th</sup> offense	The student meets with the teacher for a phone conference with a parent

6- 10 <sup>th</sup> offense	One lunch detention for each tardy,
11 +	Meeting with a parent, student, and principal to create a behavior contract
Aggravated tardy > 20 minutes late	Meet with the teacher after school to get information on missing work, absence assigned
Tobacco Products in School	
1 <sup>st</sup> Offense	Out of School Suspension- 2 Days
2 <sup>nd</sup> & Subsequent Offenses.	Out of School Suspension- 3-5 Days & completion of Tobacco Cessation Plan
Truancy (Off-Campus)	
1st Offense & 2nd Offense	In-School Suspension double the time missed
Subsequent Offenses	Out of School Suspension up to 2 days
Truancy (On-Campus- skipping class)	
1st Offense	After School Detention with the <b>principal</b>
2nd Offense	<b>.5 days of ISS</b>
3rd Offense <b>and Subsequent Offenses</b>	<b>In-School Suspension x 1, x 2, OSS x 1</b>
Unexcused Absence	An absence not excuses by parent/guardian or school official
1 <sup>st</sup> Offense	Parent notification, detention
2 <sup>nd</sup>	Parent notification, detention, possible police notification & ISS for repeated offenses
Weapons in School	
Any Offense	Out of School Suspension 10-30 days and possible recommendation for expulsion. Possession of a gun or explosive device carries with it a full expulsion from the school district for one (1) year

## ACKNOWLEDGEMENT OF RECEIPT OF CHS HANDBOOK

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**Please sign and return to the CHS Office**

We, \_\_\_\_\_ and \_\_\_\_\_  
Parent/Guardian Student

acknowledge that we have received the 2020-2021 Craig High School Handbook and acknowledge that it is also available on-line on the school website. We are aware that it is our responsibility to read all of the information contained in this handbook. We understand that school policies and rules contained within the handbook are to be followed at all times. When said policies and rules are not followed, there will be consequences of which we will be notified at the time of the infraction. Not having read the student handbook will not relieve or excuse student consequences for misbehavior.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

