



**SOUTHEAST ISLAND SCHOOL DISTRICT
BOARD OF EDUCATION**
Regular Meeting
Wednesday, August 17, 2022

VISION STATEMENT

Students are equipped to realize their dreams and aspirations.

MISSION STATEMENT

Together we will foster student skills to achieve their goals and thrive in an ever-changing world.

AGENDA

MEETING: 5:30 PM
LOCATION: Thorne Bay School and via Zoom
1010 Sandy Beach Rd
Thorne Bay, Alaska 99919
VIRTUAL URL:

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. WELCOME TO VISITORS
6. PUBLIC COMMENT 4
7. BOARD SEAT 3E VACANCY
 - A. Appoint Candidate to Fill Vacant Board of Education Seat 3E Until the Next Regular Election in October 2022
 - B. Oath of Office: Seat 3E
8. CONSENT AGENDA: (Items listed under CONSENT AGENDA are considered to be routine by the School Board and will be approved in one motion unless a Board Member requests that an item be considered separately.)
 - A. Approval of Meeting Minutes
 1. Approval of May 11, 2022 Regular Meeting Minutes 6
 2. Approval of June 24, 2022 Special Meeting Minutes 9
 3. Approval of July 15, 2022 Special Meeting Minutes 12
 - B. Approval of August 2022 Financial Report 14
 - C. Employment

1. FY23 Classified Employment
 - a. Port Alexander: Earl Durdle (Maintenance Technician)
 - b. Thorne Bay: Madeline Jennings (Custodian)
 - c. District: Branzon Anania (Maintenance Director), Karen Clark (Payroll Manager), Everett Cook (Technology Assistant), Matthew Gore (Technology Director), Amy Jennings (Thorne Bay School Secretary/SISD Registrar & Immunization Coordinator), Shawn Jennings (Maintenance Technician), Amanda Kiely (Greenhouse/Agriculture Program Manager), Terri Kohn (District Office Administrative Assistant/On-call Bus Driver/Bus Driver Trainer), Joshua Musser (Maintenance Technician), Angela Near (District Clerk/Migrant Recruiter & Recorder/Special Education Clerical Assistant), Christine Page Haufe (Executive Assistant/Human Resources Manager), Mariia Taylor (Child Nutrition Program Director), Terry West (Preschool Coordinator/Kasaan Preschool Paraprofessional)
 2. FY23 Extracurricular Contracts: Ernie Jones (HS Cross Country, Naukati)
 3. FY23 Extra Duty Contracts: Branzon Anania (Hollis School Project Director), Laura Anania (Lead Teacher, Naukati), Lisa Cates (Co-lead Teacher, Hollis), Michael Congdon (Lead Teacher, Kasaan), Anthony Cook (Lead Teacher, Whale Pass), Julia Trischman (Lead Teacher, Port Alexander), Julie Vasquez (Co-lead Teacher, Hollis)
 4. FY23 Teacher Contract Addendums: Steven Cunningham, Melissa Dougherty, Donna Nixon
 5. FY23 Administrator Contract Addendums: Deidre Jensen
 6. FY23 Teaching Contract: Rockwell Near (Part-time Elementary Teacher, Thorne Bay)
9. ADMINISTRATIVE/BOARD REPORTS
- A. Superintendent Report
 1. Thorne Bay Principal
 2. Maintenance Report
 3. Greenhouse/Ag Program Report
 - B. Business Report 21
10. UNFINISHED BUSINESS
- A. Action on Administrative/Board Reports
11. NEW BUSINESS
- A. Purchase iReady Assessment and Personalized Instruction - Reading, and Professional Development from Curriculum Associates (\$26,433.15) 22
 - B. 2022-2023 Student/Parent Handbook

C.	FY 2024-2029 Six-year Capital Improvement Plan	80
D.	49th Star Consulting Staff Development Professional Proposal, October 14-21 (\$14,000 plus travel, lodging, and per diem)	83
12.	INFORMATION ITEMS	
A.	Letters and Communications	
B.	Reports and Information	
1.	Calendar of Agenda Items	84
2.	FY 2023 Org Chart	
3.	Classified Employee Handbook June 2022 Update	85
13.	ADVANCE PLANNING	
A.	September Regular Board Meeting: 3rd Wednesday is September 21, 2022	
B.	AASB Fall Boardsmanship Academy, September 17-18, 2022 (Fairbanks)	116
14.	PUBLIC COMMENT	
15.	BOARD COMMENT	
16.	EXECUTIVE SESSIONS	
17.	ADJOURNMENT	

MEETING CONDUCT

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. A member may only abstain due to a publicly declared conflict of interest. When a member abstains because of a conflict of interest, the abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. They shall then identify themselves and proceed to comment as briefly as the subject permits.

MEETING CONDUCT (continued)

4. The President may establish rules to govern the procedure whereby persons address the Board.
5. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
6. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

(cf. 1312.1 - Complaints Concerning School Personnel)
(cf. 9312 - Executive Sessions)

7. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

(cf. 9320 - Meetings)
(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES
29.20.020 Meetings public

Review 1/04, 1/05
Revised 6/11

SOUTHEAST ISLAND SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING
May 11, 2022

MINUTES

CALL TO ORDER

Board President Shannon Silverthorn called the meeting to order at 5:30 PM

ROLL CALL

Sandy Curtis and Shannon Silverthorn attended in person. Molly Kimzey, Rebecca Saffold, and Student Representative Chloe Vasquez attended via audio/video conference. A quorum was established.

APPROVAL OF AGENDA

Motion: *Approve the agenda*

By: *Curtis*

Second: *yes*

Student Representative Vote: *Yea*

Board Vote: *Yea: 4; Nay: 0*

Resolved: *carried*

WELCOME TO VISITORS

Board president Shannon Silverthorn welcomed visitors: Thomas Harden, Branzon Anania, Laura Anania, Cassandra Christopherson, Austin Saffold, Cindy Saffold, Amy Jennings, Everett Cook, Amy McDonald, Carol Randolph, Andy Cook, Lucienne Smith, Kathryn, Terri Kohn.

PUBLIC COMMENT

None

APPROVAL OF CONSENT AGENDA

Motion: *Approve the consent agenda as it is, [Item] 7.A. [April 20, 2022 meeting minutes], 7.B. [May 2022 financial report], 7.C.1. [FY22 extracurricular contracts for Korrissa Oatman and Tara Musser], 7.C.2. [FY22 certified contract addendum for Samuel White], 7.C.3. [FY23 certified contract for Melissa Dougherty]*

By: *Saffold*

Second: *yes*

Student Representative Vote: *Yea*

Board Vote: *Yea: 4; Nay: 0*

Resolved: *carried*

ADMINISTRATIVE/BOARD REPORTS

Sherry Becker gave the Superintendent's report. Topics included: a presentation for Federal Programs, Title I, the talent show, and department reports.

Superintendent Becker invited each department to share highlights from their written reports or additional items. Amy McDonald discussed PHlight Club. Everett Cook discussed the upcoming surplus tech equipment sale.

Lucienne Smith gave the Business Manager's report. Topics included: the 3rd proposed budget review insurance, E-rate, Timber Receipts, quarterly payroll reports and grant reimbursements, and the FY 2022 financial audit.

Chloe Vasquez gave the Student Representative report. Topics included: PHlight Club and STREAM week.

BUSINESS ITEMS

Motion: Approve the 3rd reading of the FY 2023 general fund budget and move it to a 4th reading.

By: Curtis

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

Motion: Approve the updated District-wide calendar for all schools.

By: Saffold

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

Motion: Approve the FY23 SERRC contract [for counseling services].

By: Kimzey

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

Motion: Approve the request to purchase one, used 15-passenger van, not to exceed \$45,000.

By: Curtis

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

ADVANCE PLANNING

The next regular Board meeting will be on August 17, 2022 at 5:30 pm. A special meeting will be held on June 24, 2022 at 5:30 pm with a work session at 4:30 pm.

PUBLIC COMMENT

None

BOARD COMMENT

Rebecca Saffold discussed her trip to Junea for the AASB Legislative Session meetings and visits with legislators. Shannon Silverthorn and Sandy Curtis commented regarding the Talent Show.

EXECUTIVE SESSIONS

None

ADJOURNMENT

Motion: Adjourn

By: Curtis

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

Time: 6:41 pm

Shannon Silverthorn, Board President

Date

Sandy Curtis, Board Clerk

Date

SOUTHEAST ISLAND SCHOOL DISTRICT BOARD OF EDUCATION
SPECIAL MEETING
June 24, 2022

MINUTES

CALL TO ORDER

Board President Shannon Silverthorn called the meeting to order at 5:01 pm

ROLL CALL

Sandy Curtis, Molly Kimzey, Rebecca Saffold, Shannon Silverthorn, and Student Representative Chloe Vasquez attended via audio/video conference. A quorum was established.

APPROVAL OF AGENDA

Motion: Approve the agenda

By: Curtis

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

WELCOME TO VISITORS

Shannon Silverthorn welcomed visitors: Lucienne Smith, Leslie Scranton, Branzon Anania, and Terri Kohn

PUBLIC COMMENT

None

ADMINISTRATIVE/BOARD REPORTS

Sherry Becker gave the Superintendent's report. Topics included: the introduction of Leslie Scranton, FY 2022 Itinerant Counselor through SERRC paid by the GERRF grant. Ms. Scranton provided an end-of-year presentation.

BUSINESS ITEMS

Motion: Approve the FY 2023 [general fund] budget

By: Saffold

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

Motion: Approve the Classified Employee Salary Update Proposal.

By: Curtis

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

Motion: Approve Professional Services Contract #2023-1001 with Alaska Educational and Business Services, Inc.

By: Kimzey

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

Motion: Approve the Purchase Houghton Mifflin Harcourt Social Studies Curriculum Materials for Grades K-12 [\$50,010.19 including shipping].

By: Kimzey

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

Motion: Approve the ATS Alaska Howard Valentine Coffman Cove School Controls Proposal purchase [\$29,976].

By: Kimzey

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

PUBLIC COMMENT

Sherry Becker commented regarding the marathon and assistance of the School Board Student Representative.

BOARD COMMENT

Shannon Silverthorn commented regarding vacant board seats.

ADJOURNMENT

Motion: Adjourn

By: Kimzey

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

Time: 5:59 pm

Shannon Silverthorn, Board President

Date

Sandy Curtis, Board Clerk

Date

SOUTHEAST ISLAND SCHOOL DISTRICT BOARD OF EDUCATION
SPECIAL MEETING
July 15, 2022

MINUTES

CALL TO ORDER

Board President Shannon Silverthorn called the meeting to order at 1:12pm

ROLL CALL

Molly Kimzey, Rebecca Saffold, and Shannon Silverthorn attended via audio/video conference. Sandy Curtis joined the meeting at 1:16 pm. A quorum was established.

APPROVAL OF AGENDA

Motion: Approve the agenda

By: Kimzey

Second: yes

Board Vote: Yea: 4; Nay: 0

Resolved: carried

WELCOME TO VISITORS

Shannon Silverthorn welcomed visitors: Lucienne Smith, Branzon Anania, and Dan Fabrello

PUBLIC COMMENT

None

BUSINESS ITEMS

Motion: Award the Hollis School Replacement Project to Dawson Construction, not to exceed \$8.5 million, excluding Alternate 2

By: Saffold

Second: yes

Student Representative Vote: Yea

Board Vote: Yea: 4; Nay: 0

Resolved: carried

PUBLIC COMMENT

Branzon Anania commented regarding the process and thanked the Board for meeting to consider the award.

BOARD COMMENT

Molly Kimzey commented regarding the upcoming election. Rebecca Saffold thanked Branzon Anania for his efforts

ADJOURNMENT

Motion: *Adjourn*

By: *Curtis*

Second: *yes*

Board Vote: *Yea: 4; Nay: 0*

Resolved: *carried*

Time: *1:36 pm*

Shannon Silverthorn, Board President

Date

Sandy Curtis, Board Clerk

Date



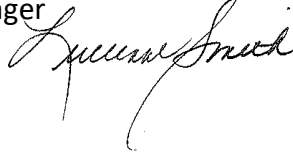
SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Rd Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 Email: sisd@sisd.org

MEMORANDUM

TO: SISD BOARD OF EDUCATION

THRU: Sherry Becker, Superintendent

FROM: Lucienne Smith, Contracted Business Manager
Alaska Education & Business Services, Inc. 

Date: August 1, 2022

SUBJECT: FINANCIAL REPORT NARRATIVE

The following pages are the Monthly July Board Reports.

The format of these monthly revenue and expenditure information reports are presented to the Board of Education to apprise them of the District's financial position in comparison to the respective budgets for all funds as well as a more detailed presentation of the general fund. More detail information is available at the District office in Thorne Bay, Alaska.

Statement of Revenue Budget vs. Actual: This printout recaps fund specific revenue information per the column headings for all funds of the District:

Received current Month	Includes activity for the month noted in the report
Received YTD	Includes year to date activity
Estimated Revenue	Reflects the current revenue budget
Revenue to be received	Reflects the amount expected to be received by year end

Statement of Expenditures Budget vs. Actual: This printout recaps fund specific expenditure information per the column headings for all funds of the District:

Committed Current Month	Includes activity for the month noted in the report
Committed YTD	Includes year to date activity
Original Appropriation	Board of Education and DOEED approved original budgets
Current Appropriation	Includes the original budget amount, budget transfers, budget revisions and rollover encumbrances from prior year
Available Appropriation	Budgeted amounts not yet expended or encumbered but available

Statement of Revenue Budget vs. Actual for Operating Fund: This report represents a more detailed view of the operating Fund revenue categories. The columns reflect the same information as noted above for the Statement of Revenue Budget vs. Actuals.

Statement of Expenditure Budget vs. Actual for Operating Fund: This report presents a functional recap of the Operating Fund. The columns reflect the same information as noted above for the Statement of Expenditure – Budget vs. Actual.

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 22

Fund	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
100 GENERAL OPERATING FUND	0.00	365,977.85	6,734,818.00	6,368,840.15	5 %
205 PUPIL TRANSPORTATION FUND	0.00	0.00	168,000.00	168,000.00	0 %
255 FOOD SERVICE FUND	0.00	0.00	152,000.00	152,000.00	0 %
256 FRESH FRUIT & VEGETABLES	0.00	0.00	1,021.88	1,021.88	0 %
260 TITLE I-A BASIC	0.00	0.00	99,958.00	99,958.00	0 %
261 TITLE I-C MIGRANT	0.00	0.00	50,509.00	50,509.00	0 %
264 Title IVA INNOVATIVE	0.00	0.00	13,187.00	13,187.00	0 %
266 TITLE IIA PRINCIPAL/TEACHER RETENTION &	0.00	0.00	27,098.00	27,098.00	0 %
268 TITLE VI-B IDEA	0.00	0.00	60,882.00	60,882.00	0 %
270 TITLE VI-B SEC 619 PRESCHOOL DISABLED	0.00	0.00	4,438.00	4,438.00	0 %
271 CARL PERKINS	0.00	0.00	1,500.00	1,500.00	0 %
274 TITLE IA SCHOOL IMPROVEMENT	0.00	0.00	50,000.00	50,000.00	0 %
375 TEACHER HOUSING	0.00	750.00	100,000.00	99,250.00	1 %
500 KASAAN WOOD FIRE BOILER FIRE	0.00	280,920.36	280,920.36	0.00	100 %
536 20-002 HOLLIS K-12 SCHOOL REPLACEMENT DESIGN &	0.00	336,395.00	9,669,396.00	9,333,001.00	3 %
600 THE CAFE	0.00	1,350.00	2,250.00	900.00	60 %
711 STUDENT AGENCY FUND AGRICULTURE	0.00	254.51	0.00	-254.51	** %
Grand Total:	0.00	985,647.72	17,415,978.24	16,430,330.52	6 %

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 22

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND	235,201.46	405,283.61	6,490,155.00	6,490,155.00	6,084,871.39	6 %
205 PUPIL TRANSPORTATION FUND	70.00	140.00	183,676.00	183,676.00	183,536.00	0 %
255 FOOD SERVICE FUND	943.50	943.50	285,036.00	285,036.00	284,092.50	0 %
256 FRESH FRUIT & VEGETABLES	0.00	0.00	1,021.88	1,021.88	1,021.88	0 %
260 TITLE I-A BASIC	825.00	1,167.80	98,808.00	98,808.00	97,640.20	1 %
261 TITLE I-C MIGRANT	0.00	130.84	50,509.00	50,509.00	50,378.16	0 %
264 Title IVA INNOVATIVE	0.00	0.00	13,187.00	13,187.00	13,187.00	0 %
266 TITLE IIA PRINCIPAL/TEACHER RETENTION &	0.00	0.00	27,098.00	27,098.00	27,098.00	0 %
268 TITLE VI-B IDEA	1,399.00	1,399.00	52,813.00	52,813.00	51,414.00	3 %
270 TITLE VI-B SEC 619 PRESCHOOL DISABLED	0.00	0.00	4,373.00	4,373.00	4,373.00	0 %
271 CARL PERKINS	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
274 TITLE IA SCHOOL IMPROVEMENT	0.00	1,606.48	50,000.00	50,000.00	48,393.52	3 %
296 COVID RELIEF - CRRSA ACT - ESSER II	10,083.33	20,261.67	0.00	0.00	-20,261.67	*** %
365 REAP	5,621.40	5,621.40	4,504.00	4,504.00	-1,117.40	125 %
367 ASTRIDE TLINGIT HAIDA GRANT	80,117.65	85,840.82	0.00	0.00	-85,840.82	*** %
368 THRIVE	0.00	110.75	525,000.00	525,000.00	524,889.25	0 %
375 TEACHER HOUSING	1,994.25	16,874.75	50,000.00	50,000.00	33,125.25	34 %
501 CIP-DISTRICT MAJOR MAINT	5,071.92	5,071.92	50,000.00	50,000.00	44,928.08	10 %
507 AEA BIOMASS PROJECT FY 2022	8,116.00	8,116.00	139,901.37	139,901.37	131,785.37	6 %
508 19-005 KASAAN K12 PLAYGROUND	40,404.81	40,404.81	84,034.70	84,034.70	43,629.89	48 %
536 20-002 HOLLIS K-12 SCHOOL REPLACEMENT	0.00	0.00	9,669,396.00	9,669,396.00	9,669,396.00	0 %
600 THE CAFE	300.00	600.00	2,250.00	2,250.00	1,650.00	27 %
711 STUDENT AGENCY FUND AGRICULTURE	-18.08	181.92	0.00	0.00	-181.92	*** %
Grand Total:	390,130.24	593,755.27	17,796,762.95	17,796,762.95	17,203,007.68	3 %

100 GENERAL OPERATING FUND

Function / Object	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
000					
0000					
40 OTHER LOCAL REVENUES	0.00	400.00	25,000.00	24,600.00	1 %
47 E-RATE REVENUE	0.00	0.00	1,411,471.00	1,411,471.00	0 %
51 STATE-FOUNDATION PROGRAM	0.00	363,291.00	4,508,192.00	4,144,901.00	8 %
56 TRS On-Behalf	0.00	0.00	269,786.00	269,786.00	0 %
57 PERS On Behalf	0.00	0.00	64,924.00	64,924.00	0 %
90 STATE-OTHER REVENUES	0.00	0.00	175,445.00	175,445.00	0 %
150 FEDERAL SOURCES THRU THE STATE	0.00	0.00	280,000.00	280,000.00	0 %
230 OTHER-SALE OF PROP & EQUI	0.00	2,286.85	0.00	-2,286.85	** %
Function Total:	0.00	365,977.85	6,734,818.00	6,368,840.15	5 %
Org Total:	0.00	365,977.85	6,734,818.00	6,368,840.15	5 %
Fund Total:	0.00	365,977.85	6,734,818.00	6,368,840.15	5 %
Grand Total:	0.00	365,977.85	6,734,818.00	6,368,840.15	5 %

Funds 100- 100

Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND						
621 HOWARD VALENTINE						
100 REGULAR INSTRUCTION	0.00		148,031.00	148,031.00	148,019.67	0
160 VOCATIONAL ED INSTRUCTION	0.00		1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00		54,141.00	54,141.00	54,141.00	0
600 OPERATIONS & MAINTENANCE	3,825.00		65,220.00	65,220.00	57,374.04	12
700 STUDENT ACTIVITIES	0.00		7,328.00	7,328.00	7,328.00	0
Org Total:	3,825.00	7,857.29	276,220.00	276,220.00	268,362.71	
624 KASAAN						
100 REGULAR INSTRUCTION	0.00		220,694.00	220,694.00	220,685.63	0
160 VOCATIONAL ED INSTRUCTION	0.00		1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00		9,329.00	9,329.00	9,329.00	0
400 SCHOOL ADMINISTRATION	0.00		6,633.00	6,633.00	6,633.00	0
600 OPERATIONS & MAINTENANCE	59.24		34,965.00	34,965.00	34,649.76	0
700 STUDENT ACTIVITIES	0.00		4,980.00	4,980.00	4,980.00	0
Org Total:	59.24	323.61	278,101.00	278,101.00	277,777.39	
625 NAUKATI						
100 REGULAR INSTRUCTION	160.17		197,234.00	197,234.00	196,891.16	0
160 VOCATIONAL ED INSTRUCTION	0.00		1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00		80,849.00	80,849.00	80,849.00	0
400 SCHOOL ADMINISTRATION	0.00		10,872.00	10,872.00	10,872.00	0
600 OPERATIONS & MAINTENANCE	229.72		80,608.00	80,608.00	77,830.58	3
700 STUDENT ACTIVITIES	0.00		6,682.00	6,682.00	6,682.00	0
Org Total:	389.89	3,120.26	377,745.00	377,745.00	374,624.74	
628 THORNE BAY						
100 REGULAR INSTRUCTION	0.00		395,319.00	395,319.00	395,177.70	0
160 VOCATIONAL ED INSTRUCTION	0.00		11,625.00	11,625.00	11,625.00	0
200 SPECIAL EDUCATION INSTRUC	0.00		189,698.00	189,698.00	189,698.00	0
400 SCHOOL ADMINISTRATION	200.00		52,179.00	52,179.00	51,979.00	0
450 SCHOOL ADMIN SUPPORT SRVC	0.00		29,527.00	29,527.00	29,527.00	0
600 OPERATIONS & MAINTENANCE	998.93		266,567.00	266,567.00	257,816.88	3
700 STUDENT ACTIVITIES	0.00		40,141.00	40,141.00	40,141.00	0
Org Total:	1,198.93	9,091.42	985,056.00	985,056.00	975,964.58	
632 WHALE PASS						
100 REGULAR INSTRUCTION	0.00		216,989.00	216,989.00	216,863.27	0
160 VOCATIONAL ED INSTRUCTION	0.00		1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00		84,040.00	84,040.00	84,040.00	0
400 SCHOOL ADMINISTRATION	0.00		6,633.00	6,633.00	6,633.00	0
600 OPERATIONS & MAINTENANCE	53.00		36,921.00	36,921.00	36,638.00	0
700 STUDENT ACTIVITIES	0.00		4,951.00	4,951.00	4,951.00	0
Org Total:	53.00	408.73	351,034.00	351,034.00	350,625.27	
649 DISTRICT WIDE						
100 REGULAR INSTRUCTION	-12,426.10		75,764.00	75,764.00	38,095.91	49
140 CORRESPONDENCE INSTRUCTON	0.00		196,952.00	196,952.00	196,894.81	0
220 SPED SUPPORT SRVCS-STUDNT	97.06		80,979.00	80,979.00	80,829.95	0

Funds 100- 100

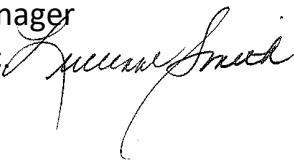
Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND						
300 SUPPORT SERVICES-STUDENTS	0.00		49,763.00	49,763.00	49,763.00	0
353 Technology	12,265.44		1,616,756.00	1,616,756.00	1,600,492.85	1
354 INSERVICE	0.00		6,700.00	6,700.00	5,434.85	18
400 SCHOOL ADMINISTRATION	41.25		4,564.00	4,564.00	3,141.24	31
450 SCHOOL ADMIN SUPPORT SRVC	0.00		26,902.00	26,902.00	26,902.00	0
511 BOARD OF EDUCATION	0.00		98,509.00	98,509.00	98,509.00	0
512 OFFICE OF SUPERINTENDENT	87.98		314,559.00	314,559.00	314,121.02	0
550 DISTRICT ADMIN SUPRT SRVC	3,226.66		260,747.00	260,747.00	213,469.42	18
600 OPERATIONS & MAINTENANCE	225,820.53		791,574.00	791,574.00	518,128.11	34
700 STUDENT ACTIVITIES	0.00		55,317.00	55,317.00	54,758.87	1
900 OTHER FINANCING USES	0.00		52,500.00	52,500.00	52,500.00	0
Org Total:	229,112.82	378,544.97	3,631,586.00	3,631,586.00	3,253,041.03	
667 HOLLIS (I)						
100 REGULAR INSTRUCTION	0.00		229,808.00	229,808.00	229,696.27	0
160 VOCATIONAL ED INSTRUCTION	0.00		1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00		86,766.00	86,766.00	86,766.00	0
400 SCHOOL ADMINISTRATION	0.00		9,077.00	9,077.00	9,077.00	0
600 OPERATIONS & MAINTENANCE	909.73		51,081.00	51,081.00	48,589.87	4
700 STUDENT ACTIVITIES	0.00		7,567.00	7,567.00	7,567.00	0
Org Total:	909.73	2,602.86	385,799.00	385,799.00	383,196.14	
669 PORT ALEXANDER						
100 REGULAR INSTRUCTION	0.00		151,838.00	151,838.00	148,298.88	2
160 VOCATIONAL ED INSTRUCTION	0.00		1,500.00	1,500.00	1,500.00	0
400 SCHOOL ADMINISTRATION	0.00		6,633.00	6,633.00	6,633.00	0
600 OPERATIONS & MAINTENANCE	0.00		43,393.00	43,393.00	43,250.50	0
700 STUDENT ACTIVITIES	0.00		1,250.00	1,250.00	1,250.00	0
Org Total:		3,681.62	204,614.00	204,614.00	200,932.38	
0.00Fund Total:	235,548.61	405,630.76	6,490,155.00	6,490,155.00	6,084,524.24	6 %
Grand Total:	235,548.61	405,630.76	6,490,155.00	6,490,155.00	6,084,524.24	6 %



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Rd Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 Email: sisd@sisd.org

MEMORANDUM

TO: SISD BOARD OF EDUCATION
THRU: Sherry Becker, Superintendent
FROM: Lucienne Smith, Contracted Business Manager
Alaska Education & Business Services, Inc. 
Date: August 9, 2022
SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE

E-RATE – IT will be establishing a tech committee to work on the RFP as this is the year we must submit a new RFP for Internet services to all our sites. That committee will review the RFP as well as establish a rubric to score those who submit responsive proposals.

Other – Quarterly payroll reports have been submitted; the 4th Qtr. Grant reimbursements are being worked on now to meet the 8/31 deadline to have them all submitted. Once they are submitted, we can begin the process of having DOEED move the funds forward that are eligible for carryover.

FY 2022 Audit – The interim independent audit was conducted week of July 9th and final will be the week of September 6, 2022. We continue working to close FY 2022 in advance of that date.

Please do not hesitate to ask questions.



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 E-mail: sisd@sisd.org

Meeting: August 17, 2022 – Regular Board of Education Meeting
Category: Business Item
Subject: Purchase iReady Assessment and Personalized Instruction - Reading, and Professional Development from Curriculum Associates (\$26,433.15)

RECOMMENDATION

It is the administration's recommendation that the School Board approve purchasing iReady Assessment and Personalized Instruction – Reading, and Professional Development, from Curriculum Associates for \$26,433.15.

PERTINENT FACTS:

iReady Reading program provided by Curriculum Associates is the supplemental curriculum/assessment tool that was chosen by the 5 districts that are included in the CLSD Literacy grant. The data from this reading program is used to demonstrate reading improvement which is required as part of the 5 year grant. SISD has seen student growth in reading each of the 3 years. This is our fourth year of the grant and the third year using iReady Reading. Per the Curriculum Associates website, "The i-Ready Assessment suite provides the data teachers need to target instruction where it's needed most. The information it delivers is based on industry-leading assessment design concepts and backed by extensive validity evidence. The program provides engaging online lessons that prepare students for grade-level success."

<https://www.curriculumassociates.com/-/media/mainsite/files/i-ready/i-ready-one-powerful-program-brochure.pdf>

<https://www.curriculumassociates.com/-/media/mainsite/files/i-ready/i-ready-diagnostic-flyer.pdf>

RECOMMENDED MOTION:

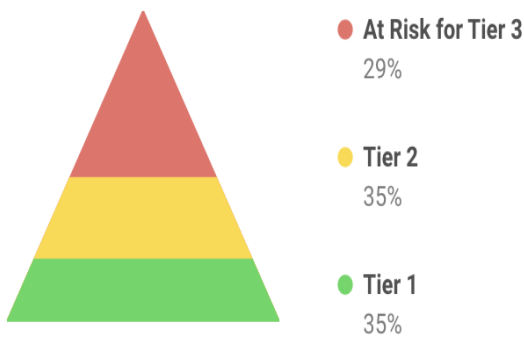
Approve purchasing iReady Assessment and Personalized Instruction - Reading, and Professional Development, from Curriculum Associates for \$26,433.

Curriculum-Literacy Report May 2021

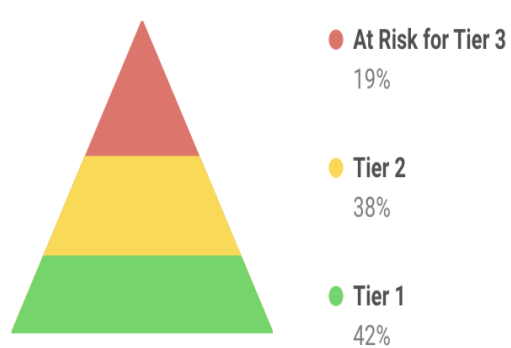
i-Ready

Despite most of the district being in remote-only instruction during the assessment window, approximately 70% of the K-8 student cohort completed the final i-Ready Diagnostic of the year. All students who tested showed growth over the 12-week period since the first Diagnostic, with 53% meeting their growth target and 31% exceeding their growth target. This resulted in a decrease from 29% to 19% in the number of students performing more than one year below grade level and an increase from 35% to 42% in the number of students performing at or above grade level.

February Results



May Results



Certified staff met with teachers from the other consortium districts and representatives from i-Ready on Friday, May 7th to look at this data and begin planning for how to best apply it to literacy instruction next year.

With the third influx of CARES Act funding having been issued, the district will be expanding the use of i-Ready to include the Math module.

FY22 Student Schedules

The Scheduling Committee distributed proposed FY22 course schedules to sites and has begun assembling student courses for Semester 1 of the 2021-2022 school year. The goal is to have all middle school and high school student schedules, including electives, completed prior to June 1st. This process was done with great care to ensure that students receive all of the required courses and credits for graduation as they proceed through high school and that teachers are equipped and prepared to begin teaching their assigned subjects on the first day of school.

Southeast Island School District



Student/Parent Handbook

2022-2023 School Year

Sherry Becker, Superintendent

VISION STATEMENT

Students are equipped to realize their dreams and aspirations

MISSION STATEMENT

Together we will foster student skills to achieve their goals and thrive in an ever-changing world.

This handbook belongs to: _____

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, AK 99919

Phone:(907) 828-8254 Fax:(907) 828-8257 E-mail:sisd@sisd.org

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WHY SHOULD YOU CARE ABOUT THIS HANDBOOK?

This handbook is here to help us work together so we can have a safe, fun, and successful school year.

Our handbook provides us with the expectations of the school community and school board, which guides the social norms within our schools. We all have a right to reach our highest potential. And when teachers, students, and administrators work together to follow the expectations in this book, we will create a learning environment where all students are prepared to live full and interesting lives.

As we all know, there is no way to predict all the disagreements that might arise between students and the school. There will be issues we may have failed to address in this handbook, and no situation is ever simple. When this happens, school administration will review school policies and evaluate student behavior in a way that creates a safer, more fun, and more productive learning environment for everyone in the school.

Our school community works very hard to make our learning environment as relevant and useful as possible. Together, we will acquire the tools we need to meet our definition of success and thrive in our ever-changing world. The teachers, students, and administrators in our schools maintain high expectations for themselves and are constantly reflecting on how we can develop our teaching and learning skills.

You, our students, are the future of our communities. The buildings, the classrooms, the greenhouses, the kayaks, and every adult in our schools are here to help you find and develop your talents. The expectations and social norms that make up this handbook are here to create a learning environment where students, teachers, and administrators take care of each other, take care of ourselves, and take care of our schools. Your schools have high expectations of you. Make sure you have high expectations of your schools. Your involvement and participation in every part of your school community is essential to maintaining the high level of education and individualized learning you should continue to expect to receive. We are excited to begin a new year and look forward to working with you!

School Schedules

AK-TRAILS Correspondence/Homeschool (4 day school week)	Barry C. Stewart Kasaan (4 day school week)
Monday-Thursday, 9:00 AM to 4:30 PM	Monday-Thursday, 8:00 AM to 3:30 PM
	Breakfast, 7:30 AM to 7:55 AM
Hollis (4 day school week)	Lunch, 11:35 AM to 12:05 PM
Monday-Thursday, 8:00 AM to 3:30 PM	
Breakfast, 7:45 AM to 8:00 AM	Coffman Cove (4 day school week)
Lunch (preK-8), 11:45 AM to 12:15 PM	Monday-Thursday, 8:00 AM to 3:30 PM
Lunch (HS), 12:15 PM to 12:45 PM	Breakfast, 7:30 AM to 7:55 AM
	Lunch, 11:35 AM to 12:05 PM
Naukati (4 day school week)	
Monday-Thursday, 8:00 AM to 3:30 PM	Port Alexander (4 day school week)
Breakfast, 7:30 AM to 7:55 AM	Monday-Thursday, 8:00 AM to 3:30 PM
Lunch, 11:35 AM to 12:05 PM	Breakfast, 7:30 AM to 7:55 AM
	Lunch, 11:35 AM to 12:05 PM
Thorne Bay (4 day school week)	
Monday-Thursday, 8:00 AM to 3:30 PM	Whale Pass (4 day school week)
Breakfast, 7:45 AM to 8:00 AM	Monday-Thursday, 8:00 AM to 3:30 PM
Lunch (MS/HS), 11:30 AM to 12:00 PM	Breakfast, 7:30 AM to 7:55 AM
Lunch (Elementary), 12:00 PM– 12:30 PM	Lunch (Elementary), 11: 00 AM to 11:30 AM
	Lunch (MS/HS), 11: 35 AM to 12:05

WHY IT'S IMPORTANT TO COME TO SCHOOL

The State of Alaska requires that every child between seven and sixteen years of age attends school. Children who are 5 years of age on or before September 1 are eligible to attend kindergarten. A student who has not yet turned 20 years of age by September 1 and who has not yet graduated may attend school.

A student with a disability who has not received a diploma and is 21 years of age or younger on September 1, is eligible to attend school for the entire school year, even if the student's 22nd birthday occurs during the school year.

According to Alaska law, your parent/guardian is responsible for your regular attendance. Each five days of unexcused absence will be a separate violation of this law. If your parent/guardian knowingly fails to comply with this law, they are guilty of a violation and the school district is required to address each violation. (Refer to AS 14.30.010, 14.30.020, and 14.30.030)

ATTENDANCE

We at Southeast Island School District believe that regular attendance is a crucial element of a good education. In order to provide you with an equal opportunity to attend classes during the regular school year, we encourage your family to limit any family/personal trips to scheduled breaks in the school year. We ask that your parents plan vacations, doctor's appointments, etc., for days when school is not in session. If an absence is unavoidable, we ask that parents give the teachers and principal as much notice as possible, so that they can plan make-up work for the student.

In the event of an unexplained absence, the lead teacher/principal will make prompt and reasonable efforts to contact parents. *In most cases, if a student is absent without explanation for ten consecutive days, he or she will be dropped from our enrollment.* Ultimately, a child's attendance is the responsibility of the parent/guardian.

Attendance Interventions

- If a student has been absent for five or more consecutive days and the parent has been in contact with the school, the school will request a meeting. During this meeting, the school and the parents will work together to create a plan of action, which may include transfer to our AK-TRAILS Correspondence/Homeschool program.

- In the event of a prearranged school absence that extends beyond fifteen consecutive school days, an administrative meeting will be held to determine the possibility of a transfer to our AK-TRAILS Correspondence/Homeschool program.
- If the school believes that the absences are the result of parental neglect, they will, in accordance with mandatory reporting laws, contact the Alaska Department of Health and Social Services, Office of Children’s Services on behalf of the child.

Definition of Absence

A student will be counted absent when not present at school. A student is considered present only if physically present at school or engaged in a school activity, even if the activity is away from the school.

Excused vs. Unexcused Absence

If you are going to be absent for personal reasons, your parent/guardian should write to the principal/lead-teacher to ask that the expected absence be excused. The principal/lead-teacher or designee may deny the request if the principal/lead-teacher believes that the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given.

Absences and Checking Out

- Parents are asked to call the school as soon as they know the absence will occur. This will allow the teacher to plan make-up work, to know approximately how long the student will be absent, and to arrange to send assignments home.
- Students who leave school grounds for any reason are to check out with the lead teacher/principal or designee. Students will not be permitted to leave the building without parent’s/guardian’s stated or written permission and permission of the lead teacher.
- Students who become ill must report to the principal/lead teacher or designee before receiving permission to leave the building
- A student returning to school during the day must check in with the lead teacher or designee before re-entering class.

Makeup Work

Each teacher may determine the policy for his/her classroom. If that policy is different from that listed below, it must be clearly stated in a formal document signed by both parent/guardian and student.

Excused Pre-planned Absences: Any assigned homework will be due on a day agreed upon by the teacher.

Excused Unplanned Absences: After returning to school, students will have additional time equal to the number of days missed to make up their work.

Skipping: The teacher is under no obligation to provide make up work in this case; the student should expect to earn zeros for all missed work.

Tardies

A tardy is defined as not being present in the classroom when the class is scheduled to begin. Teachers are required to keep records of tardies, and work with your school's lead teacher/principal/designee to determine appropriate consequences.

For high school students, teachers are required to keep records of attendance for each class. Students are considered tardy if they arrive within ten (10) minutes of class; students who arrive in class more than ten (10) minutes late will be marked absent for that class period.

SISD MODEL OF INSTRUCTION

Elementary-Middle School

SISD recognizes grades (K-12) for chronological and state reporting purposes. Proficiency is set at 70% and mastery at 80%. Standards are identified for each grade level and students are assessed using multiple methods throughout the school year.

High School

Credit-earning courses start at 9th grade and continue through 12th grade. Multiple assessments are also expected at the secondary level. Good attendance and persistent daily effort are essential for success.

MATERIALS & EQUIPMENT

Textbooks, workbooks, computers, and instructional equipment are supplied and maintained by the District. Students are expected to furnish their own general supplies, including pencils and notebooks. The lead teacher/principal is authorized to provide materials, including general supplies, for students who are unable to pay. Students shall

not be charged for any required activities held during school hours. Schools may charge for:

- Costs and materials used for vocational course projects that will become the property of the student;
- Lost and damaged books, materials, supplies, and equipment including computers.

Students are responsible for the care of their materials and any equipment they are using. Students are required to sign a computer use agreement form outlining appropriate use and will sign out specific textbooks and equipment. 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. Transcripts and/or diplomas will not be released to the student until all fines or fees are paid.

GRADES/REPORT CARDS

Aside from the many phone calls, notes, and class work folders being sent home, written report cards are sent home at the end of each quarter. 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 you be successful. If you have any questions pertaining to your grades/report card or the instructional program in which you are involved, please do not hesitate to contact your teacher and request a conference. In addition to regular report cards and conferences, teachers are expected to make contact with the parent/guardian when passing a class is in peril and when your behavior is affecting performance. There should be no surprises. The district strives for clear and open communication.

HIGH SCHOOL GRADUATION REQUIREMENTS **BOARD POLICY 6146.1**

A student with a minimum of 24 credits covering all required courses is eligible for a diploma.

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

Credits	Subject
4	Language Arts
3	Science
3.5	Math (Algebra 1)
1	Physical Education
1	Health
3	Social Studies (U.S. History/World History/Civics/Alaska History)
0.5	Careers and Portfolios
8	Electives (strongly recommend at least 1 credit of World Language)

Total = 24 credits

Awarding Credit

Course grades will be averaged based on the length of the course. A course completed in 18 weeks (a minimum of 80 hours of instruction) will have a grade with .50 credits awarded. A semester long course will average the two quarter (9 week each) report card grades. A yearlong class will be broken into two semesters and a final grade will be calculated on the report card. A failed semester grade will remain on your 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 after 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. Seniors may exceed 6 credits per year in order to graduate on time. No student may exceed 7 credits without administrative review.

Incomplete Scores

We strive to give students every opportunity to succeed. Students failing a 9 or 18-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 10 calendar 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. Not every course is offered every year. The older the student, the more essential that the course be passed the first time, as failure may require additional time in school or the purchase of acceptable replacement courses. No outside course will be accepted for credit without prior permission from the principal. The district takes no responsibility for the cost of these courses.

Credit for Repeat Courses

With the approval of the principal, 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. This is only possible if repeating the course in the same way it was first taken, and if the course is offered again. For instance the content of a purchased course would be different than what was offered in the classroom. In that case both grades would remain, although only one of the two could be used for a graduation requirement. Any ties for academic awards at graduation will be settled with preference given to the student without repeated courses.

Credit from Other Programs

Middle school students are encouraged to take challenging courses enabling them to advance beyond the minimum expectations for graduation. In most cases, high school credit is not awarded for courses completed during middle school. 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.

Pass the Class the First Time

Due to the size of our individual communities and schools, it is extremely difficult to offer every possible course every semester. Your success when a course is first offered is

essential. Regular attendance, frequent communication between you, your parent and the teacher, and the understanding that with age comes more homework and responsibility, are all critical elements. Not every course will be offered every year, and there may be situations where a student would have to take a course either through the SISD AK-TRAILS Correspondence/Homeschool program, or at their own expense, in order to graduate on time.

Early Graduation

Depending on the school, students could have the opportunity to earn as many as 28 credits during high school. Students are discouraged from early graduation. Our changing world requires all of the skills and maturity a student can acquire. 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 Lead Teacher or Principal and requires School Board approval following a student presentation to the School Board. You will also submit an application packet to the Board that includes at least the following: current transcripts, a letter from you that includes evidence of future plans such as acceptance into a post secondary career option, and recommendation letters from teacher(s), lead teacher or principal, 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. You 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.

Graduation Ceremonies

High School graduation ceremonies will be held to recognize those students who have successfully completed the district requirements. The superintendent or designee may deny a student the privilege of participating in graduation or promotion activities because of misconduct. The graduation ceremony may also be used to recognize the accomplishments of younger students and to recognize alternative methods of graduation.

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.

College Courses for Dual Credit

Students who choose to pursue an independent study college course may take the course of their choice. Students may receive dual credit for the course if pre-approved by an SISD principal or designee. Students will be allowed to have this course in their schedule during the regular day if there is a teacher/designee available for supervision during the period. SISD takes no responsibility for the cost of these programs unless a student has exhausted all possible credit opportunities with SISD. Tuition (up to \$250 per course) will be reimbursed only upon successful completion and only with prior permission from the principal or lead teacher.

UNIVERSITY OF ALASKA'S SCHOLAR AWARD

Calculation of grade point average (GPA) will occur at the end of the junior year for the purpose of determining the recipients of the UA Scholar's Award (top 10% of class) and will be based on the same grades as listed for valedictorian/salutatorian. The Lead Teacher/Principal is responsible for submitting names at the end of the junior year, and for submitting any changes for the scholarship at the beginning of the senior year. The determination for this award is based on the following criteria:

1. Highest overall GPA at the end of junior 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. UA Scholar is the student who ranks 1st using this method. Only juniors on track to graduate on time will be submitted. A student requesting early graduation will not displace a senior graduating on time.

POST-SECONDARY EDUCATION

Information about colleges, technical and vocational schools is available through your lead teacher or principal. Together with your parents and high school teacher, you can begin planning your future with help of this information. If you 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 your 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.

COUNSELING AND GUIDANCE

Each year, information on career planning is distributed to the high school students in the district. You will be provided an opportunity to take the SAT, and PSAT exams. You 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.

SISD AK-TRAILS CORRESPONDENCE/HOMESCHOOL PROGRAM

The Southeast Island School District AK-TRAILS Correspondence/Homeschool offers a unique and highly individualized program for students living anywhere in the state of Alaska. Please see the AK-TRAILS <https://www.sisd.org/o/aktrails> webpage for more information.

SUMMER PROGRAMS

Summer opportunities are tied directly to available grants. While our priority is to fund educational opportunities targeting specific needs shown through testing results, the focus of these opportunities vary with the requirements of available funding.

Academic Summer School

We strive to offer summer opportunities for students to improve their academic skills. These are generally targeted to opportunities that usually will not yield high school credit. We evaluate test results yearly to determine the academic focus for any summer opportunities. Extended School Year (ESY) services are available for students with disabilities as indicated by a student's Individualized Education Program (IEP).

Summer Camps and Service Learning

When grant funding allows, we offer summer camps and service learning opportunities.

ACTIVITIES/ATHLETICS

Right to Participate

No student shall be denied the right to participate in any school activity solely on the basis of gender, age, race, color, national origin, religion, disability, marriage, sexuality, or pregnancy, nor shall students be denied the right to participate as a method of collecting fines or fees.

Ultimately, the school district follows the guidelines of Alaska School Activities Association (ASAA) outlined below:

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

See Notice of Non-Discrimination in Appendix

Attendance and Participation

Overall, you must be in attendance the day of any practice, game, or special event in order to participate. If circumstances outside of your control keep you from attending school, let your principal or lead teacher know. If your reason is valid, the principal or lead teacher can work with you to still participate.

School Board Policy

“Must be in attendance the full day of any practice, event, or travel unless absence is documented by a doctor or hampered by weather. Students shall not participate nor attend practice on a day of absence from school.”

However, the lead teacher or principal at your school site may waive this requirement if valid circumstances have caused the absence.

ATHLETICS

ATHLETIC SCHEDULES

Schedule for High School Activities Association (ASAA) found on ASAA.org

Schedule for Elementary and Middle School Sports

Native Youth Olympics (NYO): Junior NYO & Senior NYO (Year-Round Training)
State Competition is in April (Need grade/age levels)

September - February (Fall/Winter): Battle of the Books for grades K-12

August - May (year round) : Student Council for grades 3rd-8th

August - October (5 Weeks): Elementary and Middle School Cross Country

October - Thanksgiving Break (6 Weeks): Elementary K-5 Indoor Soccer

October - November: (8 Weeks): Middle School Basketball

January - February (7 Weeks) : Elementary/Middle School Wrestling Grades K-8

February - March (8 Weeks) : Middle School Volleyball Grades 6-8

March- April (6 Weeks): Elementary Basketball Grades K-5 (grouped K-2 and 3-5)

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.

ALCOHOL, TOBACCO OR 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 (An extra-curricular activity occurs outside of normal school hours, but does not relate to or compliment the curriculum taught in school. Additionally, most extra-curricular activities have a governing body that also regulates student eligibility. Co-curricular also occur after school, but they directly relate to or compliment the curriculum being taught in school). 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 un-prescribed 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 remove themselves from situations involving these substances and 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 local law enforcement.

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 school administrator will determine the discipline based on guidelines established by the ASAA. A complete copy of ASAA guidelines and regulations can be found at your school or at www.asaa.org. These guidelines have been proposed by the ASAA and the district will follow them accordingly.

EXTRA-CURRICULAR ACTIVITIES

Expectations and Qualifications needed to Participate in Extracurricular Activity

Below you will find all the detailed information that has to do with participating in extracurricular activities. Mainly, it covers how your behavior, grades, and attendance affect your ability to participate. It also explains what your responsibilities are when covering the costs associated with your participation.

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 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:

The district follows Alaska statutes stating that “students enrolled in alternative education programs can participate in activities in their district of residence as follows: A full-time student (...) who is enrolled in grades nine through 12 in an alternative education program that is located in the state and that does not offer interscholastic activities is eligible to participate in any interscholastic activities program available in a public school (...) that, based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program.”

Students must be completing assignments, and passing all classes as determined on a weekly basis and have no grade below a “C” (70%). 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.

Must be in attendance the full day (dependent on number of classes enrolled) of any practice, event, or travel. Students will not participate or attend practice on a day of absence from school.

Students assigned to serve suspension(s) will NOT be allowed to participate, travel, compete in, or attend any school activities until the day after the suspension has been served in its entirety;

Must be in compliance with absence limits;

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.

The district follows Alaska statutes stating that “students enrolled in alternative education programs can participate in activities in their district of residence as follows: A full-time student (...) who is enrolled in grades nine through 12 in an alternative education program that is located in the state and that does not offer interscholastic activities is eligible to participate in any interscholastic activities program available in a public school (...) that, based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program.”

Student Activities: Students must be eligible according to the policy described in *Activities: Co-curricular and Extra Curricular* section of this handbook. All school-related activity trips will require completion of missing work, which will be due on a day agreed upon with the lead teacher. These plans should be complete, and copies provided to the student, parent, and coaches/chaperones before the student leaves on the trip.

School Board Policy

“Extracurricular activities are defined as: (a) school sponsored, endorsed, or supported activities, teams, or clubs not part of classroom instruction and (b) activities governed by the Alaska School Activities Association. Specific programs may be exempted at the discretion of the Superintendent. School proms are exempt from the academic requirements of this policy.

Students may participate in extracurricular activities if eligible based on performance, attendance, and behavior.

Minimum criteria for participation in extracurricular activities by students (...) include:

- A. Must be enrolled in a minimum of (4) spectrum areas.*
- B. Must be progressing towards proficiency in all spectrum areas, as determined on a weekly basis.*
- C. Must maintain appropriate behavior as per school rules. Behavior to be considered in determining eligibility will include school behavior, which includes behavior in District classes, behavior outside class but on school premises, behavior in extra-curricular activities and school related misconduct outside class and extra-curricular activities. In addition to such school behavior, the District will also consider misconduct unrelated to school which is otherwise relevant to the determination of eligibility.*
- D. Must meet all ASAA requirements.*

- E. Must participate as a responsible team member by turning out for every practice and suiting up for every home game or activity, even if temporarily ineligible to compete.*
- F. Must have made a \$25 uniform deposit to the appropriate school authority if competing at a junior high or high school level in a sport requiring uniforms and/or special equipment.*
- G. Must have a signed and stated SISD Participant Code of Conduct Contract for the specific activity.”*

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.

Traveling students are not allowed to ride in automobiles except those provided by housing parents. 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. 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.

SCHOOL DANCES

A certified teacher chaperone must attend school dances from the host school and sufficient chaperones for the number of students attending. If other SISD schools send students they must be chaperoned by an adult approved by their own lead teacher. All students must meet conduct requirements as established by their home school. The host school will determine the ages eligible to attend.

Dances must be scheduled three (3) days prior and approved by the lead teacher.

General Dance Rules:

- Students will not be allowed to leave and return while dances are in progress.
- Parents/guardians must contact the lead teacher in advance if they do not want their student(s) to be able to leave the dance early.
- Parents/guardians are responsible for making sure that their student(s) have entered the dance and are under school supervision, as staff may not be aware of students who have not entered the activity.

More details regarding dance rules are available from your lead teacher. All school rules and expectations apply to dances.

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. Lead teachers who are planning fund raising activities must first have the approval of the principal before proceeding with the activity. It is important to control fund raising 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.

Fundraising specific to Student Activities/Athletics are the responsibility of the Coach. Student athletes must work with their coach and the Advisory School Council (ASC)

STUDENT CONDUCT

School Culture and Social Norms

In order to learn and teach, students and teachers must be able to go to school knowing that they will be safe and respected. Our school community and school board have created social norms and expectations that protect and support the well-being of all students, teachers, and administrators.

Your school must explain the expectations and social norms created by the school community and the school board to you. This allows us all to do our part to take care of ourselves and to take care of others. Parents and guardians will also be notified in writing regarding the school board’s expectations of students.

While we are all valued and respected equally in our schools, students must cooperate with teachers and administrators who are reminding students to comply with the expectations of the school community and school board.

Our schools encourage students to be themselves, express their individuality, to have fun, and to be social, but we cannot allow this to happen if a student is harming themselves or others in the process. For example, students should be able to be individualistic, but we cannot allow students to wear clothing with inappropriate language. We want students to have fun, but we cannot allow students to bully other students because it seems funny.

All of our choices have consequences. When we all know the expectations and social norms of this handbook, we make the choice to either follow or not follow them. Ultimately, we are the only person responsible for our individual choices and the consequences that come with them.

If students choose to disregard or defy the expectations of the school community or the school board, students will be choosing to accept the following consequences.

If students must meet with the principal because they have chosen to disregard expectations, a guardian will be contacted by either a phone call or a letter describing the student’s actions and how they violated school community and school board policy.

If students continue to make choices that disregard the expectations of the school board, they may be subject to discipline, suspension, or transfer to a correspondence program or expulsion.

We want every student to be learning in a classroom, but we cannot allow students to be continuously disrespectful, unkind, or to behave in a way that is inappropriate for a school setting. Removing a student from the classroom so that other students can be safe, respected, and have a productive learning environment is a natural consequence. However, learning how to shift our behavior is always preferred over punishment. Because of this, students are given learning opportunities in conflict resolution and instruction in appropriate school and work behavior through the Youth Employability Skills (YES).

Minor Offenses

Teachers are responsible for maintaining a safe and productive learning environment for all of their students. Therefore, if students are not meeting the classroom expectations, the teacher must address negative student behavior immediately. If students refuse to meet the expectations of the classroom they may miss out on class time, and make up missed time with the teacher during non-curricular times of the school day (lunch detention).

- Repeated minor offenses may be deemed a Moderate Offense. Refusal by the student to solve the problem at the lowest possible level will also escalate the consequence.
- Consequences may be escalated or repeated if warranted based on the severity or past history of behaviors.

Moderate Offenses

- Physical / Verbal Abuse, threats, hazing, harassment, intimidation, or bullying.
- Defiance of authority, disrupting class, not following directions, (this includes: failure to follow a reasonable request from staff, or failure to attend detention or to comply with any level of the Discipline Policy for which a student is assigned)
- Truancy / unexcused absence.
- Disrespectful or abusive language (and gestures), profanity, and inappropriate response to correction.
- Repeated Moderate Offenses may be deemed a Major Offense.

Moderate Offense Consequences

- Detention(s) as assigned by lead teacher
- In-School Suspension in a designated quiet place without distractions
- Out-of-School Suspension
- Possible long-term suspension or placement out of the regular school setting (This can include our correspondence program or some combination of all of our educational opportunities.)

Extreme Offenses

- Physical / Verbal Assault / Fighting
- Possession or use of alcohol or other drugs (this includes tobacco products)
- Possession of a dangerous weapon (i.e. knives) or the use of an object to inflict bodily injury to another person.
- Persistent Defiance of School Authority / Gross disrespect.
- Damaging property, vandalism, and theft (may require restitution).

Extreme Offense Consequences:

- One (1) to three (3) days of out of school suspension
- Four (4) to ten (10) days of out of school suspension
- Recommendation for expulsion or placement outside of the regular school program.

The penalty days counted for any school suspension will begin the full day following verification of the violation and will be in addition to the remainder of that school day on which the violation is verified. The lead teacher has the option to suspend for the remainder of the day. Students who are suspended will not be allowed to attend school-sponsored activities until after the first full day of attendance following the completion of the suspension. Suspended students may not be on school property at any time before the re-entry conference on the morning of their return to school. Discipline Levels for both Moderate and Major Offenses may be skipped or repeated if warranted by the situation.

In addition to the above disciplinary actions, students who possess, use, buy, sell, or give alcoholic beverages or any other drugs at any time during the school day or while participating in any school activity will be referred to the police.

Classroom Etiquette

- Neither food nor drink will be allowed in the classroom unless the teacher makes special arrangements.
- Portable electronic devices including, but not limited to radio/cassette/disc players, gaming devices, iPods or mp3 players, and cell phones may not be used in the classroom. Any music will be under the direct control of the teacher. Listening to music on a district assigned computer with headphones is at teacher discretion. Any use of music will be directly connected to positive student behavior.
- Students are expected to complete their own homework and other assignments. Cheating will not be tolerated and may result in loss of academic credit. This includes copying material from the Internet and claiming it as your own.
- Students must come prepared for class and on time.
- No behavior will be allowed which disrupts the learning of others.
- Students should be alert and active. It is expected at all times that students keep objects and body parts to themselves.

Hallway Behavior

Students are not to be out of the classroom or library when school is in session unless they have permission from the teacher. Those who receive such permission are expected to be quiet while in the halls.

Suspensions

- In-school suspension (ISS) is the removal of a student from the classroom and school activities by the principal, lead teacher, or designee, and assignment to a designated area within the school building. A student in ISS will take breaks when other students are not in the halls.
- Students in ISS will be counted as present
- Out of school suspension (OSS) will be used as a last resort for students unwilling to comply with ISS, or in the case of an event too serious to deal with in any other manner. For short-term suspensions, students will receive zeroes for missing work. For long-term suspensions, the lead teacher may make arrangements for the student to complete the work at home.

We believe the district discipline program should advance the learning of social and life skills and should be based on maintaining a safe and effective learning environment within an atmosphere of mutual respect. Students must feel safe while they are in our care. Age appropriateness, frequency and severity of the violation will be considered when dealing with behavior and consequences. School hours for a student are

considered to be all hours between when the student leaves the house in the morning and until they return home in the evening. Actions taken during school hours involving another student will be considered a school offense.

In-school Suspension

In-School Suspension (ISS) is offered as an opportunity for students to learn from their mistakes while keeping up on their studies. Included in their day will be a reading and writing assignment tailored to their particular issue. The ISS monitor will review and discuss this project with the student. Failure to meet the behavioral, writing, or reading assignment expectations will require an out-of-school suspension. In-school suspension does not require a conference before a return to the classroom, unless multiple days are required to fulfill a one-day commitment.

Out-of-school Suspension

Out-of-school suspension is a last resort effort to change a behavior that can lead to more serious consequences unless changed quickly. A conference with parent/guardian, lead teacher, and student is required before the student returns to school after any out-of-school suspension or return from required placement in correspondence. The principal or designee will attend the re-entry conference along with other involved agencies or district specialists. This meeting will look at the event--or pattern of events--and problem solve for resolution. Repetition will result in escalating consequences, including removal from regular school attendance and an opportunity to do our correspondence program. An eventual return to school will require success with correspondence.

Expulsion

Expulsion leaves us all disappointed. With the exception of uncommon acts of violence or other threats to the safety of other students or staff, this step will have been preceded by countless interventions, and we will have left no stone unturned in our effort to find an alternative. However, all students deserve the opportunity to learn and to feel safe, and teachers need to be able to teach. Any student who makes this difficult for others is disrupting the educational process.

Weapons and Dangerous Instruments

Students shall not possess or use weapons, explosive materials, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the superintendent or designee specifically authorizing that possession or use. Students who violate this

policy are subject to disciplinary action in accordance with district policy and procedures and may be expelled for a period of one year. School employees will confiscate weapons or dangerous instruments on school grounds or at school-related or school sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff and the public. Knives of any size are not permitted.

The superintendent may, on a case-by-case basis, recommend a modification of this period of expulsion. Such modification recommendation shall involve consideration of all relevant factors, including those in aggravation and mitigation of the violation, and whether suspension is appropriate if the student has an individual education plan.

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 less than one year. (Federal Statute 18 U.S.C. 921) The term "firearm" is defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled, weapons or dangerous objects used in an act of aggression and stun guns.

SEARCH & SEIZURE

BP 5145.12

The following rules shall apply to search and seizure pertaining to students and school property assigned to them (e.g., lockers, desks, etc.):

School Property

The School Board authorizes school officials to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. All lockers and other containers provided to students by the District are owned, supervised and controlled by the District. Lockers and other District-provided containers are subject to search by the Superintendent, or designee, who may authorize a District employee to search them at any time.

In determining whether reasonable cause for a search exists, school officials shall consider:

- The student's age and previous behavior patterns.
- The prevalence and seriousness of the problem to which the search was directed.
- The urgency requiring the search without delay (e.g. odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker).

- The substantiate value and reliability of the information used as a justification for the search.
- The location of the student at the time of the incident that gave rise to reasonable suspicion.
- There are reasonable grounds or suspicion that the search will disclose evidence of illegal possessions or activity.

School Board Policy does not authorize any school employee to conduct a strip search of a student. Student permission to search possessions is not required. Permission will be requested and when possible a parent or guardian will be present for any search of an individual. Searches are not to be considered lightly and any search will be conducted by or under the supervision of an SISD administrator.

PUBLIC DISPLAY OF AFFECTION

Holding hands is the only acceptable public display of affection (PDA) permitted. There will be no body-to-body contact, intertwining body parts, or kissing. Students are to be supervised at all times. Attempts to find inappropriate privacy will have escalating consequences. The school is not the place to show intimate affection.

VANDALISM, THEFT AND GRAFFITI

Any district student who commits an act of vandalism shall be subject to disciplinary action, must make reparation for damages, and also may be reported to the appropriate authorities for legal prosecution. If reparation of damages is not made, the district also may withhold the student's diploma and/or transcripts.

ALCOHOL AND OTHER DRUGS

BP 5131.6

Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion. Coming to school, school functions, or field trips under the influence carries the same consequence.

The principal or designee may search students and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law. Any search must comply with School Board Policy on Search and Seizure BP

5145.12(b). No search will be made without direct permission from the superintendent or principal. When any student comes to school under the influence, possesses alcohol or illegal drugs at school or while under school jurisdiction, the following shall result:

- Parent/guardian contact.
- One- to five-day suspension.
- Contact of law enforcement authority within one school day of the suspension.
- Impose extra-curricular, co-curricular travel restrictions for as long as the remainder of the school year.
- If any access to field trips, or sports is eventually permitted, the student will be closely monitored and will be in sight of a chaperone at all times.

Drug/Alcohol Free Zone

Federal and State statutes provide for penalties for the distribution of drugs within 500 feet of a school, the "Drug Free School Zone", subject to the following conditions: does not require knowledge of the proximity of a school, does not require evidence that children are currently or likely to congregate, does not require proof that the sale of drugs had a detrimental effect on children.

Tobacco Free Zone

BP 5131.62

In accordance with law and to promote the health and safety of all students and staff, School Board Policy prohibits smoking, the use, or the possession of tobacco products anywhere and anytime in district vehicles, at athletic events and meetings, while under the supervision of a district employee, or on district property. This zone includes the lands surrounding district buildings.

DRESS AND GROOMING

BP 5132

Student attire should be appropriate for school and not disruptive or a distraction to the educational process. The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment and good school spirit, and will be non-disruptive of the educational activities and processes of the school.

Profanity, nudity (real or in caricature), depiction of sexually inappropriate behavior, promotion of drugs, alcohol, and tobacco products are inappropriate attire. Clothing worn that is inappropriate for a school environment will result in the parents being notified and the student will be required to change into appropriate clothing. Turning a

shirt inside out can solve the problem for that day. Problem items are not expected to reappear that day or any other day. Hats are allowed only with lead teacher permission or are left in the locker. Sunglasses are not permitted while indoors. Repeat offense with the same item may result in ISS or removal from school. The lead teacher will have the final word on dress. All teachers at a site will reach a consensus on the standard at the school and any staff member can ask a student to comply. Parents and guardians are encouraged to contact administrators if there is a conflict between what they believe and what the school believes is inappropriate. General guidelines for appropriate dress are below. This list is not exhaustive.

- Shoes shall be worn.
- Clothing that would expose the entire shoulder, may only be worn with additional clothing that covers the area (blouse, dress shirt, shirt).
- Clothing exposing the torsos or the midriffs of both male and female students, either front, back or sides, shall not be worn. Underwear shall not be visible. Consequences will increase if behavior is repeated.
- Head coverings shall not be worn without express permission from the lead teacher.
- Hemlines shall be no shorter than mid-thigh for all shorts, skirts, and dresses.
- Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.

DIGITAL CITIZENSHIP

Our school district uses many digital tools in its curriculum. In order to maximize the learning experiences gained with these tools, it is important to practice the skills needed to be an active and productive member of our schools digital citizenry. There are many things that make-up the qualities and attributes of a model digital citizen. Here are a few examples. Protect your personal information. Think before you post, avoid oversharing, protect your privacy, check for sources of information. Use good judgment. Do not give any personal information to anyone from a school computer unless you have verified that they are a school or district employee. Avoid malware or phishing attacks aimed at stealing your personal information. Lastly, treat others with respect. Cyberbullying is a growing problem in the United States that often leads to negative consequences for those bullying and those being bullied. Be kind, respectful, and school appropriate. Remember, your digital footprint (all of your communication, searches, and activity) generally remains forever, and cannot be taken back. It is always a good idea to keep your personal digital activities separate from your school devices. This is especially true

with social media. If we work together we can make sure that our digital activities lead to an enhanced school experience and culture.

LEAVING SCHOOL PROPERTY FOR LUNCH

No school or class may be dismissed before the regular hour for dismissal without the approval of the superintendent or designee except in case of an emergency. Students shall remain on the school premises during the hours school is in session, including the lunch break, unless specifically authorized by the lead teacher or principal to do otherwise. Leaving campus for lunch is a privilege and is not considered a right. Ultimate responsibility for the decision of an open campus rests with the local ASC.

TRANSPORTATION

Bus and District vehicle transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the vehicle. Riders shall be courteous to the driver and to fellow passengers. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. In regards to field trips, the supervising teacher may deny access to students with classroom behavior problems.

Bus Conduct

Because passengers' behavior can directly affect their safety and the safety of others, the following basic safety rules apply at all times when students are riding a school van or bus, including field trips and other special trips. Problems will be reported to the lead teacher, and the parent/guardian will be notified of problem behaviors before removal from the bus whenever possible.

- Riders shall follow the instructions and directions of the driver at all times.
- Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for entering the vehicle. Riders should be alert to traffic. Riders shall enter the vehicle in an orderly manner, go directly to their seats, fasten their seatbelts, and remain seated while the vehicle is in motion. They shall not obstruct the aisle with their legs, feet, or other objects. Riders shall remain seated until the vehicle stops. When entering and exiting, riders should be alert for traffic.
- Serious safety hazards can result from inappropriate behavior that distracts the driver. Such behavior may lead to suspension of riding privileges.
- No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the vehicle.

- Riders shall help keep the bus clean. Riders shall not damage nor deface the vehicle or tamper with bus equipment.
- No animals are allowed on the bus without permission from the parents, bus driver and the chaperone, if there is one.
- Bus riders caught vandalizing the bus will have privileges suspended and be required to pay for damages.
- Students are expected to remain on school grounds after arriving on the bus.

Riders who fail to comply with the above rules shall be reported to the lead teacher, who shall determine the consequence. Consequences may include short-term denial of bus privileges. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice. In the case of a severe violation or repeated offenses, the principal may deny transportation for a period of time as long as the remainder of the school year. The driver will not assign consequences. Only students and chaperones may be on the bus. The use of food, beverages and bringing pets remains a decision of the driver.

DUE PROCESS AND APPEAL

Due Process is a procedure, which the Supreme Court has directed to be a part of any school policy and procedures dealing with student rights. “Due Process” recognizes the right of the student to appeal a decision made by the Administration. The “Due Process” steps below outline a procedure for a student and his or her parents to follow in appealing decisions relating to rule infractions. It is understood that the student and parents will be expected to follow the “Due Process” procedures to ensure that all student rights are acknowledged under the law.

It is the role of the School Board to serve as the supreme and impartial authority for the school district during a formal hearing. The School Board will consider all facts and information. The decision of the School Board will be final. The student parent/guardian/caretaker will be notified in writing within three school days of the decision of the School Board.

For the sanctions of in-school suspension (ISS) and/or detention assigned by the lead teacher, any student will have the opportunity to explain his/her conduct to the principal. An additional conference/hearing with the principal can be requested. Until the ISS is served, or the appeal is won, there will be no school attendance. There is no appeal beyond the principal for ISS or detention.

For the sanctions of short-term school suspension (10 days or less) assigned by the lead teacher, the student will have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. If not successfully resolved, an informal

hearing will be held within 24 hours. The principal will order a short-term suspension from school to begin immediately and it will remain in effect until the appeal hearing.

Students/parents dissatisfied with the imposition of discipline following a hearing with the principal may request a hearing before the superintendent by submitting a written request within one (1) school day of the imposition of discipline. (This step is not available to challenge ISS or lesser detentions.)

Students/parents dissatisfied with the imposition of discipline following a hearing with the superintendent may request a hearing before the School Board, by submitting a request within three (3) days of the superintendent's decision.

Long-term suspension (more than 10 days) and/or expulsion may be ordered only by the School Board after a formal hearing. A return to school is contingent upon the School Board's satisfaction that the cause for long-term suspension or expulsion has been remedied. All procedures in School Board Policy are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

VISITORS

Visitors to the school must check into the office or with the Lead Teacher. Rules for visitation vary by site. In general, student visitors are not allowed. Parents, guardians and volunteers are welcome and encouraged. At sites without an office, other visitors should plan to visit when classes are not in session.

PARENT SECTION

PARENT/GUARDIAN INVOLVEMENT

Parent/Guardian involvement in school is widely seen as one of the most important factors in ensuring student success. It increases the communication between the home and school, enriches the school community and culture, and also increases the academic achievement of students. We encourage parents/guardians to get involved and volunteer before, during, or after school if possible. Contact your school for more information on volunteer opportunities. We also encourage parents/guardians to contact lead teachers or principals for more information regarding the opportunity to serve on your school’s Advisory School Council (ASC).

VISITORS

Visitors to the school must check into the office or with the Lead Teacher. Rules for visitation vary by site. In general, student visitors are not allowed. Parents, guardians and volunteers are welcome and encouraged. At sites without an office, other visitors should plan to visit when classes are not in session.

SOUTHEAST ISLAND SCHOOL DISTRICT CONTACTS

Administration

- Superintendent/Special Education Director Sherry Becker
- Thorne Bay School Principal/Special Education Director..... Deidre Jenson
- Area Principal..... Shaine Nixon
- Executive Assistant/Human Resources..... Chris Page Haufe
- State and Federal Programs/Grants/Migrant Ed..... Sherry Becker

Technology Coordinator.....	Matt Gore
Maintenance Director.....	Branzon Anania
Activities Director.....	Shaine Nixon
Business Manager.....	Lucienne Smith
Agricultural/Greenhouse Program Manager.....	Amanda Keiley
Payroll/Accounting/Fixed Assets.....	Karen Clark
Travel/Purchasing/Accts. Payable/Maintenance Data/Vehicles.....	Terri Kohn
Curricular Resources.....	Deidre Jenson
Child Nutrition Program.....	Mariia Taylor
Thorne Bay School Secretary/Immunizations/ District Registrar.....	Amy Jennings
Title VI of the Civil Rights Act of 1964.....	Sherry Becker
Title XI of the Education Amendments of 1962.....	Sherry Becker
Section 504 of the Rehabilitation Act of 1973.....	Sherry Becker
Title II of the Americans with Disabilities Act of 1990.....	Sherry Becker

ENTRANCE AGE BOARD POLICY 5111(B)

Our schools provide educational experiences for all students who are developmentally ready to enter school. Students enter into our school system at kindergarten and progress through our curriculum model as is developmentally appropriate.

A child five years of age on or before September 1 may be admitted to kindergarten. The Board authorizes the admission of students under school age who exhibit the ability to perform satisfactorily, including advancement through the curriculum or grade level by the following year. Students under school age who were previously enrolled in public

school shall be admitted to school at the level determined by the Superintendent or designee.

Parents of a four-year-old child may request early admission if the birthday occurs by August 15. Every four-year-old seeking early admittance will be tested using the current version of *The Brigance Early Childhood Screen* (Brigance). The Special Education teacher or trained general education teacher will administer this test at your school. Only a passing score on the Brigance will allow a student to advance the following year.

The Brigance was designed for use with children below the developmental level of seven years. The assessment instrument measures fine and gross motor skills, vocabulary, and number concepts: prerequisites for school and school readiness

Students with an Individual Education Program (IEP) can receive services as three-year-olds. Students under school age who were previously enrolled in public school shall be admitted to school at the level determined by the superintendent or designee. Admission requires superintendent or designee approval. There will be no consideration for early entry of four-year-olds after the third week of September.

PROGRESS REPORTING

Aside from the many phone calls, notes, and class work folders being sent home, written report cards are sent home at the end of each quarter. 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. If you have any questions pertaining to your child's progress or the instructional program in which he/she is involved, please do not hesitate to contact the teacher and request a conference. In addition to regular progress reports and conferences, teachers are expected to make contact with the parent/guardian when passing a class is in peril and when behavior is affecting performance. There should be no surprises. The district strives for clear and open communication.

Retention

The School Board recognizes that research indicates very few children benefit from being retained. The superintendent or designee shall promote alternatives to retention. Early intervention, cooperation between the teacher and the parents, and regularly scheduled reviews of attempted interventions are our best defense against a step that seldom improves achievement. The exception can be with students who enter early as four year olds. These students are admitted with the expectation that they can perform

with students a year older. These students will be monitored closely and evaluated each April.

A teacher believing that retention is necessary will facilitate a meeting to consider the child's academic, social, and emotional performance. This meeting will take place during the first week of May and must be resolved before the last day of student attendance. In attendance will be the parent/ guardian, principal or designee, lead teacher, and primary teacher. Also present may be a Special Education teacher or other agency representative involved in the student's education. Before retaining a student, the principal or designee shall determine that:

- The student has not met grade-level standards of expected student achievement;
- Remedial help for the student has not sufficiently prepared the student for advancement;
- An effective plan is in place to meet the student's needs in addition to retention; or
- Retention will serve some purpose beyond punishment and improve the chance of school success.

Parental agreement is necessary for any change of placement, with the exception of the high school year (freshman, sophomore, junior and senior). These labels are dictated by the total credits earned, and may impact testing and graduation dates. For instance, remaining a freshman due to a lack of credits is not considered retention. See high school graduation requirements for further detail. Where attendance is a primary factor, a review of past interventions and a consideration of more assertive measures will be considered.

STATE TESTING

While regular attendance is always important for your child's education, one critical time to make sure your child is in school is during our State testing. Testing window dates are listed below and on the Department of Education and Early Development website: https://education.alaska.gov/tls/Assessments/pdf_files/5_year_assessment_calendar.pdf.

2022 – 2023 Assessments

Tentative Dates	Assessment Name	Grade Levels
September 15 – November 1, 2022	Alaska Developmental Profile (ADP)	Kindergarten (and eligible 1 st graders)
February 1 – March 31, 2023	WIDA ACCESS for ELLs	ELs in grades Kindergarten through 12 th grade
March 20 – May 5, 2023	Dynamic Learning Maps (DLM) Alternate Assessments	Grades 3 through 10
March 27 – April 28, 2023	Alaska Science Assessment	Grades 5, 8, and 10
March 27 – April 28, 2023	Alaska System of Academic Readiness (AK STAR)	Grades 3 through 9

If all students participate in the State testing, it makes a significant difference for the district in funding a variety of programs. It also gives educators, students, and families meaningful insights into student strengths and areas of need to support students in reaching their highest academic potential. Therefore we ask that all students be present during these testing weeks.

DISPLAY OF FLAGS/PLEDGE OF ALLEGIANCE AS 14.03.130

United States and Alaska flags shall be displayed and the pledge of allegiance will be recited regularly. A person may recite the following salute to the flag of the United States of America or maintain a respectful silence. "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

A school district shall inform all affected persons at the school of their right not to participate in the pledge of allegiance. The exercise of the right not to participate in the pledge of allegiance may not be used to evaluate a student or employee or for any other purpose.

FOOD SERVICE/CHILD NUTRITION PROGRAM

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.

CRISIS INTERVENTION

During a school crisis (suicide attempts or other traumatic community event), schools will follow direction given in the district and school Crisis Plans. You can review the district Crisis Plan by checking in with your lead teacher or Principal.

CHILD ABUSE REPORTING

AS 47.17.010-070.

School employees have a legal obligation to report known or suspected child abuse or neglect immediately to the nearest office of the Department of Health and Social Services. The reporting duties cannot be delegated to another individual. The District acknowledges its statutory obligation to report and cooperate in the investigation of possible cases of child abuse or neglect. Failure to report puts staff at risk of losing their job and career. It is not the responsibility of staff to research issues, and they do not seek to verify any allegation. The law is clear and other agencies have the right to investigate or to ignore once we file a report. Regardless of any doubt they might have, staff is expected to report what they know immediately.

ANTI-HARASSMENT POLICIES

SISD is a diverse school district with our residents representing various ethnic, cultural, and racial backgrounds. We take great pride and celebrate this diversity and believe it adds to our strength as a school district. We believe strongly in mutual respect for all people. Any actions of discrimination, prejudice, or harassment will not be tolerated at

any level of the school district. The superintendent serves as the Title IX officer, and is responsible to investigate any allegations of discrimination.

Harassment

The district is committed to maintaining a learning and working environment free from all forms of harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, and others involved in school district activities. Sexual harassment shall include issues of sexual orientation and gender identity.

Harassment occurs when:

- Submitting to the harasser's demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of demands is a factor in an academic, work or other school-related decision affecting an individual; or
- Unwelcome conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Harassment can occur when an adult harrasses a student, a student harasses an adult, a student harasses another student, an adult harasses another adult, and harassment can occur between individuals of the same gender as well as individuals of differing genders.

The district will take prompt and reasonable corrective measures to eliminate harassment and prevent its recurrence. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services. When deemed appropriate by the district, the district shall provide reasonable support and/or assistance for individuals who have been subjected to harassment in the district's educational or work environment.

Engaging in harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Such disciplinary action will be consistent with any applicable collaborative agreement, district policy, and state and federal law. Grievance procedures are available from your lead teacher or through the district office.

No person shall be retaliated against for making a report of harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of harassment. Persons found to knowingly report false allegations will also be subject to disciplinary action.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing school rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

Bullying

Bullying takes many forms: gossip, cruel comments, insults, snubbing, put-downs, threats (physical or verbal) and violent attacks. It is deliberate, hurtful behavior that is often repeated, and is a form of anti-social behavior that has no place at school. It is the intent of this policy to make sure all members of our school community remain vigilant and consistent to help ensure that bullying behavior is actively resisted and stopped, and that we provide a safe school environment for all students. Acts of bullying, at any level, will not be tolerated, and will result in disciplinary action.

Cyberbullying

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

DUE PROCESS AND APPEAL

Due Process is a procedure, which the Supreme Court has directed to be a part of any school policy and procedures dealing with student rights. "Due Process" recognizes the right of the student to appeal a decision made by the Administration. The "Due Process" steps below outline a procedure for a student and his or her parents to follow in appealing decisions relating to rule infractions. It is understood that the student and parents will be expected to follow the "Due Process" procedures to ensure that all student rights are acknowledged under the law.

It is the role of the School Board to serve as the supreme and impartial authority for the school district during a formal hearing. The School Board will consider all facts and information. The decision of the School Board will be final. The student

parent/guardian/caretaker will be notified in writing within three school days of the decision of the School Board.

For the sanctions of in-school suspension (ISS) and/or detention assigned by the lead teacher, any student will have the opportunity to explain his/her conduct to the principal. An additional conference/hearing with the principal can be requested. Until the ISS is served, or the appeal is won, there will be no school attendance. There is no appeal beyond the principal for ISS or detention.

For the sanctions of short-term school suspension (10 days or less) assigned by the lead teacher, the student will have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. If not successfully resolved, an informal hearing will be held within 24 hours. The principal will order a short-term suspension from school to begin immediately and it will remain in effect until the appeal hearing.

Students/parents dissatisfied with the imposition of discipline following a hearing with the principal may request a hearing before the superintendent by submitting a written request within one (1) school day of the imposition of discipline. (This step is not available to challenge ISS or lesser detentions.)

Students/parents dissatisfied with the imposition of discipline following a hearing with the superintendent may request a hearing before the School Board, by submitting a request within three (3) days of the superintendent's decision. Long-term suspension (more than 10 days) and/or expulsion may be ordered only by the School Board after a formal hearing. A return to school is contingent upon the School Board's satisfaction that the cause for long-term suspension or expulsion has been remedied. All procedures in School Board Policy are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

APPENDIX A: AHERA (ASBESTOS NOTIFICATIONS)

2019 – 2020 ASBESTOS NOTIFICATION: Coffman Cove, Edna Bay, Hollis, Naukati, Port Alexander, Port Protection, Thorne Bay, and Whale Pass

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation was required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials.

In 1988 and in accordance with the EPA final rule of the Asbestos Hazard Emergency Response Act 40 CFR Part 763, the Southeast Island School District conducted inspections of its school facilities. The inspection indicated that there was no friable or non-friable asbestos located within the schools in the communities of Coffman Cove, Edna Bay, Hollis, Naukati, Port Alexander, Port Protection, Thorne Bay, and Whale Pass.

A copy of the school's AHERA Inspection/Management Plan is available for public review. The plan is located in the office of the school and the District office of Southeast Island School District. Please call ahead in the event you wish to review the plan.

2019 – 2020 ASBESTOS NOTIFICATION: Kasaan

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation was required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials.

In 1988 and in accordance with the EPA final rule of the Asbestos Hazard Emergency Response Act 40 CFR Part 763, the Southeast Island School District conducted inspections of its school facilities. In April 2009 the school's triennial inspection was conducted by Matthew Cox of Environmental Management Incorporated. Periodic surveillance and operations and maintenance have been ongoing. The triennial inspection indicated that there was friable and non-friable asbestos located within the Kasaan school library. Provided this material is left alone, it poses little consequences. No friable or non-friable asbestos was found in the Kasaan K-12 school building.

This past year Southeast Island School District conducted the following with respect to its asbestos containing building materials:

**Continued our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Our maintenance department will accomplish this task.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Southeast Island School District has a list of the location(s); type(s) of asbestos containing materials found in the Kasaan School Library building. A copy of the Asbestos Management Plan is available for review in the school office. Questions related to the plan should be directed to Larry Helgeson with Environmental Management Incorporated by contacting Southeast Island School District at 907-828-8254.

APPENDIX B: 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 the _____ to comply with both the letter and
(School Name)

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:

Sherry Becker
Name of Title IX Coordinator

Sherry Becker
Name of Section 504 Coordinator

Asst Superintendent/Thorne Bay Principal
Title

Superintendent/Special Education Dir.
Title

Thorne Bay, Alaska
Office Location

Thorne Bay, Alaska
Office Location

907-828-3921
Phone

907-828-8254 x210
Phone

907-828-3901
Fax

907-828-8257
Fax

sbecker@sisd.org
Email

sbecker@sisd.org
Email

Title IX complaints may also be filed with the U.S. Department of Education Office for Civil Rights:

U.S. Department of Education
Office for Civil Rights
330 C Street SW
Switzer Building, Room 5054
Washington, DC 20201-2516
Phone: (202) 205-9496 Fax: (202) 260-3040

Students attending _____ may participate in education programs and
(School Name)

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 C: 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 D: 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.

The District will develop and adopt 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. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. We will also directly notify, such as through the 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 in the specific activity or survey. The 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

Student Agreement

As a student of one of the SISD Schools, I acknowledge that I have received a copy of the Student/Parent Handbook for the 2022-2023 school year. I understand and agree to abide by the procedures, guidelines, specific rules, and regulations included in this Handbook. I recognize and understand that rules cannot be written to cover all behaviors in all situations. I understand that school personnel may need to assess and address a given situation and take action (which may include disciplinary action), in light of the school's Mission Statement, state and federal laws and regulations, and School Board Policies. I further acknowledge, understand, and agree that I will be held accountable for my behavior.

Name of Student:

Date:

Signature of Student: _____

Parental Agreement

As a parent(s)/guardian(s), I (we) acknowledge that I (we) have read the SISD Student/Parent 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 and attending any SISD School. 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 the Student/Parent Handbook. A signature is necessary before participation in any activity beyond the classroom.



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 E-mail: sisd@sisd.org

Meeting: August 17, 2022 – Special Board of Education Meeting

Category: Business Item

Subject: FY 2024-2029 Six-year Capital Improvement Plan

RECOMMENDATION

It is the administration's recommendation that the School Board approve the FY 2024-2029 Six-year Capital Improvement Plan.

PERTINENT FACTS:

This is the updated 6-year capital improvement plan that must be approved by the Board of Education and submitted to the Department of Education and Early Development by September 1st.

RECOMMENDED MOTION:

Approve the FY 2024-2029 Six-year Capital Improvement Plan.

Southeast Island School District
FY 2024 – 2029 Six-Year Capital Improvement Plan

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	D	Thorne Bay K-12 School Fire Suppression System Replacement This project will replace badly corroded and failing thin wall sprinkler piping, and make other needed repairs to the fire school's fire suppression system.	X	\$582,223
2	C	Thorne Bay K-12 School Mechanical Control Upgrade This project will replace the failing 25+ year old pneumatic HVAC controls at the school with a modern DDC control system for greater reliability and energy efficiency.	X	\$1,280,658
3	C	Thorne Bay K-12 School Underground Storage Tank Replacement This project will replace two 2000-gal underground fuel tanks that serve the main school and multi-purpose buildings. These are single wall steel fuel tanks that have been in the ground for over 25 years.	X	\$714,093
4	C	Port Alexander & Thorne Bay K-12 Schools Roof Replacement The roofing at the PA and Thorne Bay school buildings has reached the end of its lifespan and requires replacement. The district was able to replace a portion of the PA school roof prior to funding becoming available. This project will recover district funds used for already replaced roofing, and install new metal roofing on the remaining portion of the PA and Thorne Bay roofs.	X	\$4,575,721
5	D	Port Alexander K-12 School Domestic Water Pipe Replacement The domestic water piping in the school is 40 years old. The school's water has tested with unacceptably elevated levels of lead and copper. This project will replace the domestic water system in the school to make the water safe for students to drink.	X	\$279,133
6	C	Thorne Bay K-12 School Flooring Replacement This project is for recovery of funds expended to replace extremely worn carpet and resilient flooring in both the main school and multi-purpose buildings. The carpet had become a trip hazard, and was not an appropriate material in the cafeteria.	X	\$71,549

FY 2024 TOTAL \$7,503,377.00

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
7	C	Barry Craig Stewart Kassin School Renovation This modular building, built in 1982, was moved to the present site in 2000. Re-roofing, asbestos abatement,	X	\$120,000

**Southeast Island School District
FY 2024 – 2029 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		sewage treatment plant repair and flooring are all scheduled to be completed by FY25 and included in a single reimbursement request.		
FY 2025 TOTAL				\$120,000.00

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
FY 2026 TOTAL				\$0.00

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
FY 2027 TOTAL				\$0.00

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
FY 2028 TOTAL				\$0.00

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
FY 2029 TOTAL				\$0.00

Adopted _____ at a duly convened meeting of the Southeast Island School District at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

Superintendent

Date

School Board President

Date

Submit to the Department of Education & Early Development by September 1

Form #05-19-051



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 E-mail: sisd@sisd.org

Meeting: August 17, 2022 – Regular Board of Education Meeting
Category: Business Item
Subject: 49th Star Consulting Staff Development Professional Proposal, October 14-21
(\$14,000 plus travel, lodging, and per diem)

RECOMMENDATION

It is the administration's recommendation that the School Board approve the 49th Star Consulting's October 14-21 Staff Development Professional Proposal for \$14,000 plus travel, lodging, and per diem).

PERTINENT FACTS:

Lois Ballard-Stephenson of 49th Star Consulting will provide this staff development opportunity. The professional development and family engagement seminars will help build understanding on how to effectively use student data from sources (such as State Assessment Results, NWEA MAP Assessment, I Ready Assessment, and Teacher Assessments) to help plan and drive instruction daily. In addition, engaging parents in the process by helping them understand their child's strengths and weaknesses while teaching them effective strategies to support the learning taking place, helps the district form an effective family partnership between school and home.

RECOMMENDED MOTION:

Approve the 49th Star Consulting Staff Development Professional Proposal, October 14-21 for \$14,000 plus travel, lodging, and per diem.

SISD BOARD MEETINGS CALENDAR OF AGENDA ITEMS

August	<ul style="list-style-type: none"> • Welcome Staff and Students • Crisis Response Plan Review • Student Handbook Review • Parent Involvement Policy and Handbook Review • Annual Public Notices to Parents • Six Year Capital Improvement Plan Approval • Board Policy Updates • Title I District and School-Wide Plans
September	<ul style="list-style-type: none"> • Site Enrollment • Review Student Assessment Data • Graduation Date Approvals • SISD Resolutions (AASB Call for Resolutions) • Plan AASB Leadership Conference Attendance • Annual Progress & Summary Report for Student Nutrition and Physical Activity • Work Session: ASC Officer Election Certification; ASC Training & School Year Goals/Objectives Development
October	<ul style="list-style-type: none"> • New Board Member Orientation Work Session/Oath of Office • Board President and Clerk Elections • Appoint Legislative Liaison & Advocate for AK Youth Liaison • Appoint Student Board Representative(s) • Review AASB Resolutions • Report Student Count • Board Public Opinion Survey
November	<ul style="list-style-type: none"> • Audit Review/Budget Revisions • Annual audit of student organization accounts (ASC) • AASB Conference • Review and Refresh Strategic Plan/timeline
December	No Scheduled Meeting
January	<ul style="list-style-type: none"> • Budget Revisions • Plan for February Legislative Visits • ID Lobbying Strategies & Issues for Legislative Visits • Superintendent Evaluation
February	<ul style="list-style-type: none"> • Plan for AASB Spring Fly-In (if attending) • Board Self-Evaluation/Goal Update and Review
March	<ul style="list-style-type: none"> • Budget Development • Teacher Contracts • AK STEPP Needs Assessments • School Calendar Adoption
April	<ul style="list-style-type: none"> • Graduation Attendees • Budget Development • Teacher Contracts • Capital Improvement Plan/Facility Needs Report
May	<ul style="list-style-type: none"> • Budget Development • School District Report Card to the Public • Bruce Hill Scholarship
June	<ul style="list-style-type: none"> • Budget Adoption • Board Policy Updates from AASB • Disciplinary Action Data Review • Curriculum Quarterly Reports
Every Month	<ul style="list-style-type: none"> • Policy Review • Stipend and Mileage Forms ⁸⁴ • Exemplary Stakeholder Nominations

Southeast Island School District



Classified Employee Handbook

Revised June 2022

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Employment Definitions

1. MANAGEMENT RIGHTS

The District reserves exclusive rights to operate and control its schools and maintains authority to establish policies and regulations. The District, through the Superintendent or designee, may prescribe working rules pertaining to conduct, discipline, and safety of classified employees, and may create, eliminate, or change classified positions.

2. EMPLOYMENT OF PERSONNEL

All classified employees are employed and may be terminated only by recommendation of the Superintendent to the Board.

PROBATIONARY EMPLOYMENT

Probationary Classified Employee: One who is appointed to a regularly budgeted position, but who has not yet completed the first three (3) working month probationary period in the initial year of employment.

REGULAR EMPLOYMENT

Full-time Classified Employee: One who has completed his/her probationary period in a regularly budgeted position, is employed at least thirty (30) hours per week, and is a 12-month employee.

Part-time Classified Employee: One who has completed his/her probationary period and is employed less than thirty (30) hours per week or less than 12 months per year.

TEMPORARY EMPLOYMENT

Temporary Employee: One who 1) works on an irregular basis, 2) has not met highly qualified requirements and works in a position that requires an employee to be highly qualified, 3) who has been appointed for a period of less than six working months, or 4) has submitted documentation for background check and District has not yet received results for.

An employee who is considered to be a temporary employee because he/she has not met highly qualified requirements and is working in position that requires him/her to be highly qualified*, has 45 calendar days to:

1) meet highly qualified requirements, and

2) submit the required supporting documentation to the Human Resource Department in the District Office.

* Such as meeting the Alaska paraprofessional qualifications

Temporary employees are not considered probationary or regular employees and can be released from employment at any time for any reason.

HIRING PROCESS

All pertinent hire documents (including, but not limited to, application, W-4, I-9 and proof of identity, PERS paperwork, highly-qualified information and verification (if applicable), fingerprint information for background check, and the completed drug and alcohol-free workplace form) are required to be on file with the District Office BEFORE any employee can begin working.

Upon initial hire, all regular employees will be placed on Probationary Status for the initial ninety (90) days of employment, at which time the immediate supervisor will complete an evaluation to determine whether the employee will be placed on regular status. Neither sick leave nor annual leave may be taken during the probationary period. If a regular classified employee applies for and receives a new job within the district involving substantially different job responsibilities, the employee's status shall revert to that of a probationary employee.

SECURITY BACKGROUND/FINGERPRINT CHECK *Refer to Board Policy 4212.5*

A security background/fingerprint check is required upon initial hire for all classified employees. All classified employees must have a cleared, fingerprint-based criminal background check before starting work. Exceptions must be approved by the Superintendent (ex: within sight and sound of approved employee(s) until results are received).

BREAK IN SERVICE

A break in service is defined as any termination of employment with SISD, including termination due to declining enrollment at the Site or District level or changing needs or programs at the Site or District. Any employee who experiences a break in service due to declining enrollment at the site or District level or changing needs or programs at the site or District level will need to reapply if the position reopens. SISD will make decisions based on what is best for students. Any person rehired to a position in a similar job classification subsequent to a break in service will be reinstated at the wage commensurate to their years with the district in that job classification.

ACCESS TO PERSONNEL FILES *Refer to Board Policy 4212.6*

The District maintains a personnel file on each employee. All personnel file information is either on TalentEd or physically located at the SISD District office or in the SISD Archives. The employee may inspect the personnel file upon request during business hours.

3. NONDISCRIMINATION IN EMPLOYMENT

The district and its employees shall not unlawfully:

- discriminate against or harass employees or job applicants on the basis of gender, gender identity, sexual orientation, sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern, or in any other manner prohibited by law. *Refer to Board Policy 4030.*
- discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities which it operates.
- discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

4. EMPLOYEE CONDUCT

See also Appendix B for additional examples of work rules involving employee conduct.

COMMUNICATIONS

Cell Phones: Cellular phones may not be used during instructional time (i.e. the entire period of a scheduled class and any other time when students are under staff supervision) except when needed to facilitate the safety, health, and well-being of students and/or staff within the school setting (e.g. to contact the front office to report an accident on the playground during recess).

Support personnel may only use a cellular phone in their office during instructional hours. All other use, including cellular phones on vibrate mode, are considered a distraction to learning and not permitted. Additionally, no staff member may use a cellular phone in a manner, or at a time, that interferes with or is disruptive of students'

instructional time. Exceptions must be approved in advance by the employee's direct supervisor. *Refer to Board Policy 4219.26*

Displays/Media: The employee must have their immediate supervisor's approval for posting displays and or distributing media, including video.

Email: The District's main form of communication with employees is through the use of district email. Employees should check their school email account daily while at work and are responsible for knowledge of the content of messages sent to them through the district email system. District email groups are to be used appropriately and emails sent to groups need to be District-related and relevant to all members of the group.

Personal Phone & Internet Use: The employee shall not charge personal phone calls to the District or use District Internet connections for personal purposes. Internet use will follow District policy and procedures. *Refer to Board Policy & Administrative Regulation 6161.4.*

CONFIDENTIALITY *Refer to Board Policy 4219.23*

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to executive sessions, negotiations, and student records are not subject to public disclosure.

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee, which inadvertently or carelessly results in release of confidential information, shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

COURTESY

The employee is expected to treat other employees, students, and visitors to the school in a polite, considerate manner.

DEPENDABILITY

The employee is expected to follow assigned work schedules and to report an upcoming absence as far in advance as possible.

DISTRICT VEHICLE USE *Refer to Board Policy & Administrative Regulation 4233*

District vehicles serve a dual purpose:

- a. as transportation for itinerant employees, including employees doing official district business, and
- b. to transport students to/from varied approved activities. The following guidelines will clarify district vehicle use. Exceptions must be approved by the Superintendent/designee.

The following guidelines clarify district vehicle use:

- All District vehicles are to be parked in Thorne Bay during summer vacation and between activity seasons.
- District vehicles are to be parked at the school, District Office, or bus barn overnight. District vehicles are not to be parked at the driver's home overnight.
- Maintenance vehicles are to be parked at approved maintenance locations.
- Itinerant employees will drive vehicles for work-related purposes only; side trips for personal or non-district related business are not permitted.
- All employees driving a district vehicle will complete and submit a completed Vehicle Mileage Form in a timely manner (fax, email, or deliver in person to the District Office).

Use Restrictions and Guidelines can be viewed at this Google Drive [LINK](#). After using a vehicle, it is the employee's responsibility to ensure that it has been cleaned, refueled, and that all maintenance needs have been reported to your immediate supervisor.

DRESS AND GROOMING *Refer to Board Policy 4219.22*

Employees are expected to wear clothing during school hours that demonstrates their high regard for education and presents an image consistent with their job responsibilities. Every employee's appearance should model the kind of behavior that is expected from students. The following guidelines will assist employees in selecting appropriate modes of dress.

Clothing should:

- Be neat and clean,
- Be free from tears and holes,
- Not be backless, too low cut, too short, too sheer, too tight or too loose,
- Not have inappropriate words/symbols/pictures, and
- Not reveal private body parts, e.g., breasts, buttocks, and/or stomach.

The Lead Teacher/Principal shall be responsible for enforcing the above based on his/her evaluation of the impact an individual's appearance has upon the school climate, educational process, or the school's image in the community, and shall be the final judge as to the appropriateness of an employee's mode of dress.

DRUG AND ALCOHOL FREE WORKPLACE *Refer to Board Policy 4020*

It is a violation of Board policy for any employee at a school district workplace to unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as identified in Board Policy 4020.

"School District workplace" is defined as any place where School District work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students or employees to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under District jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business.

Any employee who is convicted of any criminal drug or alcohol statute violation occurring in the workplace must notify their supervisor of this conviction no later than five days after such conviction. Violation of the drug and alcohol free workplace requirements may be grounds for immediate dismissal.

EMPLOYEE SAFETY *Refer to Board Policy 4257*

Safety is every employee's responsibility. The employee is expected to obey safety rules and to exercise caution in all work activities. No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations. Where personal protective equipment and/or safety procedures have been provided or prescribed, the employee shall use the equipment/follow the procedures. Failure to do so may result in disciplinary action up to and including dismissal. The employee shall immediately report any unsafe condition to the supervisor.

No employee shall put a student or another employee in an unsafe situation or request them to perform an unsafe task.

ETHICS *Refer to Board Policy 4219.21*

The employee is expected to maintain high standards of ethical conduct. Dishonesty, theft, or improper use of district resources shall not be tolerated and may be grounds for immediate dismissal.

HARASSMENT-FREE WORKPLACE *Refer to Board Policy 4219.11*

Any form of harassment, including sexual harassment, of or by any employee shall not be tolerated and should be reported immediately so that action may be taken to eliminate inappropriate behavior. The School Board considers harassment, including sexual harassment, to be a major offense which may result in disciplinary action or dismissal of the offending employee.

INJURIES

All employee injuries occurring while on duty shall be reported to the employee's immediate supervisor and the Human Resource Department immediately. Employees shall complete the employee section of the Workers' Compensation "Report of Occupational Injury or Illness" form. This form shall be submitted to the Principal, Lead Teacher, or designee, who shall forward it to the Human Resource Department.

LEGAL EXPECTATIONS

All employees are expected to abide by applicable federal, state, and local laws, ordinances, and regulations, and the policies, regulations, and directives of the District.

POLITICAL ACTIVITIES *Refer to Board Policy 4219.25*

District employees have an obligation to prevent the improper use of school time, materials or facilities for political campaign purposes. The Superintendent or designee shall regulate political activities on school property.

Employees are prohibited from engaging in any activity in the presence of students during performance of the employee's duties, where the activity is designed or intended to promote, further, or assert a position on any voting issue, board issue, or collective bargaining issue. This prohibition does not apply to classroom instruction that is part of the approved curriculum (this requires consultation with and approval by a certified teacher).

The Board respects the right of school employees to engage in political activities on their own time. When engaging in political activities, employees shall make it clear that they are acting as individuals and not as representatives of the district.

Under no circumstances shall district employees:

1. Conduct political activities on school property during duty hours.
2. Solicit campaign support or contributions on school property during duty hours.
3. Use school equipment for the reproduction of campaign materials.

4. Post or distribute campaign materials on school property.
5. Permit the use of students to write, address or distribute campaign materials.

PROFESSIONAL BOUNDARIES *Refer to Board Policy 5141.42*

Maintain professional boundaries: All employees will maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries with students.

The interactions and relationships between district staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the district's educational mission.

District staff will not intrude on a student's physical and/or emotional boundaries unless the intrusion is necessary to serve a bona fide health, safety, or educational purpose. An educational purpose is one that relates to the staff member's duties as an educator. Additionally, staff members are expected to avoid any appearance of impropriety in their conduct when interacting with students.

Report violations of professional boundaries: Whenever a staff member observes another staff member engaging in inappropriate boundary invasions with a student, they must report what they have observed to administration. ***When in doubt, report it out.***

Preexisting, outside relationships with students: Employees may have familial and pre-existing social relationships with parents/guardians/caretakers of students and students. This could create dual relationships with students. Staff members should use sound professional judgment when they have a dual relationship with students to avoid violating this policy. In all such relationships staff should avoid any appearance of impropriety with any student and any appearance of favoritism toward any student.

Staff members shall pro-actively discuss dual relationship circumstances with their building administrator or supervisor. Regardless of any preexisting relationship with students outside of work, when on the job as an educator, staff shall abide by this policy and its accompanying administrative regulations.

Use of technology: Technology is an important tool used to communicate for educational purposes. However, unless the student is the staff member's own child, staff are prohibited from communicating privately with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards.

Staff whose conduct violates this policy may face disciplinary and/or termination consistent with the district's policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

Training: The Superintendent or Superintendent's designee will develop staff training relating to professional boundaries, including protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

5. WORKWEEK

The workweek is set as Sunday through Saturday. The Superintendent or designee shall establish the standard work schedule for regular full-time year-round employees. The standard working hours of business for full-time District Office positions shall be according to the District Office schedule and subject to approval of the Superintendent or designee.

The standard working hours for school positions shall be according to each school's daily schedule and subject to the approval of the Lead Teacher, Assistant Principal, Principal, Assistant Superintendent, or Superintendent.

The standard working hours for all other part-time positions shall be established by the employee's supervisor and subject to the approval of the Lead Teacher, Assistant Principal, Principal, Assistant Superintendent, or Superintendent.

Deviations from the standard schedule may be approved by the Superintendent or designee for District Office positions, by the Principal, Assistant Principal, or Lead Teacher for school site positions, and by the supervisor for all other positions. Requests for additional hours must be pre-approved using the appropriate form in TalentEd. Working additional hours without approval may be grounds for disciplinary action up to and including dismissal. Repeatedly working additional hours without prior approval shall be considered terms for immediate dismissal.

Employees working in regular, on-call positions will not have a standard schedule. Work hours will be determined by the employee's supervisor and subject to the approval of the Superintendent or designee.

6. LEAVE

Absences of classified employees from duty shall be for reasons approved by their supervisor and shall be covered with leave which has been duly authorized, reported, and recorded.

In a given day, the amount of leave an employee is eligible to use cannot exceed the number of hours that the employee is authorized for and normally works. Taking leave without approval or falsification of a leave request or report shall be grounds for disciplinary action up to and including dismissal.

ADMINISTRATIVE LEAVE

If an employee participates in seminars, classes or meetings that have been determined by the supervisor to be of benefit to the District, the time required for such participation shall be designated as administrative leave and no loss of pay shall result from such participation. Out-of-town travel time is considered part of this required time, including possible delays because of weather. Unless otherwise required by the Fair Labor Standards Act, the District will not be liable for any overtime pay because of this type of participation. Prior approval must be obtained for administrative leave unless participation is required by the District.

ANNUAL LEAVE

All regular full-time classified employees employed at least 30 hours per week or 0.75 full-time equivalent (FTE) shall be entitled to annual leave with pay to be accrued at the rate of:

Period of Service:

- A. **0 - 2 years:** One (1) leave day per month.
- B. **Over 2 years:** One and three quarters (1 3/4) leave days per month.
- C. **Over 5 years:** Two (2) leave days per month.
- D. **Over 10 years:** Two and one quarter (2 1/4) leave days per month.

Leave days are calculated as follows:

Hourly Employees:

One (1) leave day equals hours employed per week divided by five (5). For example, one (1) leave day for an employee who is employed for thirty hours (30) hours per week is equivalent to six (6) hours.

Salaried Employees:

One (1) leave day equals the percent of FTE employed. For example, a regular 0.8 FTE salaried employee will accrue annual leave at 80 percent of the full-time rate (for 0-2 years of service, this would be 0.8 leave day per month).

Annual leave will not accrue during the term of any unpaid leave.

Year of Service: one calendar year from date of hire, taking into consideration a break for summer recess.

Leave schedules must be planned with supervisors and have their advance approval.

During an employee's probationary period, annual leave will accrue, but will not be used until successful completion of his/her probationary period.

Leave will not accrue while an employee is on leave without pay. Annual leave may be accrued to a total of 45 working days, based on the employee's schedule. No more than 15 days (3 weeks) of vacation shall be used consecutively. The business office will deduct leave in excess of 45 DAYS on July 1 of each year. Days are prorated based on employee schedule.

CIVIC LEAVE

1. All classified employees shall be free to perform civic duties, such as holding elective public office and/or service on committees, commissions or other appointive bodies established by the Superintendent, Board, Commissioner of Education, State Commissions, Governor, or State Legislature providing that service in this capacity does not, in the opinion of the Superintendent of Schools, disrupt the position for which the staff member is hired or add unreasonable burden to the District.
2. Requests and leave slips for Civic Leave will be forwarded by the employee to their supervisor for recommendation before submittal to the Superintendent. At the direction of the Superintendent, a regular classified employee may be granted a leave with pay for civic duties at the state and local level.
3. The District will not be liable for any travel or per diem.
4. In the case of jury duty or subpoenaed witness duty, the employee shall turn over to the District all monies received from the court as compensation (except travel and per diem) for services, and in turn shall be paid his/her current salary while on court leave. Additionally, the employee shall provide documentation of jury duty or subpoenaed witness duty with the leave request.

When an employee is summoned as a witness in a proceeding involving or arising from personal activities outside District employment or personal affairs, the employee shall not be entitled to civic leave for this purpose.

If an employee is a disaster or emergency responder, he/she shall be released from duty in order to respond to a disaster or emergency call. Full pay shall be received for time missed for such duty but the employee shall remit any pay earned while performing such volunteer services not to exceed the salary which would have been earned had the employee been on duty.

FAMILY AND MEDICAL LEAVE ACT (FMLA) & ALASKA FAMILY LEAVE ACT (AFLA) LEAVE *Refer to Board Policy, Administrative Regulation, & Exhibit 4261.4.*

Under FMLA, an employee who has worked for the District for at least one year, and for 1,250 hours over the previous twelve months, is entitled to up to 12 weeks of leave for qualifying events.

Under AFLA, an employee who has worked for the District for at least 35 hours a week in the last six consecutive months, or at least 17.5 hours a week during the preceding twelve months, is entitled to up to 18 weeks of leave for qualifying events. Leave that qualifies under both FMLA and AFLA is to be used simultaneously.

Covered employees will be granted leave for the following reasons:

1. To care for the employee's infant child during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical care or child birth;
5. Because of the employee's own serious health condition that renders the employee unable to perform the employee's job;
6. If FMLA is applicable, for qualifying exigency leave if the employee's spouse, son, daughter, or parent is a military member and is on active duty; or
7. To care for a covered servicemember under the terms set forth in FMLA.

FMLA and AFLA are unpaid leave. District policy requires that covered employees substitute paid leave for unpaid leave taken for an FMLA or AFLA qualifying event. Paid leave substitutions will include personal leave and annual leave; and sick leave if

the employee leave is because of the employee's own serious health condition or for another event for which sick leave may be used under District policies.

The District will designate all qualifying leaves as FMLA or AFLA leave, even if the employee has not made a family and medical leave request, for example, when requesting sick leave, requesting annual leave to care for a sick family member, or taking workers' compensation leave. Any leave for a serious health condition of more than three days may qualify for FMLA/AFLA leave.

If the leave is because of the employee's own or a covered family member's serious health condition, the employee and the relevant healthcare provider must supply appropriate medical certification. This is at the employee's expense. Employees may obtain Medical Certification forms from the Human Resource Department.

Employees with questions about their eligibility for FMLA or AFLA leave should contact Human Resources for more information.

Should FMLA or AFLA laws change, the District will follow the most current requirements.

MATERNITY LEAVE

The District may not discriminate against or exclude from employment any employee or applicant on the basis of pregnancy-related conditions. Pregnancy and all related conditions must be treated as any other temporary disability for all job-related purposes.

A classified employee who becomes an expectant mother shall give written notice of the fact to the Superintendent as soon as is possible, but at least two (2) months before date of expected delivery.

An expectant classified employee may continue to work so long as she can adequately perform her job function. The Superintendent or designee may, at his/her discretion, require medical certification that the employee is in condition to perform the required duties of the job.

A woman unable to work for pregnancy-related reasons is entitled to disability benefits, sick leave, and sick leave bank benefits on the same basis as employees unable to work for other medical reasons.

An employee who is not covered by FMLA or AFLA is eligible to take three weeks of leave preceding and/or following childbirth or adoption. Leave will be charged first to

sick leave, then to personal leave (if applicable), then to unpaid leave. Exceptions will be considered on a case-by-case basis by the department head/site administrator or designee.

MILITARY LEAVE

An employee who is duty bound to answer a call for temporary military service with the National Guard or any other military organization of the United States shall be permitted to serve. Upon submittal of orders verifying the service to the Human Resource Department, the employee shall be granted ten (10) days administrative leave, accrued annual leave will be applied from that point. In the event the employee does not have sufficient annual leave to participate, the employee shall be granted leave without pay for the duration of the required military service.

SICK LEAVE *Refer to Board Policy & Administrative Regulation 4261.1*

All regular classified employees shall be entitled to sick leave.

Sick leave shall be accrued at the rate of .05 hours per hour for hourly employees and at one (1) day per month for full-time salaried employees. Sick leave accrual shall be prorated for part-time salaried employees based on the percentage of full-time contract.

Sick leave will not accrue during the term of any unpaid leave. Sick leave after three (3) consecutive days shall be accompanied by a health care provider's certificate if requested by the supervisor or by the human resource department.

Sick leave shall be approved by the supervisor.

Sick leave is allowable for illness in the immediate family requiring the physical presence of the employee in the interest of family welfare. Immediate family is defined as a spouse, child, foster child, stepchild, parent, foster parent, stepparent, grandparent, grandchild, sibling, stepsibling, foster sibling, or in-law.

Up to ten (10) days sick leave with pay may be used per occurrence per contract year by an employee in the event of death, serious injury, or serious illness of the employee's immediate family, as defined above. Additional leave time will be charged to annual leave (if applicable) and then to leave without pay.

Sick leave for the death in the immediate family beyond twenty (20) consecutive workdays may be granted, subject to the approval of the superintendent or his/her designee.

Employees are eligible for sick leave with pay after they have been continuously employed for ninety (90) days. Sick leave is earned, however, from the first full pay period.

Regular part-time employees who have been hired to an 'on-call' position are eligible for sick leave only on days when they have been called in to work.

SICK LEAVE BANK

1. All classified employees may join the Classified Sick Leave Bank.
2. There is hereby established a Sick Leave Bank, which shall be administered by a Sick Leave Committee. The committee shall consist of two members selected by the Southeast Island Education Association and one member selected by the Administration. It is the Committee's responsibility to approve or deny requests for Sick Leave Bank usage. In the case of denial, the request for Sick Leave Bank usage may be appealed to the School Board. Board decisions are final.
3. Each employee enrolling in the Bank will donate one day of his/her sick leave to the Bank each year, until the Bank reaches a maximum of 200 days. Once the Bank includes 200 days, only new participants will donate sick leave days. If the Bank balance decreases to 100 days or less, all participants will donate one leave day at the beginning of each membership year.
4. The Business Office shall provide a statement showing current balance of the classified sick leave bank to SIEA upon request.
5. For employees currently enrolled in the sick leave bank, yearly sick leave donations will occur automatically unless the employee declines participation in writing to the SISD Business Office by September 30. Voluntary enrollment will be the responsibility of the employee during October or within 30 days of employment.
6. In the event that the Bank becomes totally depleted during the membership year, each member of the Bank will donate additional days to a maximum donation of three (3) days per year per participating classified employee.
7. A person withdrawing from membership in the Bank will not be able to withdraw the contributed days.
8. The first ten (10) working days of illness or disability will not be covered by the Bank but must be covered by the person's own accumulated sick leave or leave without pay.
9. A person will not be able to withdraw days from the Bank until all of his/her own accrued paid leave has been depleted.

10. The number of Sick Leave Bank days available to a member shall be equal to twice the number of days of sick leave the member has accumulated on July 1st in the affected school year, or 24 days, whichever is greater. When there are multiple claims and not enough days in the Bank to cover all claims in full, the Sick Leave Committee will determine how the days will be distributed.
11. Persons withdrawing Sick Leave Bank days will not have to replace these days except as a regular contributing member of the Bank.
12. Sick leave days can only be withdrawn from the Bank for individual member's illness or disability.
13. Requests for use of Bank days will be forwarded by the employee to the Sick Leave Bank Committee, and must be accompanied by a letter from attending physician. The approval of the request shall be subject to the attending physician's supportive statement. Approved requests will then be forwarded to payroll for processing.
14. The SISD leave form shall be used as verification of sick leave donated to the Sick Leave Bank.
15. Qualifications for Membership and Use of Sick Leave Bank:
 - a. Only contributing members of the Sick Leave Bank are eligible to use it.
 - b. Members may use the Sick Leave Bank only after they have completed their probationary period in the District. Date of hire will determine eligibility.

UNPAID LEAVE

Short or emergency unpaid leaves of not to exceed six (6) work weeks per occurrence may be granted by the Superintendent or designee. If the employee has accrued annual leave, such annual leave must be used prior to approving unpaid leave. If the employee has accrued sick leave and the leave qualifies as sick leave, such sick leave must be used prior to approving unpaid leave.

Fringe benefits do not accrue during unpaid leave. However, accrued benefits shall be retained by the employee during the period of the leave.

7. COMPENSATION

SALARY

Temporary Workers: (Pre-approved by Superintendent/designee only)

Temporary Casual Worker	\$10.34*- \$11.01 per hour
Temporary Classroom Aide (not Highly Qualified)	\$13.00 per hour
Temporary Paraprofessional (Highly Qualified)	\$15.00 per hour
Temporary Cultural Specialist	\$20.00 per hour
Temporary Laborer	\$13.00 - 15.00 per hour
Temporary Skilled Laborer I	\$20.00 per hour
Temporary Skilled Laborer II	\$25.00 per hour

* when necessary, the minimum rate for a Temporary Casual Worker will increase to reflect the current Alaska Minimum Wage rate.

(Highly Qualified) = meeting the Alaska paraprofessional qualifications and documentation on file with SISK

Substitute Teachers:

Non-certified	\$16.00 per hour
Certified	\$18.00 per hour

The maximum work hours for a substitute teacher each day may not exceed the number of hours students are in class.

Regular Employees:

	1	2	3	4	5	6	7	8	9	10	11	12
A	\$11.01	\$11.40	\$11.80	\$12.21	\$12.64	\$13.08	\$13.54	\$14.01	\$14.50	\$15.01	\$15.54	\$16.08
B	\$12.03	\$12.45	\$12.89	\$13.34	\$13.80	\$14.29	\$14.79	\$15.31	\$15.84	\$16.40	\$16.97	\$17.56
C	\$12.62	\$13.06	\$13.52	\$13.99	\$14.48	\$14.99	\$15.51	\$16.06	\$16.62	\$17.20	\$17.80	\$18.42
D	\$13.01	\$13.47	\$13.94	\$14.43	\$14.94	\$15.46	\$16.00	\$16.56	\$17.14	\$17.74	\$18.36	\$19.00
E	\$14.08	\$14.57	\$15.08	\$15.61	\$16.16	\$16.72	\$17.31	\$17.91	\$18.54	\$19.19	\$19.86	\$20.56
F	\$14.66	\$15.17	\$15.70	\$16.25	\$16.82	\$17.41	\$18.02	\$18.65	\$19.30	\$19.98	\$20.68	\$21.40
G	\$14.80	\$15.32	\$15.85	\$16.41	\$16.98	\$17.58	\$18.19	\$18.83	\$19.49	\$20.17	\$20.88	\$21.61
H	\$16.01	\$16.57	\$17.15	\$17.75	\$18.37	\$19.01	\$19.68	\$20.37	\$21.08	\$21.82	\$22.58	\$23.37
I	\$20.47	\$21.19	\$21.93	\$22.70	\$23.49	\$24.31	\$25.16	\$26.04	\$26.96	\$27.90	\$28.88	\$29.89

- Range E: Custodian, Food Service Worker (Cook)
- Range G: Clerk, Migrant Recruiter/Recorder, Registrar, Secretary
- Range H: Administrative Assistant, Food Service Coordinator, Paraprofessional
- Range I: Bus Driver, Child Nutrition Program Director, Fleet Mechanic, Maintenance Technician. Payroll/Fixed Assets Manager
- Exempt***: Executive Assistant/HR Manager, Maintenance Director, Technology Director

*** salary for exempt employees negotiated with Superintendent based on experience.

Hourly employees will be paid according to the appropriate range on the adopted salary schedule, above. Any exceptions must be approved by the Superintendent. Salaried employees (those who work in positions that meet requirements for exemption under the Fair Labor Standards Act) will be paid according to the salary rate established by the Superintendent.

When a regular employee works as a substitute for another position, the employee will be paid at the employee's regular rate or the appropriate substitute rate, whichever is higher.

Pay Advances: Upon written request and the approval of the Superintendent, the employee may be granted up to two (2) pay advances per school year of no more than the value of hours already worked. Repayment of any payroll advance will be made in full from the employee's next paycheck. Pay advances will be paid within 5 business days.

Payroll Deductions: Pay checks shall be subjected to deductions for withholding taxes, Social Security and Social Security Medicare as applicable, Public Employees' Retirement System as applicable, and for such other/purposes as the employee and the District agree upon in writing.

403-B Plans: The regular employee may elect to enroll in a District approved 403-B plan by payroll deduction up to the rate established by law. The 403-B deduction shall remain-in force unless revoked or changed. Deductions may be changed twice per calendar year.

PLACEMENT ON THE SALARY SCHEDULE

Initial placement shall be made by the Superintendent or designee based upon job description and position responsibilities. Experience within a classification or in related job descriptions will be considered.

ADVANCEMENT ON THE SALARY SCHEDULE

Advancement on the salary schedule shall be an annual event and shall become effective for all eligible classified employees on July 1 of each year, pending a satisfactory evaluation by the supervisor. Note: It is a shared responsibility of the employee to ensure that an evaluation is completed on schedule by the supervisor.

To be eligible for annual advancement on the salary schedule, a classified employee must have been employed by SISD at least seven (7) months in the immediately preceding fiscal year in the category for which the advancement is being considered. Any absence necessitated by an accidental job-related injury or by required military service will not be considered a break in service for purposes of establishing the seven (7) months work criteria. Non-exempt, hourly employees shall advance one (1) horizontal step each year as determined by the classified salary schedule based upon a satisfactory evaluation. Any exceptions must be approved by the Superintendent.

BREAKS

The District does not provide compensable (paid) breaks (breaks less than 20 minutes). Employees between the ages of 14 and 17 who work more than 5 consecutive hours and are going to continue to work must have a non-paid lunch break of 30 minutes or more scheduled within 5 hours of when the employee starts working. Employees 18 years or older can be scheduled for and take a non-paid lunch break of 20 minutes or more (typically at least 30 minutes) where they are not performing work.

EMPLOYEE INSURANCE

Group Health Insurance: The Southeast Island School District shall provide a group health care plan for classified employees and dependents with benefits for all regular employees scheduled to work 30 hours or more per week. No employee covered by this plan will receive health insurance from more than one School District insurance policy.

Life Insurance: The District shall provide a \$250 annual contribution as a matching dollar effort to each regular full-time classified employee towards the financing of life insurance. Life insurance will be purchased through an independent provider (of the employees choice). Reimbursement will be paid upon receipt of premium invoice.

Workers' Compensation and Unemployment Compensation Insurance. The employee shall be covered by worker's compensation insurance and unemployment compensation insurance as required by law.

HOLIDAYS

Holiday pay for all eligible classified employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving (if employee normally works on Fridays), December 24 & 25, New Year's Eve. Should a holiday land on a weekend, the day preceding or following will be considered the day off.

A day is defined as the number of hours per day authorized for the employee to work at the time the holiday is taken. To be eligible for holiday pay, an employee must be a probationary or regular employee and in pay status both the workday immediately preceding and the workday immediately following the holiday.

OVERTIME *Refer to Board Policy 4253*

Overtime work shall not be permitted, unless approved on an emergency basis by the Superintendent/designee. Requests for overtime hours must be pre-approved using the appropriate form in TalentEd. Working overtime hours without approval may be grounds for disciplinary action up to and including dismissal. Repeatedly working overtime hours without prior approval shall be considered terms for immediate dismissal.

The administrative procedure regarding overtime is as follows:

Employees covered by FLSA shall be paid no less than one and one-half (1.5) times their regular hourly rate for hours worked over forty (40) hours in a week or for more than eight (8) hours* in a day. For those employees working two or more jobs for the district, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked by a formula set by the District.

The procedure for use of overtime shall be:

1. Overtime or work beyond daily scheduled hours must be pre-approved by the superintendent or designee. Such requests must be submitted through the employee's supervisor using the District's *Extra Hours/Overtime Pre-approval Form*
2. Emergency call outs shall be paid portal to portal and shall equal a minimum of two (2) hours of overtime pay if the above restrictions are met.
 - A. If these occur on a paid holiday, the employee shall receive time and one-half in addition to full holiday pay.

The District may, upon request of the employee and at the discretion of the Superintendent or designee, provide compensatory time off in lieu of compensatory pay; this is only considered with prior approval and is subject to the restrictions of the Fair Labor Standards Act. Unworked paid days shall not accumulate toward overtime.

PAYROLL CYCLE

The payroll cycle is from the first (1st) day of the month to the last day of the month. Pay will be distributed by the tenth (10th) day of the following month, pending submission of a completed timecard.

Time Cards: Time cards must be completed by the employee and approved by the supervisor (generally lead teacher or principal), who will submit them to the Payroll Officer by the date specified. All employees shall complete time cards via the Black Mountain Software daily time card software system, or by other means identified the Business Office.

Time cards are generally due by the last workday of each month in order to distribute pay by the 10th day of the following month. The Payroll Officer will notify staff of changes to this date. **Employee pay may be delayed until the following month if the time card is not submitted by the deadline.** Repeatedly submitting time cards after the deadline will be grounds for disciplinary action up to and including dismissal.

RETIREMENT PLAN

1. The District shall participate with all eligible classified employees of the District in the State Public Employees Retirement System.
2. The District shall pay regular employees for one seventh (1/7) of the value of their unused sick leave upon retirement through the Public Employees Retirement System (PERS).

TRAINING ASSISTANCE

The District will work cooperatively with employees to improve employees' skills, knowledge, and abilities relating to present positions or to classified positions to which they might logically progress. This may involve approval for employees to attend conferences and seminars, tuition reimbursement for approved courses of study on file at the district office, and other related activities. Hire preference generally will be given to those who take advantage of specific training opportunities provided by the District.

8. HOUSING

District-owned housing will be made available to classified employees based on the terms set forth in the current collective agreement between the District and the Teacher's Union.

9. NON-SCHOOL EMPLOYMENT

No employee shall accept any outside employment that will interfere with the duties for which the employee is paid.

10. EVALUATION

All employees shall be evaluated annually prior to June 30. The performance evaluation shall include areas of strength as well as any areas needing improvement. Nothing in this section precludes a supervisor from evaluating an employee more often than annually if deemed necessary.

11. DISCIPLINE

Employees may be disciplined for cause as defined by Alaska law. Disciplinary action shall follow the policies set forth in SISD Board Policy 4218, Dismissal/Suspension/Disciplinary Action. Types of discipline include, but are not limited to, verbal warning, written reprimand, suspension without pay, demotion, reduction of pay step in class, or dismissal. It is understood that these elements of discipline may be implemented at any level by the superintendent or immediate supervisor depending on the seriousness of the offense. Documentation will be placed in the personnel file for every disciplinary action.

At any time prior to the expiration of the probationary period, the Superintendent or designee may dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

Regular classified employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

The Superintendent shall be kept informed in writing of any disciplinary action taken against any employee.

A regular employee may, within five calendar days after receiving the recommendation of personnel action described in BP 4218, file an appeal to the Board for reconsideration of the personnel action by submitting a request to the Superintendent or designee.

If the employee against whom a recommendation of personnel action has been filed fails to appeal within the time specified in these rules, the employee shall be deemed to have waived the right to request reconsideration.

At any time before an employee's appeal is finally submitted to the Board for reconsideration, the Superintendent or designee may, with the consent of the Board, serve on the employee and file with the Board an amended or supplemental recommendation of personnel action.

The Board may affirm, modify or revoke the recommended personnel action.

12. TERMINATION OF EMPLOYMENT

Upon termination of employment, the supervisor shall notify the Human Resource Department and Payroll Officer. A final paycheck will be prepared and forwarded to the terminated employee or authorized account within the timeline prescribed by law. All accumulated sick leave will be forfeited, except when an employee retires through PERS, as discussed in Section 7, Compensation. Any unused vacation leave or compensatory time earned will be reimbursed at the employee's daily per diem rate. Terminated employees will be notified of options available to them through COBRA and other mandated options.

At the end of employment, each employee must sign a notice of termination form for both SISD and PERS (if PERS is applicable). In instances when an employee has not reported for work for a period of five (5) working days and is not on approved leave, termination of employment forms will be completed for the employee and submitted with notation that the employee was not available to sign.

RESIGNATION

The employee may resign upon two (2) weeks written notice to the supervisor.

DISMISSAL

The regular employee may be dismissed as provided under disciplinary actions above and/or as provided under the annual employment contract. The probationary employee may be dismissed for any reason deemed appropriate by the Superintendent.

REDUCTION IN FORCE

The employee may be laid off because of elimination of the position, lack of work, insufficient funds, or other similar reason. For a period of twelve (12) months after the effective date of the layoff, the employee shall be granted preference over new hires for appointment to a position in the same classification from which the employee was laid off. If the laid off employee is offered and refuses a position in the same classification as the one from which the employee was laid off, the employee shall be removed from the preference list.

Appendix A: Evaluation

SOUTHEAST ISLAND SCHOOL DISTRICT Classified Employee Performance Evaluation Report

Employee Name: _____

Position: _____ Location: _____

Evaluator Name: _____ Date: _____

Check Evaluation Type:

- Probationary (90 day)
- Quarterly (if on Plan of Improvement)
- Year 1 (March 15)
- Annual (November 15 or June 15)

Check Recommendation:

- Continue Employment*
- Terminate Employment
- Plan of Improvement (attached)

Rating Descriptors:

4 = Above Proficient	The employee consistently accomplishes tasks/ demonstrates performance that exceeds expectations. Actions enhance services and goals of the organization. Works at a high level of independence.
3 = Proficient	The employee meets the standards of a well-trained employee, e.g., accomplishes tasks/demonstrates performance that demonstrates knowledge of the organization. Performance supports services and goals of the organization. Works with minimal supervision.
2 = Needs Improvement	The employee needs assistance and direction with familiar/routine tasks. Performance demonstrates an incomplete understanding/knowledge of the organization. Requires ongoing supervision.
1 = Unacceptable	The employee demonstrates little to no knowledge of assigned duties and the organization of the organization as a whole.

*Checking the "Continue Employment" block does not necessarily mean that you will be offered a position for the next school year or, if you are offered a position, that your position or number of work hours will remain the same the next school year.

Rating	Performance Area	Comments
	Quantity (amount of satisfactory work performed and completion of work on schedule, ability to plan, organize, coordinate work efficiently and effectively)	
	Quality (extent to which work meets quality standards of accuracy, compliance with instructions, neatness, thoroughness)	
	Knowledge of Work and Job Skill Level (knowledge of job, procedures, equipment, versatility, experience, ability to apply knowledge to various work situations)	
	Initiative (planning and suggesting actions and/or solutions, requests additional tasks when assigned work is completed)	
	Ability to Learn and Adaptability (adapts to changes in job duties, responsibilities, methods, and procedures)	
	Decision-Making (makes sound decision under normal or unusual circumstances. Ability to analyze and solve problems)	
	Work Habits (punctuality, use of safety practices, adherence to established rules and procedures, degree to which employee can be depended on to perform duties in desired manner, completes assignments on schedule, and personal appearance)	
	Relationship with Others (ability to work with others, teamwork, cooperativeness, tact, courtesy, responds to supervision in a positive and constructive manner)	
	Confidentiality	
	Safety/Health Practices (work methods and practices as they affect self and others, compliance with safety rules and use of protective equipment)	

	Reflection (evaluates own performance and makes needed changes to improve)	
Goal(s): (Specific, Measureable, Attainable, Realistic, Timely)		

Signature indicates the classified employee received a copy of his/her evaluation.

Signature – Classified Employee Date

Signature – Supervisor Date

Appendix B: Employee Conduct

EMPLOYEE CONDUCT

The following work rules are intended to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. See also Board Policy 4218.

Following are examples of the type of conduct that will not be condoned; this list is not all-inclusive.

1. Absences during duty hours except on official business or by permission of their immediate supervisors.
2. Sale, offer for sale, or solicitation of contribution of any article or service on District property during school and/or working hours without written permission from the Office of the Superintendent. This does not include items which are School District related, or which normally might be found on bulletin boards (e.g., house for rent).
3. Performance of unauthorized personal work during assigned working hours.
4. Commission of an act, which might endanger the safety or lives of others.
5. Falsification of school records, reports, employment applications, or payrolls.
6. Disclosure of confidential information to unauthorized persons.
7. Theft of school property, the property of another employee, or theft occurring during working hours.
8. Deliberate damage to or destruction of school property.
9. Negligent conduct while on duty, which results in personal injury or property damage.
10. Possession, use, sale, or purchase of any alcoholic beverage, narcotic, or illegal drug during working hours on school premises, or reporting for work under the influence of a controlled substance.
11. Use of tobacco or tobacco products on school premises.
12. Unauthorized use of district equipment.
13. Use of abusive language or racial slurs toward students or other employees.
14. Engaging in immoral conduct with a student.
15. Misuse of leave.
16. Insubordination: Refusal to follow instructions from a supervisor or administrative directives from the Office of the Superintendent.



[Register Now](#)

Please join us in Fairbanks on September 17-18, for AASB's Fall Boardsmanship Academy!

We look forward to hosting our first event for the 2022-2023 school year! AASB staff members are planning a conference that will include networking opportunities and sessions to sharpen your boardsmanship skills and cover topics on your mind right now.

Session topics include:

- An Update for the Alaska Department of Education and Early Development (DEED)
- Statewide Assessments
- Updates on Teacher Recruitment & Retention in Alaska
- Board Roles & Responsibilities

...and much more!

[Registration Information](#)

\$425 per person

**A 5% service fee will be charged to all credit card transactions.*

[Hotel Information](#)

Fall Boardsmanship Academy will take place at **Pike's Waterfront Lodge** in Fairbanks. AASB has a room block reserved.

The rate is \$75/night plus tax.

To make a reservation, call Dawn at 907-374-7152 and say you are with AASB.

Register Now

[Already registered?](#)

[AASB Cancellation Policy](#)

If an attendee is unable to make an event or make a substitution, the following applies:

Up to five (5) business days prior to the event, with written notice, registrants may cancel for a full refund. Please send cancellation requests via email to hshaw@aaasb.org. Telephone requests will not be honored.

- Cancellations received within five (5) business days of the event will incur a cancellation fee of \$100 as food and materials have been ordered on your behalf.
- Exceptions may be made to this policy on a case-by-case basis by AASB. This request must be made in writing by email to hshaw@aaasb.org.
- There are no refunds for no-shows.

WHEN

**September 17, 2022 –
September 18, 2022**
8:00 AM-4:00 PM

WHERE

Pike's Waterfront Lodge
1850 Hoselton Road
Fairbanks, AK 99709

QUESTIONS?

Contact Us

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2022 AASB Fall Boardsmanship Academy

Pike's Waterfront Lodge, Fairbanks, AK

September 17-18, 2022

Saturday, September 17

8:30 - 8:45 am	Welcome & Introductions
8:45 - 10 am	Lessons Learned: District Sharing
10:00 - 10:10 am	Break
10:15 - 11:15 am	Alaska Department of Education & Early Development (DEED) Update for the 2022-2023 School Year
11:15 am - 12:00 pm	AK Star: Statewide Assessment System <i>(new this year)</i> <i>Elizabeth Greninger, Assessments Administrator, DEED</i>
12:00 - 1:30 pm	Lunch on Own
1:30 - 2:45 pm	Teacher Recruitment & Retention Work Group <i>Dr. Barbara L. Adams, Adams Analytic Solutions, LLC.</i>
2:45 - 2:55 pm	Break
3:00 - 4:15 pm	Teacher Recruitment & Retention <i>Amy Vinlove Director, UAF School of Education & Chair Alaska College of Education Consortium</i>
4:15 pm	Closing



2022 AASB Fall Boardsmanship Academy

Pike's Waterfront Lodge, Fairbanks, AK

September 17-18, 2022

Sunday, September 18

8:30 - 8:45 am	Welcome Back & Gathering!
8:45 - 10:00 am	Your Roles & Responsibilities as a School Board Member <i>(launch revised handbook!)</i> <i>Tiffany Jackson & Jenni Lefing, AASB</i>
10:00 - 10:10 am	Break
10:15 - 11:30 am	If you don't know where you are going, how will you get there? <i>(Strategic Planning)</i> <i>Timi Tullis, AASB</i>
11:30 am - 12:00 pm	If your students don't know where they are heading, how will they get there? Part 1 <i>(how and why schools can help students plan for their future)</i> <i>Emily Ferry, AASB</i>
12:00 - 1:30 pm	Lunch on Own
1:30 - 2:45 pm	If your students don't know where they are heading, how will they get there? Part 2 <i>Emily Ferry, AASB</i>
2:45 - 2:55 pm	Break
3:00 - 3:45 pm	Next Steps: Your Role & Bringing Back to Your District
4:00 pm	Closing, End of Day