



SOUTHEAST ISLAND SCHOOL DISTRICT BOARD OF EDUCATION Regular Meeting Tuesday, September 19, 2023

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: Audio/Video Conference
VIRTUAL URL: <https://us02web.zoom.us/j/87615589726?pwd=STV3MXRUMHVHR055MHdvNlZkd245Zz09>

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. DISTRICT VISION, MISSION, AND GOALS
5. APPROVAL OF AGENDA
6. WELCOME TO VISITORS
7. PUBLIC COMMENT 5
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 August 30, 2023 Regular Meeting Minutes 7
 - B. Approval of September Financial Report 11
 - C. Employment
 1. FY 2024 Classified Employment: Lyric Davenport-Adkison (Food Service Worker (Cook) & Custodian, Hollis School), Terri Kohn (On-call Bus Driver), Bradley Fox-Trudeau (Paraprofessional, Thorne Bay School, pending receipt of required documentation)
 2. FY 2024 Extracurricular Contracts: Michelle Dempsey (Elementary/Middle School Cross Country, Whale Pass School), Ernest Jones (Elementary/Middle School Cross Country & High School Cross Country, Naukati School)
 3. FY 2024 Extra-duty Contracts: Cassandra Christoperson (AK-TRAILS Correspondence/Homeschool Coordinator)

9. ADMINISTRATIVE/BOARD REPORTS	
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1. Area Principal/Activities Report	23
a. AK-TRAILS Correspondence/Homeschool	24
b. Barry Craig Stewart Kasaan School	27
c. Hollis School	
d. Howard Valentine Coffman Cove School	29
e. Naukati School	31
f. Port Alexander School	32
g. Whale Pass School	
2. Thorne Bay Principal/Curriculum Report	
3. Maintenance Report	35
4. Technology Report	36
5. Child Nutrition Program Report	
6. Greenhouse/Agriculture Program Report	
7. ADDED: State & Federal Programs/Grants	
B. Business Report	37
10. UNFINISHED BUSINESS	
A. Action on Administrative/Board Reports	
11. NEW BUSINESS	
A. Addendum 1 to FY 2024 Professional Services Contract with Nyquest4Kids for Special Education Director and Mentoring Services	
B. 1st Reading, Board Policy 3542, Roles and Duties of Bus Drivers	39
C. 1st Reading, Board Policy 5116.1, Enrollment of Out-of-District Students	41
D. Memorandum of Agreement between Southeast Island School District and the Hollis Public Library	43
E. 2023-2024 Student Handbook with Addendum 1: Use of School Safety Video Surveillance Monitoring Systems	46

F.	NWEA MAP Science Testing Results	102
G.	AK-TRAILS Correspondence/Homeschool 2023-2024 Handbook	105
12. INFORMATION ITEMS		
A. Letters and Communications		
1.	Strategic Planning Community Survey (Facilitated by AASB)	
2.	Association of Alaska School Boards (AASB) Call for Resolutions (Due October 10, 2023)	
3.	ADDED: 9/19/2023 Letter from Superintendent Morrison to SISD Staff and Parents: Evacuation Followup	132
B. Reports and Information		
1.	Calendar of Agenda Items	133
2.	Advisory School Council Meeting Minutes	
a.	Barry Craig Stewart Kasaan	
b.	Hollis	
c.	Howard Valentine Coffman Cove	134
d.	Naukati	
e.	Port Alexander	
f.	Thorne Bay	
g.	Whale Pass	136
3.	SISD American Rescue Plan Act (ARPA) Mitigation and Prevention Strategies	138
13. ADVANCE PLANNING		
A.	October 2023 Regular Board Meeting: 3rd Wednesday is October 18, 2023	
B.	AASB: Superintendent/Board Work Session (October 5, 2023, VocTEC Center, Klawock)	
C.	AASB Facilitated Strategic Planning (October 5-6, 2023, VocTEC Center, Klawock)	
D.	AASB Annual Conference & Youth Leadership Institute (November 9-12, 2023, Anchorage)	
14.	PUBLIC COMMENT	144
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
August 30, 2023**

MINUTES

Location: Port Alexander School and via Zoom audio/video conferencing.

CALL TO ORDER

Board President Shannon Silverthorn called the meeting to order at 12:01 PM.

ROLL CALL

Shannon Silverthorn attended in person. Risa Carlson, Molly Kimzey, and William Tyrell attended via audio/video conference. Sandy Curtis was absent.

APPROVAL OF AGENDA

Motion: Approve the agenda

By: Tyrell

Second: yes

Board Vote: 4 in favor; 0 opposed; 1 absent

Resolved: motion passed

WELCOME TO VISITORS

Board President Shannon Silverthorn welcomed visitors: in Port Alexander - Patrick Trischman and ATTSAA Program students; via Zoom – Shaine Nixon, Branzon Anania, Karen Clark, Kara McCoy, Lucienne Smith, Matt Gore

PUBLIC COMMENT

None

APPROVAL OF CONSENT AGENDA

Motion: Pass the agendas [minutes] for those meetings [5/3/2023 regular meeting, 5/25/2023 special meeting, 6/29/2023 special meeting, 7/24/2023 special meeting]

By: Carlson

Second: yes

Board Vote: Yea: 4, Nay: 0, Absent: 1

Resolved: motion passed

Motion: Approve the August 2023 financial report

By: Kimzey

Second: yes

Board Vote: Yea: 4, Nay: 0, Absent: 1

Resolved: motion passed

Motion: Approve all items under 8.C., Employment [FY2024 classified employment: Judy Adamson, Janie Wainscott, Madeline Jennings, Amanda Baker, Amanda Hendrixson, Jessica West, Robert Deuel, Pamela Martensen, Tara Musser, Ernest Jones, Cora Quigley, Dawn Sheets (pending receipt of required documentation), Jennifer Carter, Earl Durdle, Michaela Larsen, Paul Young, Jessie Brookins (pending receipt of required documentation), Tari Cook, Sarah Garrison, Joshua Hayes, Maria Lineker, Michaelann Opp, Darlene Putman, Colby Silverthorn, John Stevens, Michelle Dempsey, Peggy Dempsey, Caleb Toman, Kayleena Toman; FY 2024 teacher contracts: Matthew Gore, Vivian Dempsey; FY 2024 teacher contract addendums: Melissa Dougherty, Julia Trischman; FY 2024 extra-duty contracts (lead teachers): Laura Anania, Lisa Cates, Cassandra Christopherson, Michael Congdon, Anthony Cook, Melissa Dougherty, Donna Nixon, Julia Trischman, Julie Vasquez]

By: Kimzey

Second: yes

Board Vote: Yea: 4, Nay: 0, Absent: 1

Resolved: motion passed

ADMINISTRATIVE/BOARD REPORTS

Rod Morrison gave the Superintendent's report. Topics included: 1st day of school, goals, engagement, concerns, upcoming planning, and achievements/celebrations. Superintendent Morrison then invited each department to share highlights of their reports.

Shaine Nixon shared information about Area Principal/Activities including inservice, activities, and the school year. Patrick Trischman commented on happenings at Port Alexander and with the ATTSAA program. Superintendent Morrison shared some highlights from the Thorne Bay Principal's report. Branzon Anania gave a shout-out to Terri Kohn and commented on the Hollis School replacement project, Port Protection property, housing grant, and responded to questions about the water at Hollis School. Maria Taylor commented regarding the CEP program, National School Lunch and School Breakfast programs, and fresh fruits and vegetables.

Lucienne Smith gave the Business Manager's report. Topics included: the financial audit, grants, and the FY 2024 budget revision planned for January or February.

BUSINESS ITEMS

Motion: Approve BP 4218 [Classified Personnel - Dismissal/Suspension/Disciplinary Action]

By: Kimzey

Second: yes

Board Vote: Yea: 3, Nay: 1, Absent: 1

Resolved: motion passed

Motion: Approve the FY 2024 Professional Services Agreement SpEd Ed with Nyquest4Kids [for Special Education Director and Mentoring Services]

By: Kimzey

Second: yes

Board Vote: Yea: 4, Nay: 0, Absent: 1

Resolved: motion passed

Motion: Approve the FY 2025[-2030] Southeast Island Six-year [Capital Improvement] Plan

By: Kimzey

Second: yes

Board Vote: Yea: 4, Nay: 0, Absent: 1

Resolved: motion passed

Motion: Approve the [2023-2024] lease agreement with Jay and Jodi Mar

By: Tyrell

Second: yes

Board Vote: Yea: 4, Nay: 0, Absent: 1

Resolved: motion passed

Motion: Approve Resolution 2024-02 for the AHFC housing grant application

By: Kimzey

Second: yes

Board Vote: Yea: 4, Nay: 0, Absent: 1

Resolved: motion passed

Motion: Approve the 2023-2024 Student[/Parent] Handbook

By: Tyrell

Second: yes

Board Vote: Yea: 4, Nay: 0, Absent: 1

Resolved: motion passed

ADVANCE PLANNING

The next regular Board meeting will be on September 19, 2023 at Hollis School [the location was later changed to Whale Pass School].

AASB Superintendent Transition Meeting on October 5, 2023

AASB Facilitated Strategic Planning on October 5-6, 2023

PUBLIC COMMENT

None

BOARD COMMENT

Shannon Silverthorn thanked the Port Alexander students and staff for hospitality and commented on the new school year.

EXECUTIVE SESSIONS

None

ADJOURNMENT

Motion: Adjourn

By: Kimzey

Second: yes

Board Vote: Yea: 4, Nay: 0, Absent: 1

Resolved: motion passed

Time: 1:24 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: Rodney Morrison, Superintendent

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

A handwritten signature in black ink, appearing to read "Lucienne Smith", is written over the printed name and title.

Date: September 14, 2023

SUBJECT: FINANCIAL REPORT NARRATIVE

The following pages are the monthly September 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: 9 / 23

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
100 GENERAL OPERATING FUND	88,172.13	892,983.03	6,650,031.00	5,757,047.97	13 %
205 PUPIL TRANSPORTATION FUND	0.00	21.08	198,528.00	198,506.92	0 %
237 ALASKA PRE ELEMENTARY PROGRAM	0.00	0.00	212,202.00	212,202.00	0 %
255 FOOD SERVICE FUND	0.00	0.00	324,062.34	324,062.34	0 %
256 FRESH FRUIT & VEGETABLES	0.00	0.00	1,068.75	1,068.75	0 %
260 TITLE I-A BASIC	0.00	0.00	141,499.00	141,499.00	0 %
261 TITLE I-C MIGRANT	0.00	0.00	52,992.00	52,992.00	0 %
262 MIGRANT BOOKS	0.00	0.00	2,448.00	2,448.00	0 %
264 Title IVA INNOVATIVE	0.00	0.00	26,391.00	26,391.00	0 %
266 TITLE IIA PRINCIPAL/TEACHER RETENTION &	0.00	0.00	32,175.00	32,175.00	0 %
268 TITLE VI-B IDEA	0.00	0.00	61,869.00	61,869.00	0 %
270 TITLE VI-B SEC 619 PRESCHOOL DISABLED	0.00	0.00	4,437.00	4,437.00	0 %
271 CARL PERKINS	0.00	78.61	22,000.00	21,921.39	0 %
272 SAFETY & WELL BEING	0.00	0.00	10,000.00	10,000.00	0 %
274 TITLE IA SCHOOL IMPROVEMENT	0.00	0.00	50,000.00	50,000.00	0 %
280 CSLD	0.00	0.00	409,834.00	409,834.00	0 %
297 COVID RELIEF - ARP ACT ESSER III	0.00	0.00	277,984.00	277,984.00	0 %
298 COVID DISCRETIONARY	0.00	0.00	6,956.71	6,956.71	0 %
358 SOAR - KLAWOCK	0.00	0.00	20,049.78	20,049.78	0 %
360 INDIAN EDUCATION	0.00	12,722.00	12,722.00	0.00	100 %
365 REAP	0.00	4,821.00	4,821.00	0.00	100 %
366 SELECT - KLAWOCK	0.00	0.00	20,000.00	20,000.00	0 %
368 THRIVE	0.00	0.00	150,000.00	150,000.00	0 %
369 REWARD - TLINGIT & HAIDA	0.00	0.00	20,000.00	20,000.00	0 %
370 SUCCEED	0.00	0.00	498,564.00	498,564.00	0 %
375 TEACHER HOUSING	7,424.20	11,610.11	110,000.00	98,389.89	11 %

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 9 / 23

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
379 USDA	0.00	0.00	59,250.00	59,250.00	0 %
536 20-002 HOLLIS K-12 SCHOOL REPLACEMENT DESIGN &	0.00	0.00	2,611,171.42	2,611,171.42	0 %
600 THE CAFE	0.00	0.00	7,200.00	7,200.00	0 %
711 STUDENT AGENCY FUND AGRICULTURE	0.00	1,395.98	0.00	-1,395.98	%
Grand Total:	95,596.33	923,631.81	11,998,256.00	11,074,624.19	8 %

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 9 / 23

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
100 GENERAL OPERATING FUND	420,196.70	1,102,703.19	6,784,370.00	6,784,370.00	5,681,666.81	16%
205 PUPIL TRANSPORTATION FUND	7,156.87	10,319.50	145,037.00	145,037.00	134,717.50	7%
237 ALASKA PRE ELEMENTARY PROGRAM	4,932.34	7,319.86	212,202.00	212,202.00	204,882.14	3%
255 FOOD SERVICE FUND	17,779.70	48,047.01	313,441.65	323,062.34	275,015.33	15%
256 FRESH FRUIT & VEGETABLES	0.00	1,068.75	1,068.75	1,068.75	0.00	100%
260 TITLE I-A BASIC	1,268.14	6,843.02	101,705.00	101,705.00	94,861.98	7%
261 TITLE I-C MIGRANT	710.04	995.62	52,256.00	52,256.00	51,260.38	2%
262 MIGRANT BOOKS	0.00	0.00	2,447.03	2,447.03	2,447.03	0%
264 Title IVA INNOVATIVE	0.00	0.00	13,273.00	13,273.00	13,273.00	0%
266 TITLE IIA PRINCIPAL/TEACHER	0.00	5,080.00	19,175.00	19,175.00	14,095.00	26%
268 TITLE VI-B IDEA	0.00	0.00	50,069.00	50,069.00	50,069.00	0%
270 TITLE VI-B SEC 619 PRESCHOOL	0.00	0.00	4,393.00	4,393.00	4,393.00	0%
271 CARL PERKINS	1,516.91	1,516.91	21,770.11	21,770.11	20,253.20	7%
272 SAFETY & WELL BEING	1,922.30	2,133.48	10,000.00	10,000.00	7,866.52	21%
274 TITLE IA SCHOOL IMPROVEMENT	4,445.15	6,100.96	50,000.00	50,000.00	43,899.04	12%
280 CSLD	10,541.95	11,350.89	409,834.00	409,834.00	398,483.11	3%
297 COVID RELIEF - ARP ACT ESSER III	15,573.01	17,999.79	277,984.00	277,984.00	259,984.21	6%
298 COVID DISCRETIONARY	571.85	7,039.92	18,160.10	18,160.10	11,120.18	39%
358 SOAR - KLAOCK	0.00	49.78	20,049.78	20,049.78	20,000.00	0%
360 INDIAN EDUCATION	0.00	0.00	12,722.00	12,722.00	12,722.00	0%
365 REAP	0.00	4,540.00	4,821.00	4,821.00	281.00	94%
366 SELECT - KLAOCK	24,371.76	124,269.27	138,516.94	138,516.94	14,247.67	90%
368 THRIVE	4,155.08	4,275.08	150,000.00	150,000.00	145,724.92	3%
369 REWARD - TLINGIT & HAIDA	1,246.51	1,296.29	20,049.78	20,049.78	18,753.49	6%
370 SUCCEED	2,524.62	9,924.62	498,564.00	498,564.00	488,639.38	2%

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 9 / 23

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
375 TEACHER HOUSING	5,981.40	15,315.14	50,000.00	50,000.00	34,684.86	31%
379 USDA	1,831.84	2,331.84	59,250.00	59,250.00	56,918.16	4%
380 ALASKA MICRO GRANTS	-16.43	0.00	0.00	0.00	0.00	0%
536 20-002 HOLLIS K-12 SCHOOL	5,948.35	916,233.60	2,611,171.42	2,611,171.42	1,694,937.82	35%
600 THE CAFE	336.28	936.28	7,200.00	7,200.00	6,263.72	13%
711 STUDENT AGENCY FUND AGRICULTURE	1,240.20	2,720.59	0.00	0.00	-2,720.59	0%
Grand Total:	534,234.57	2,310,411.39	12,059,530.56	12,069,151.25	9,758,739.86	19%

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 9 / 23

100 GENERAL OPERATING FUND

Function / Object	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
000					
0000					
40 OTHER LOCAL REVENUES	841.94	1,646.95	25,000.00	23,353.05	6 %
47 E-RATE REVENUE	87,330.19	174,660.38	1,411,471.00	1,236,810.62	12 %
51 STATE-FOUNDATION PROGRAM	0.00	712,102.00	4,405,966.00	3,693,864.00	16 %
53 TIMBER RECEIPTS	0.00	0.00	280,000.00	280,000.00	0 %
56 TRS On-Behalf	0.00	0.00	231,198.00	231,198.00	0 %
57 PERS On Behalf	0.00	0.00	25,014.00	25,014.00	0 %
90 STATE-OTHER REVENUES	0.00	0.00	250,674.00	250,674.00	0 %
230 OTHER-SALE OF PROP & EQUI	0.00	4,573.70	0.00	-4,573.70	** %
250 TRANSFER FROM OTHER FUNDS	0.00	0.00	20,708.00	20,708.00	0 %
Function Total:	88,172.13	892,983.03	6,650,031.00	5,757,047.97	13 %
Org Total:	88,172.13	892,983.03	6,650,031.00	5,757,047.97	13 %
Fund Total:	88,172.13	892,983.03	6,650,031.00	5,757,047.97	13 %
Grand Total:	88,172.13	892,983.03	6,650,031.00	5,757,047.97	13 %

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	13,191.41	14,224.15	181,718.00	179,592.27	165,368.12	7
160 VOCATIONAL ED INSTRUCTION	1,892.31	3,625.73	1,500.00	3,625.73	0.00	100
200 SPECIAL EDUCATION INSTRUC	3,006.07	3,006.07	60,737.00	60,737.00	57,730.93	4
600 OPERATIONS & MAINTENANCE	1,882.36	10,652.23	74,420.00	74,420.00	63,767.77	14
700 STUDENT ACTIVITIES	0.00	0.00	7,364.00	7,364.00	7,364.00	0
Org Total:	19,972.15	31,508.18	325,739.00	325,739.00	294,230.82	
624 KASAAN						
100 REGULAR INSTRUCTION	18,143.64	20,711.38	226,494.00	226,494.00	205,782.62	9
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	5,330.91	5,330.91	50,194.00	50,194.00	44,863.09	10
400 SCHOOL ADMINISTRATION	0.00	0.00	6,678.00	6,678.00	6,678.00	0
600 OPERATIONS & MAINTENANCE	497.34	1,763.04	32,725.00	32,725.00	30,961.96	5
700 STUDENT ACTIVITIES	0.00	0.00	6,696.00	6,696.00	6,696.00	0
Org Total:	23,971.89	27,805.33	324,287.00	324,287.00	296,481.67	
625 NAUKATI						
100 REGULAR INSTRUCTION	16,325.25	19,527.00	205,228.00	205,228.00	185,701.00	9
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	4,070.70	4,070.70	98,456.00	98,456.00	94,385.30	4
400 SCHOOL ADMINISTRATION	1,541.11	1,541.11	10,951.00	10,951.00	9,409.89	14
600 OPERATIONS & MAINTENANCE	999.75	10,541.95	66,012.00	66,012.00	55,470.05	15
700 STUDENT ACTIVITIES	0.00	0.00	6,718.00	6,718.00	6,718.00	0
Org Total:	22,936.81	35,680.76	388,865.00	388,865.00	353,184.24	
628 THORNE BAY						
100 REGULAR INSTRUCTION	33,116.75	34,490.25	448,164.00	448,164.00	413,673.75	7
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	2,400.00	2,400.00	2,400.00	0
200 SPECIAL EDUCATION INSTRUC	14,817.16	15,078.04	190,525.00	190,525.00	175,446.96	7
400 SCHOOL ADMINISTRATION	10,396.21	10,396.21	168,210.00	168,210.00	157,813.79	6
450 SCHOOL ADMIN SUPPORT SRVC	3,854.79	7,506.25	31,434.00	31,434.00	23,927.75	23
600 OPERATIONS & MAINTENANCE	7,738.29	76,118.33	282,203.00	282,203.00	206,084.67	26
700 STUDENT ACTIVITIES	0.00	0.00	40,304.00	40,304.00	40,304.00	0
Org Total:	69,923.20	143,589.08	1,163,240.00	1,163,240.00	1,019,650.92	
632 WHALE PASS						
100 REGULAR INSTRUCTION	10,951.03	14,881.87	222,249.00	222,249.00	207,367.13	6
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	3,650.92	3,650.92	79,694.00	79,694.00	76,043.08	4
400 SCHOOL ADMINISTRATION	0.00	0.00	6,678.00	6,678.00	6,678.00	0
600 OPERATIONS & MAINTENANCE	932.19	2,114.70	35,792.00	35,792.00	33,677.30	5
700 STUDENT ACTIVITIES	0.00	240.66	6,451.00	6,451.00	6,210.34	3
Org Total:	15,534.14	20,888.15	352,364.00	352,364.00	331,475.85	
649 DISTRICT WIDE						
100 REGULAR INSTRUCTION	4,044.60	11,529.47	118,979.00	118,979.00	107,449.53	9
140 CORRESPONDENCE INSTRUC	11,149.24	11,803.28	154,110.00	154,110.00	142,306.72	7
160 VOCATIONAL ED INSTRUCTION	5,888.66	10,040.28	50,726.00	50,726.00	40,685.72	19

Funds 100- 100

Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND						
220 SPED SUPPORT SRVCS-STUDNT	599.85	953.38	39,059.00	39,059.00	38,105.62	2
352 LIBRARY SERVICES	0.00	0.00	645.00	645.00	645.00	0
353 Technology	120,009.17	245,618.33	1,433,016.00	1,433,016.00	1,187,397.67	17
354 INSERVICE	0.00	5,870.12	9,000.00	9,000.00	3,129.88	65
400 SCHOOL ADMINISTRATION	219.17	266.88	4,564.00	4,564.00	4,297.12	5
450 SCHOOL ADMIN SUPPORT SRVC	4,085.40	9,177.07	28,809.00	28,809.00	19,631.93	31
511 BOARD OF EDUCATION	9,803.53	17,196.34	101,605.00	101,605.00	84,408.66	16
512 OFFICE OF SUPERINTENDENT	21,957.05	62,756.56	315,555.00	315,555.00	252,798.44	19
550 DISTRICT ADMIN SUPRT SRVC	13,281.35	102,810.92	292,197.00	292,197.00	189,386.08	35
600 OPERATIONS & MAINTENANCE	26,197.59	290,003.36	814,560.00	814,560.00	524,556.64	35
700 STUDENT ACTIVITIES	487.17	846.59	85,548.00	85,548.00	84,701.41	0
900 OTHER FINANCING USES	0.00	0.00	52,500.00	52,500.00	52,500.00	0
Org Total:	217,722.78	768,872.58	3,500,873.00	3,500,873.00	2,732,000.42	
667 HOLLIS (I)						
100 REGULAR INSTRUCTION	16,779.78	17,173.72	309,986.00	309,986.00	292,812.28	5
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	10,915.93	10,915.93	90,596.00	90,596.00	79,680.07	12
400 SCHOOL ADMINISTRATION	0.00	0.00	9,142.00	9,142.00	9,142.00	0
600 OPERATIONS & MAINTENANCE	1,682.71	6,546.35	57,219.00	57,219.00	50,672.65	11
700 STUDENT ACTIVITIES	0.00	0.00	8,947.00	8,947.00	8,947.00	0
Org Total:	29,378.42	34,636.00	477,390.00	477,390.00	442,754.00	
669 PORT ALEXANDER						
100 REGULAR INSTRUCTION	16,152.78	25,817.98	156,395.00	156,395.00	130,577.02	16
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00	0.00	28,025.00	28,025.00	28,025.00	0
400 SCHOOL ADMINISTRATION	2,887.08	2,887.08	7,078.00	7,078.00	4,190.92	40
600 OPERATIONS & MAINTENANCE	1,717.45	11,018.05	52,864.00	52,864.00	41,845.95	20
700 STUDENT ACTIVITIES	0.00	0.00	5,750.00	5,750.00	5,750.00	0
Org Total:	20,757.31	39,723.11	251,612.00	251,612.00	211,888.89	
0.00Fund Total:	420,196.70	1,102,703.19	6,784,370.00	6,784,370.00	5,681,666.81	16 %
Grand Total:	420,196.70	1,102,703.19	6,784,370.00	6,784,370.00	5,681,666.81	16 %



September 15, 2023

Superintendent Report

Goals:

1. Create and maintain a collaborative relationship with the Board of Education and the school team.
2. Create public trust and confidence while establishing open and honest communications, including positive communications among more significant communities.

Engagement:

1. Sept 5th: POW Activities Directors Meeting in Klawock
2. Sept 6-9th: SERRC Board Meeting Juneau
3. Sept 9th: Klawock Cross-Country Run Event
4. Sept 9th: Hollis School Site Visit
5. Sept 11-12th: NWEA Certified Facilitator Testing Training - Anchorage
6. Sept 11-12th: School Improvement Planning Meeting - Anchorage
7. Sept 13-15: Alaska Safety and Well-Being Summit - Anchorage
8. Sept 15: mCLASS - Screener Training
9. Sept 15: REMS (Readiness and Emergency Management for Schools) Train the Trainer - Anchorage.
- 10.

Concerns:

1. **Crisis Planning.** The last time the SISD School Board approved the Crisis Plan was in August 2012. This is something that needs to happen yearly. [LINK](#) to FY13 Board-approved Crisis Plan.

SISD Crisis Plan needs to address the following potential crises:

- Intruders/Trespassers
- Active Shooter (A.L.I.C.E.)
- Evacuation of the Buildings
- Weapons and Dangerous Instruments on Campus
- Earthquakes
- Lost, Missing, Unaccounted-For Students

- Medical Emergencies
 - Bomb Threat
 - Weather Related Incident
 - Major Disturbance on Campus
 - Student/Staff Death or Critical Injury
 - Media Procedures
 - Administrator's and Teacher Checklist
 - Threat Assessment Team (TAT)
 - Technological Hazards
2. Special Education Support Services
 3. mCLASS Literacy Screener and compliance issues.
 4. NWEA Student Data Access
 5. SISD Certified Evaluation Tool - Brightways

Upcoming Planning:

1. October/November: Ribbon cutting ceremony of Hollis School.
2. Sept 19-21: State Food Service Inspection
3. September 20: Naukati Parent Night and Welcome Meeting - 4:30 - 5:30 pm
4. Sept 29: SISD - CPR Training in Klawock VocTec Center
5. Oct 3: [School Board \(REAA\) Elections](#) (conducted by AK Division of Elections)
6. Oct 5: Timi Tullis - AASB - Board Workshop with Superintendent
(part of the Superintendent Search Service package)
7. Oct 5-6: Timi Tullis - AASB - Strategic Planning
([LINK](#) to AASB's Strategic Planning Community Survey for SISD)
8. Oct 12-13 & 16: Morrison Personal Time Request
9. Nov 9-12: Alaska School Boards Association Annual Conference
10. Dec 12-13: Technical Assistance of its Child Nutrition Programs

Achievement/celebrations

1. **Shout Out:** Shaine Nixon, Andy Cook, and SISD students who helped move materials for the Hollis School.
2. **Shout Out:** Shaine Nixon, Nate Freeman, and Chris Page Haufe for working together to get the mCLASS training details planned for Sept 15th.

3. **Shout Out:** Astrid Richard-Cook and Lucienne Smith for collecting information to keep us compliant with the State and Federal Grants.
4. **Shout Out:** School Board candidates: Anthony "Tony" Lovell (Section I, Seat B), Debbie Fehr (Section II, Seat D), and William Tyrell (Section II, Seat D)?



Sept 19, 2023

Shaine Nixon

Area Principal

Goals:

1. To ensure student safety across the district while educating our young people to their highest potential.

Engagement:

1. ASC meeting in Kasaan
2. Contacting teachers to see how they are doing daily / weekly
3. Coordinating with island AD's
4. Attended Cross Country at Klawock with Rod Morrison and Nate Freeman
5. Attended school improvement and safety conference in Anchorage
6. Mushroom picking / science day with Coffman Cove
7. Multiple days of moving at Hollis

Concerns:

1. The challenges that arise when staff want to collaborate due to the distances between campuses
2. Lack of interest in athletics / sports / and the financial constraints?
3. Recruitment and retention of teachers

Achievement/celebrations

1. Moving in to HOLLIS SCHOOL
2. Assistance from students in Whale Pass, Coffman Cove, and Thorne Bay to help with moving at Hollis
3. Elementary and Middle School Cross Country



AK-TRAILS
BOARD REPORT
Sept. 2023



Enrollment: AK-TRAILS currently has 21 students enrolled with the program. We have 2 pre-K students, 8 full time students in grades K-8, one dually enrolled K-8 student taking most classes through AK-TRAILS, 6 full-time high school students, 2 high school students enrolled in AK-TRAILS courses as well as on-site electives, a half time high school student dual enrolled in one of our sites, and one high schooler taking a single course.

Several students are participating in dual credit courses through UAF, UAS, and PWSCC. In addition, Thorne Bay, AK-TRAILS, and Coffman Cove are planning to collaborate on labs for a physical science course for high school students.

Activities: Over the summer, 3 AK-TRAILS students participated in a Career and Technical Education (CTE) ecotourism summer intensive course offered through SISD. In this course, students met up with a tour guide to learn about utilizing the island's beautiful scenery and natural resources for potential tourist related occupations. Students took part in kayaking, whale watching, and karst exploration learning experiences.





To start this year off, AK-TRAILS students have been invited in and involved in a number of activities in local SISD sites. Some of these activities include baseball games, mushroom gathering, and subsistence activities.

A few AK-TRAILS students attended an overnight PHLIGHT Club lock-in event in Klawock on September 7th-8th in Klawock. This event gave students the opportunity to participate in team building activities and promoted positive relationships with each other and adult anchors.





**AK-TRAILS
BOARD REPORT
Sept. 2023**

Sports: A sports inventory was completed at the beginning of the school year. AK-TRAILS students are interested in a variety of sports—everything from elementary swimming lessons to Native Youth Olympics. Archery had the largest amount of support. Several high schoolers are hoping that there are enough students to create basketball or volleyball teams this year. A few students are currently involved in elementary cross country. Students look forward to finding out more about other upcoming sports offerings throughout the district.

Testing: This month, AK-TRAILS students will be encouraged to participate in MAP Assessments at local SISD school sites within their communities. A universal screener for reading will also be required for grades K-3, and offered for students up to grade 5. A huge thank you to teachers and staff throughout the district who are helping to coordinate the testing events!

Professional Development: Cassandra Christopherson continues to take courses in the area of reading and language development as she works towards advanced degrees in these fields.

Report Submitted by Cassandra Christopherson

SISD Vision:

"Students are equipped to realize their dreams and aspirations"

SISD Mission:

"Together we will foster students' skills to achieve their goals and adapt to an ever changing world."



ASC Agenda

Barry C. Stewart Kasaan School
09/18/2023

Call to order:

Time:4:18pm

Attendance: Mike Congdon, Jessica West, Karen Freese, Terry West, Andy West, LaNeice Congdon

Approve the Agenda :

Motion to approve: Jessica West

Second:Andy West

All in favor? Y Any opposed?N

Motion Passed? (yes or no)Y

Approval of last meeting minutes:Link (https://docs.google.com/document/d/1i7Uj0Zu6N4PVqgH1psQIGKKoRf5WZ8G_7Fdf3icGs/edit)

Motion to approve:Jessica West

Second:Terry West

All in favor? y Any opposed?N

Motion Passed? (yes or no)Y

Electing Officials

President: nomination LaNeice nominates Jessica West

Second Terry West

All in Favor? Y Any opposed?N

Motion Passed? (yes or no)Y

Vice President: nomination Jessica west nominates Andy West

Second LaNeice Congdon

All in Favor? Y Any opposed?N

Motion Passed? (yes or no)Y

Secretary: nomination Andy West nominates LaNecie Congdon

Second Jessica West

All in Favor? Y Any opposed?N

Motion Passed? (yes or no)Y

Treasurer: nomination: Andy West nominates Terry West

Second LaNeice Congdon

All in Favor? Y Any opposed?N

Motion Passed? (yes or no)Y

People to be Heard/ Public Comment/ Adjustments to Agenda:

Any advance requests:

Other: Andy West will be supporting the school through OVK with the Christmas program. We will see if OVK will run the gifts for Secret Sants for those in need this year.

Lead Teacher Report:

Sending 2 kids to the whale Fest, Mike will be the male chaperone, we will need one more female chaperone. That will be Nov. 9,10

Fund raisers: Mike will make sure we collect the money from the district for the fundraisers done last year that we did not get. We also have other money coming in for the fundraisers we are working on now.

Swimming Lessons: We are on the email list because they do not have enough teachers at this time. As soon as they have a slot for us they will let us know. Not sure if the district will pay or not.

Testing is going well. We are almost done with the first round.

Karen went to the tribal council about ZSpace (3D laptops) that the district has gotten. There are not enough for our school to have them very often so she asked the council to get us 1-5. Karen will find out in Oct. if OVK will donate these laptops.

Treasury Report:

Period report covers:
Cash balance at beginning:
Income received during:
Expenses paid during period:
Cash at end of period:

Old business:

Paying off the Thorne Bay ASC for our kids and keeping track at our school.

A former student owed money but is no longer in the school. All accounts will be looked at and paid so we can manage all sports accounts here at our school.

Terry West **motions** to pay Southeast Island School district \$ 5,100.34 for sports accounts

Seconded: Andy West

All in favor Y Any opposed. N Motion passed Y

Sports: Volleyball HS: Frank was going to apply to be the coach for this.

Middle School basketball : Starting in Oct. We can join Thorne Bay. We are still waiting to see who the coach is .Jessica can drive except for the first week. Mike will drive when Jessica can't.

New Business:

Pumpkin Party : We will be purchasing pumpkins on the island again. Party will be on Oct. 26th at 5:30pm. Potluck

Item #1: ASC will provide for the pumpkins and the main dish for the potluck.

Motion to approve: Jessica West motions to set aside \$800.00 for the pumpkins, the main dish and some paint to paint pumpkins instead of carving.

Second: LaNeice Congdon

All in favor? Y Any opposed?N

Motion Passed? (yes or no)Y

Adjournment:

Motion to adjourn by: Jessica West at 5:22 pm

Second:Andy West

All in favor? Y Any opposed?N

Motion Passed? (yes or n) Y



SOUTHEAST ISLAND SCHOOL DISTRICT
Howard Valentine Coffman Cove School
P.O. Box 18002, Coffman Cove, AK 99918
phone: 907-329-2244; fax: 907-329-2210



Board Report
Howard Valentine Coffman Cove School
September 2023

1. On Friday, August 25th, we had our Back-to-School Potluck where all of our students' families showed up as well as our staff and Superintendent Rod Morrison. Connections were renewed and it was a great way to start the year!
2. Our ASC has met twice so far; the students are now joining us for each meeting so that they can get a closer look at how the school is run and can voice their ideas and opinions.
3. On August 31st, we took our K-12 students on a field trip to Klawock and Craig to learn about local businesses, tourism, culture, and local history. We visited Wendy Hamilton at the POW Chamber of Commerce, Jon Rowan at the Klawock Carving Shed, walked the Klawock River trail to identify wild berries and observe fish swimming upstream to spawn, ate lunch at Veteran's Memorial Park in Klawock, Craig Tribal Association (CTA) and Cannery Point in Craig with Haida Historian Rob Yates, and the Scholastic Book Fair at the Craig City Gym (sponsored by the Craig Public Library). Ginger White was able to join us, too! It was amazing how many things we learned that day! Each student wrote a reflection on our experiences and it was wonderful having so many hands-on experiences in one day.
4. On September 5th, many of our MS/HS students picked up several bags of garbage both on campus and around town. Their efforts to help clean up the local environment was very much appreciated!
5. Three of our HS boys went to Hollis with Mr. Nixon to assist with the move-in to the new school. We appreciate their willingness to work hard and help others in our school community!
6. On September 6th, Naukati joined us for a softball game. Many community and family members showed up as well. It was a lot of fun and the older students did a great job helping the younger students learn the rules of the game. We were very impressed with the positive reinforcement and encouragement the older students showed.
7. On September 7th, we took our K-12 students out for a mushroom foraging trip, led by one of our student's mother (Kate Holtman). We collected Golden Chanterelles in addition to many other species for identification purposes. Kate then taught us how to make wild cream of mushroom soup. It was delicious

- and was a great beginning to having students' families be more involved in our school activities.
8. On September 8th, mycologist Noah Siegel gave a talk at a community potluck. Dozens of community members attended for this very informative talk. Great food and connections were made.
 9. Our MS/HS students have started their computer science class and are actively working on collaboration and problem solving.
 10. The week of September 11th, Mrs. Dougherty traveled to Atlanta, Georgia for the USDA Farm to School grant training as part of our greenhouse grant. There are some exciting opportunities to build our program and extend the greenhouse program. This movement is all about providing education and healthy food to students and the community in an equitable way.
 11. The MS/HS classroom now has 3 table-top hydroponics systems and all 36 pods are filled with sprouting plants! Some will be transplanted into our greenhouse, some into small 4" pots, and some will be used as gifts for special occasions and holidays. We will also be discussing fundraisers with flowers and herbs.
 12. Mrs. Nixon has our elementary students actively involved in our local library again this year. The book the students wrote last year has garnered more and more interest, from in-state hospitals, the Children's Hospital in Seattle, and now Scholastic wants a copy! The students are very proud of their work and we are excited to see what they do this year!
 13. Looking forward: Once again, our K-12 students will be helping with the Yellow Cedar project with Mr. Patrick Tierney. This project uses a controlled environment to root as many Yellow Cedar as possible and then, eventually, they are transplanted where needed on our island. MAPS testing will be the week of September 18th for all grades in CC.

There are TONS of pictures on our Facebook page.



Naukati School September 2023 School Board Report

Penned by L.Anania

Welcome back! We are off to an eventful start. Getting our classrooms in order and throwing in some fun in the process.

Naukati School currently has 23 students in the building. We are excited to continue to meet everyone and explore hobbies. We have two pre-K, even Elementary and fourteen high School students. With a wide variety of personalities and skills sets, we will be busy, and happy to do the work.

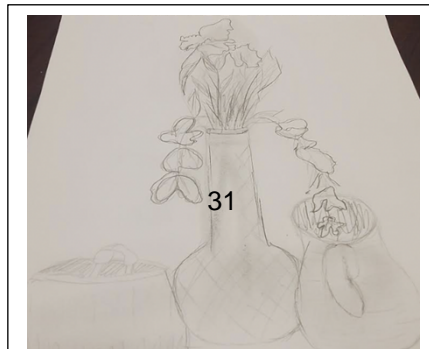
We want to welcome Matt Gore as our Itinerant Special Education Teacher. We are glad to have him as he comes with a wide skill set of his own. We'd like to also welcome back Sharlet Collins, Tara Musser, Robert Deuel and Pam Martensen. Dawn Sheets has officially joined the crew as the Pre-K teacher.

The large high school class will explore electives this semester of Beginning Drawing, Woodshop and Photography. Below are a few shots of the Beginning Drawing class and a snap of photography. The Elementary classroom is getting into their classroom routines and peeking into some new language arts curriculum.

The whole school will be working on MAPS testing in these last weeks of September. **Last week we combined schools with Coffman Cove and a few AK Trails students and played a game of baseball. It was a beautiful day.**

The Naukati School is already diving into what is looking to be a great year!

We wish everyone a stellar first Semester.



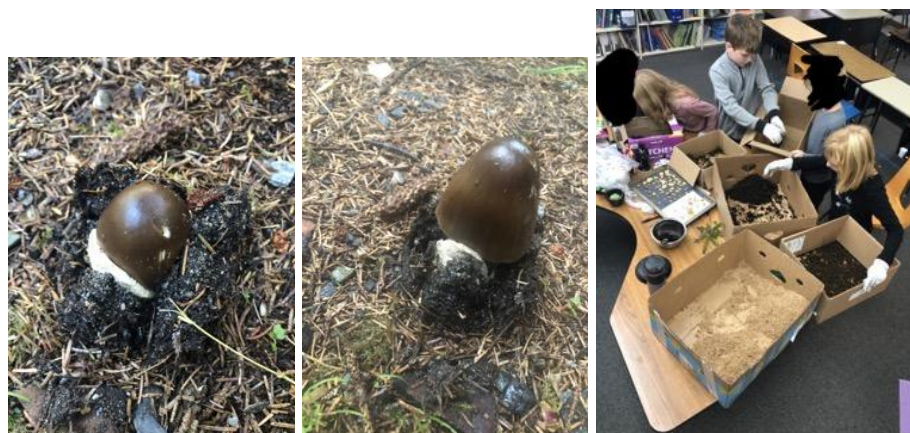
Board Report September 2023

Thank you Admin and School Board for supporting us in creating a wonderful experience for our students in Port Alexander! Thank you **Mr. Trischman** for providing a great curriculum for the ATTSAA students, **Michaela** for being an amazing ATTSAA coordinator, **Jenny** for being a great para and a great host parent for the girls, **Paul** for being a great para, janitor, and host parent, and **Bud** for keeping the lights on at the school and much more!

K-12:



Low Tide Field Trip and afterschool squirrel hunting



Becoming Naturalist - documenting a huge mushroom that is growing on the playground.

Growing our own mushrooms from spore prints

Board Report September 2023



K-12 hangman fun at lunch time!



2023-24 ATTSAA Crew!

Board Report September 2023



Week 2 - Tongass Tinctures and Botanicals - making medicine from plants

Ongoing projects for SISD, and a look at some of the other Maintenance related work.

1. CIP projects:

Hollis new school phase 1 building is about done we have the gym floor still on scheduled and some wrap up on fire system and commissioning. Phase 2 demo and finish of outside work has started.

CIP's are out for the year completed 8/31/2023 we will see how scoring works out and funding FY25 projects. Worked hard to be more competitive with the fire system and environmental controls in Thorne Bay. Also with other buried tanks in Thorne Bay we pushed an engineering report into the CIP to cover all three projects. I was effective with the Hollis project to take advantage of engineers that would be much more costly to import just for CIP's.

2. Oil spill in Port Alexander all paperwork and verification of claim status is done. We still have removal of material and final report to be completed in November. At that point we will see if it will constitute a claim or will be within our deductible.
3. Lots of small issue with housing changes and turn up of schools but with added part time help in Thorne Bay and looking into applications for an additional staff member we should be able to move though issues more effectively.
4. Thorne Bay sprinklers are repaired for this year are done and closed with the Fire Marshal. I have some annual reports to address when we get them and wrapping up the soffit repairs.

Respectfully,

Branzon Anania

Technology Department

Board Report - September 19, 2023

Updates

Summer Progress:

- Starlink networks deployed at all sites (isp/firewall/router/switch/ap)
- New network deployed with ADMIN, STAFF, STUDENT and GUEST Wifi
- New network firewalls tested and functioning correctly
- Most networked devices switched to new network at all sites
- Connectivity between all sites established via Tailscale tunneling
- Starlink failover to GCI configured for (5/7) sites
- New MacBook Airs deployed for 8th grade
- New Chrombook's prepped for deployment to PA for influx of 1st Q
- Chromebooks & MacBooks prepared for students K-12
- iPads prepped for PreK(Awaiting assignment and then deployment)
- zSpace computers set up with licensed software
- (outdated)Chromebooks with Linux sent to Philippines via Randy Lenz
- Viewsonics in inventory deployed at most sites
- New headphones ordered and delivered to all sites for all students K-12

Testing/Digital Curriculum:

- Amplify completed roster and teachers given access
- NWEA MAPS Roster uploaded and teachers given access
- NWEA MAPS Application updated and pushed to Macbooks
- i-Ready Roster partially set up & finalizing some teacher access available
- IXL Rostering in progress

Security:

- Knowbe4 renewed implementation changes coming soon
- Outside Blink Cameras, majority set for installation during site visits
- Indoor cameras investigating and preparing for restoration of DVR
- Macbooks prepared with Jamf endpoint Protection
- Router level filtering for Ads/Adult Content/Violence/Drugs/Malware

Misc:

- New TNB Gym hanging speaker ready for install
- Revamp of TNB Speakers and AMPs awaiting hanging speaker install
- Investigating Creation Stations for sites (Music/Video/Code/3D Art+Print)

Tech Student:

- Helped finish latest shipment of Chromebooks to Philippines
- Researching Python programming for simple games
- Researching DIY Drone building/programming/FAA drone license

SISD Technology Coordinator
Everett Cook



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: Rodney Morrison , Superintendent

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

Date: September 14, 2023

SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE

Goal #3: Increase Communication District and Community Wide



FY 2023 AUDIT – Our audit has been completed and we await the draft financials for review, correction, and print. A big shout out to Karen Clark, Terri Kohn, Amy Jennings and Chris Page-Haufe for their expedience in providing requested payroll and student enrollment documentation quickly to the auditors and for being so very conscientious in their tasks all year long – which makes pulling this together very year an enjoyable exercise.

FY 2024 BUDGET REVISION – As a reminder will complete a budget revision once our enrollment has been established (count period in October), all contracts and PAF's are set, and any other items that occurred that affect the budget (Grant funding) after the final budget was approved in late June.

A new timeline of the FY 2025 budget process will be forthcoming with my October report.

E-RATE – FY 2025 (Erate's FY2024) webinars have begun. I will be working closely with the Technology Director to turn this task over to his department this year.

GRANTS – All our submitted Q4 and FER reimbursements have been paid out except for two. We are working to obtain the outstanding receivables from the Tlingit & Haida Tribe (ASTRIDE and REWARDS grants) for the past year. Following is an updated grant listing.

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

***Vision:** Students are equipped to realize their dreams and aspirations.*

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Some of these revenue sources include grants from the state of Alaska and the United States government, local grants, food sales, transportation and transfers from the General Fund which are designated to finance particular functions and activities. Funds included in this special revenue category are:

	<u>FUND</u>	<u>GRANT NAME</u>	<u>FY 2023</u>	<u>FY 2024</u>
AR	205	Student Transportation Fund	\$ 176,369	\$ 198,528
AR	200	School Broadband Assistance Grant	144,458	144,458
O	232	ELA Curriculum Adoption Initiative	77,150	-
O	237	Pre Elementary Program	260,042	212,202
AR	255	Food Service Fund	268,117	303,281
AR	256	Fresh Fruits & Vegetables Program	7,221	8,251
AR	260	* Title I, Part A Fund	129,970	141,999
AR	261	* Title I C Migrant	98,157	52,992
AR	262	Migrant Literacy	1,700	2,448
AR	264	* Title IVA Innovative	13,187	26,391
AR	266	* Title IIA Principal & Teacher Recruitment & Retention	34,966	33,421
AR	268	Title VIB IDEA	61,869	53,225
AR	270	Preschool Disabled 619	4,437	4,426
AR	271	Career Tech (Carl Perkins)	27,000	22,000
MY	274	Title IA School Improvement - Naukati	50,000	50,000
MY	280	Comprehensive Literacy SD	409,834	320,509
O	297	ESSER III	459,342	277,598
O	298	CARES Discretionary	27,997	-
O	353	Rural Utilities Services (RUS)	-	633,910
O	355	US Forest Service (Grant may have expired)	-	84,355
MY	358	SOAR - Klawock	32,000	32,000
AR	360	Indian Education	8,389	12,722
AR	365	REAP	4,504	4,821
MY	366	SELECT - Klawock	83,230	138,514
MY	367	ASTRIDE Haida & Tlingit	125,506	-
MY	368	THRIVE - USDOE (Grant period ends 09/30/2023)	717,212	150,000
MY	369	REWARD - Tlingit & Haida	22,000	22,000
MY	370	SUCCEED	499,727	498,564
AR	375	Teacher Housing	50,000	50,000
O	380	AK Micro Grants	17,868	-
O	507	AEA BIOMASS Project	139,901	119,274
O	508	Kasaan K12 Playground 19-005	84,035	-
O	536	Hollis K-12 School Replacement Design 20-002	9,669,396	2,611,171
Total - Special Revenue Funds			\$ 13,705,584	\$ 6,209,061

* Denotes ESEA Consolidated Grant

AR= Annual recurring upon grant approval; O=One time; MY = Multi-year

BP 3542 Roles and Duties of Bus Drivers ~~Employees~~

Authority of School Bus Drivers

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway, or road.

(cf. 5131.1 - Bus Conduct)

All bus drivers shall receive training as mandated by law. They also shall be familiar with and adhere to district policies and regulations relating to student transportation.

Note: State law, [AS 28.35.161](#), prohibits texting while driving. Option 1 sets forth this legal requirement. Option 2 prohibits the use of all personal phones and devices while driving or performing professional duties.

Option 1:

Bus drivers are prohibited from utilizing a cell phone or other portable electronic device to read or type text messages or other non-voice communications while driving.

Option 2:

Bus drivers are prohibited from using personal cell phones or other personal electronic devices at all times while driving and while performing other professional duties. Use of district provided phones or electronic equipment shall be in compliance with district procedures. Bus drivers are prohibited from utilizing a district issued cell phone or other portable electronic device to read or type text messages or other non-voice communications while driving.

Legal Reference:

ALASKA STATUTES

[28.15.046](#) Licensing of school bus drivers

[28.35.161](#) Use of electronic devices while driving; unlawful installation of television, monitor, or similar device

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.200](#) Approved school bus driver training courses

[4 AAC 27.210](#) Certification of instructors

[4 AAC 27.220](#) *Minimum standards for school bus driver training courses*

[4 AAC 27.225](#) *Issuance of school bus driver certificates under 4 AAC 27.200(a) and (b)*

[4 AAC 27.230](#) *Issuance of school bus driver certificates under 4 AAC 27.200 (c)*

[4 AAC 27.235](#) *Revocation of school bus driver training course approval*

[4 AAC 27.240](#) *Revocation of instructor certificate*

Revised 10/13

Adoption Date: 04/09/98

Southeast Island School District

BP 5116.1 Enrollment of Out-of-District Students

The Board, recognizing that an educational requirement of its resident students includes the need for an orderly educational process and environment free from disruption, overcrowding, and any kind of violence or disruptive influences, hereby establishes criteria for the admission of out-of-District students. These will not apply to students whose parents/guardians move into the District or students who are eighteen (18) years or older who move into the District.

1. Admission to the District as an out-of-District student is a privilege except as provided by in Alaska Statutes. As such, the District will screen all out-of-District students and approve enrollment for those who meet the criteria set forth in this policy. Students wishing to be admitted must submit an out-of-District application form to the building principal, Superintendent, or designee.
2. The Superintendent or his/her designee is hereby given the authority to admit or deny a student's admission in accordance with this policy. Students denied admission by the Superintendent may appeal to the Board at the next regularly scheduled Board meeting. The Board shall make the final decision on admission.
3. No out-of-District student will be allowed to enroll in the District after the fifteenth (15th) day of September without written approval of the Superintendent/designee. Exception: Students moving into the area who had no chance of enrolling in the District as a first (1st) choice enrollment before the above deadline ~~will be considered for enrollment~~.
4. Out-of-district students not maintaining a previous continuous enrollment in Southeast Island Schools will be subject to the following criteria when making application for enrollment and must provide proof of the following to the superintendent/designee before admission:

The student applying for enrollment must:

- A. Be at least 4 years old but not yet 19 years by August 15 of the school year in question;
- B. Be in good standing with the school(s) attended during the present and previous school year;
- C. Provide an attendance record free of truancy;
- D. Provide a clean behavior record in the school last attended for a period of at least one (1) year;
- E. Be within the district's established transportation routes or agree to provide personal transportation for the duration of enrollment in the district;
- F. Have no criminal record;
- G. Have correctly completed the out-of-district application process.

The student will not be considered for admission if the student's enrollment would:

- A. Require hiring additional staff;

- B. Require additional educational services not currently provided in this school district;
 - C. Create overcrowding of existing classes.
5. Students who have maintained previous continuous enrollment in the District will not be required to reapply for admission, until and unless that enrollment is broken by transfer to another District and/or failure to enroll prior to the deadline established in (3) above.
 6. The District reserves the right to consider additional criteria in the event unforeseen circumstances or requests present themselves.

Transfer Students

Students transferring into the District from other schools may receive academic testing to determine appropriate educational placement.

Non-accredited Private School Transfers

Students transferring from private schools not accredited by the Alaska Department of Education and Early Development:

1. May be tested by the District principal or his/her designee.
2. Will be placed at the grade level deemed appropriate as a result of testing. If performance in the classroom indicates inappropriate placement was made, appropriate adjustments may be made by the District principal.
3. Will be awarded high school credits as deemed appropriate as a result of testing and/or assessment of the previous program and course work by the District principal and Superintendent.
4. Will be notified in writing of the credits awarded and the graduation requirements to which they will apply. The credits will be recorded on the transcript as "pass" and will not become part of the grade-point average calculation.

Legal Reference:

Approved 5/22/06

Revised 10/27/10

Adoption Date: 04/09/98

Southeast Island School District



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

MEMORANDUM OF AGREEMENT BETWEEN Southeast Island School District and Hollis Public Library

This Agreement made and entered into on September 19, 2023, by the Southeast Island School District, a political subdivision of the State of Alaska (hereinafter "the District") and the Hollis Public Library, a public Library established under Alaska Statute, Title 10 Chapter 20 (hereinafter "the Library Board").

WHEREAS, the library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library pursuant to Alaska Statute 10.20.011.

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement and other good and valuable considerations, the parties agree as follows:

Governance and Policies

Nothing contained herein shall be construed to limit the powers and duties of the District or the Library Board or to delegate such powers and duties as granted to them by Alaska law.

The Library Board will determine when the Library is open or closed and the hours of operation.

All policies of the library shall be approved by the Library Board.

All uses of the Hollis School shall conform to District policies and regulations.

Operation

The District shall allow the Library Board exclusive use of the rooms identified as the library space in the Hollis School to operate the Hollis Public Library. The library space will be available during regular school hours for school use when the library is not open to the public.

The Library Board will be responsible for providing staffing for the operation of the Hollis Public Library and provide a librarian according to Alaska Public Library policy and other staff as needed to perform the public library mission of the library.

The District will be responsible for maintenance of the Hollis School building, including the library space.

The Library Board shall provide janitorial service for the library space during hours of operation. The Hollis school will be responsible for any cleaning associated with school use.

Funding

The District and the Library Board agree that use of the library space in the Hollis School by the Library Board shall be at an annual rate of \$600.00, which shall be paid in twelve (12) monthly installments of \$50.00 on or before the 10th day of each month.

The Library Board shall be responsible for the purchase of all library materials.

Ownership of assets

The District retains full ownership of the Hollis School facility.

Ownership of all materials, equipment, and furnishings provided or purchased by the Library Board shall be retained by the Library Board and identified as such.

Ownership of all materials, equipment, and furnishings provided or purchased by the School District shall be retained by the School District and identified as such.

All materials, equipment, and furnishings provided by the Library Board and the School District shall be available for use by the public.

In the event of the termination of this Agreement, all materials, equipment, and furnishings shall be divided in accordance with the ownership of the items.

Any items acquired by the Library Board through a grant awarded to the Library Board would be owned by the Library Board and will remain the Library Board's property should this Agreement be terminated by either party.

Term, Termination, and Review of the Agreement

The term of this Agreement shall begin on the day and date first written above and shall terminate on March 31, 2025, unless sooner terminated by either party. The Agreement may be terminated by either party for cause, or for any or no reason upon giving 90 days' notice. The Agreement may be extended upon mutual Agreement of the parties.

The Agreement may be modified at any time with mutual written Agreement of the parties.

Contact points for notice for the respective parties under this Agreement are as follows:

Hollis Public Library:
Sandy Curtis
Phone 907-401-1650
Email: hollispubliclibrary@gmail.com

Southeast Island School District:
Rod Morrison
Phone: 907-828-8254
email: rmorrison@sisd.org

Signatures to the Agreement

IN WITNESS WHEREOF, the parties have executed this Agreement by signing their names on this day and date first written above.

ATTESTED TO

BY: _____
Southeast Island School District Board President

BY: _____
Hollis Public Library Board President

Southeast Island School District



Student/Parent Handbook

2023-2024 School Year

Rod Morrison, 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, AK99919

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

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WHY YOU SHOULD 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!

4 – DAY SCHOOL WEEK CALENDAR

School Calendar 2023-2024																															
Southeast Island School District - All Schools																															
Approved By: Southeast Island School District Board of Education 5/3/23; DEED 7/13/23																															
LEGEND		Aug-23							Sep-23							Oct-23															
C	School Closes	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
E	End of Quarter				1	2	3	4	5							1	2	1	2	3	4	5	6	7							
H	Legal Holiday																														
I	Inservice Day	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14									
M	Parent-Teacher Conf Meeting reqts									H					W																
O	School Opens	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21							W		
S	Saturday School	20	21	22	23	24	25	26	17	18	19	21	21	22	23	22	23	24	25	26	27	28									
T	Testing		I	I	W	W	W								I							E	W								
V	Vacation Day	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31													
W	Teacher Workday		O												W																
X	Emergency Closure Day																														
LT	Lead Teacher Day*																														
NI	New Teacher Inservice**	# of Inservice Days: 2							# of Inservice Days: 1							# of Inservice Days: 0															
SI	SpEd Inservice**	# of Student Days: 4							# of Student Days: 15							# of Student Days: 18															
	In-session day	# of Teacher Days: 9							# of Teacher Days: 18							# of Teacher Days: 20															
Nov-23							Dec-23							Jan-24							Feb-24										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
			1	2	3	4						1	2		1	2	3	4	5	6						1	2	3			
													W																		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10				
		M	M		I								W							W							W				
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17				
					W													E	W												
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24				
			V	H	H			V	V	V	V	V							I							W					
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			25	26	27	28	29							
								H	V	V	V	V																			
													31																		

School Schedules

AK-TRAILS Correspondence/Homeschool (4 day school week)

Monday-Thursday **9:00 AM to 4:30 PM**

Barry C. Stewart Kasaan (4 day school week)

Monday-Thursday **8:00 AM to 3:30 PM**

Breakfast 7:30 AM to 7:55 AM

Lunch 11:35 AM to 12:05 PM

Hollis (4 day school week)

Monday-Thursday **8:00 AM to 3:30 PM**

Breakfast 7:45 AM to 8:00 AM

Lunch (preK-8) 11:45 AM to 12:15 PM

Lunch (HS) 12:15 PM to 12:45 PM

Coffman Cove (4 day school week)

Monday-Thursday **8:00 AM to 3:30 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**

Breakfast 7:30 AM to 7:55 AM

Lunch 11:35 AM to 12:05 PM

Port Alexander (4 day school week)

Monday-Thursday	8:00 AM to 3:30 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 (1st -12th grade) 8:00 AM to 1:35 PM (Kindergarten)
Breakfast	7:30 AM to 7:55 AM
Lunch:	
Grades 6-12	11:30 AM to 12:00 PM
Grades K-5	12:00 PM– 12:30 PM

Whale Pass (4 day school week)

Monday-Thursday	8:00 AM to 3:30 PM
Breakfast	7:30 AM to 7:55 AM
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

Graduation requirements for students enrolled in all schools except AK-TRAILS

Correspondence:

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	Work Skills (Careers and Portfolios)
8	Electives (strongly recommend at least 1 credit of World Language)

Total = 24 credits

Graduation requirements for students enrolled in AK-TRAILS Correspondence:

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

Total = 21 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 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 established by Alaska 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 - 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 controlled substance.
- Attendance at any activity or place at which alcohol, other drugs or other intoxicants are being exchanged, sold or consumed is not permitted. To protect themselves, students are expected to promptly notify the coach, lead teacher, or other responsible adult of the event. Self-reporting will not waive consequences for use.
- Any student issued a citation or summons to appear in court involving alcohol or controlled substances will be immediately deemed ineligible to participate in athletics or other school travel in accordance with policy. The concept of "burden of proof" will not deter from the application of the consequences. The administrator only has to verify that a legal charge has been filed.
- These rules apply from day one of school to the last day of school. For instance, being cited for use a few days prior to the beginning of the season will carry the same penalties as if cited during the season. Those consequences will begin as soon as the district becomes aware of the situation.
- If the event occurs during a school-sanctioned trip, the student will not be allowed to travel on any school sponsored trips for the remainder of the school year. This travel restriction is in addition to any other disciplinary action resulting from the behavior.
- Any student suspected of an infraction will be referred to either the local Village Public Safety Officer (VPSO) or the State Troopers in Klawock.

Misconduct While Traveling

As with all areas of conduct for athletes, infractions will result in immediate return home at parent expense. The first available transportation is generally going to be a flight at considerable expense. We cannot send a student unsupervised on a ferry. A student

returned home would be under constant supervision until placed on the plane. Parents are expected to make arrangements for pick up upon return, and to be present when that flight arrives.

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

RULE INFRACTION VERIFICATION

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

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.

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

- L. E. Must participate as a responsible team member by turning out for every practice
- M. and suiting up for every home game or activity, even if temporarily ineligible to
- N. compete.
- O. F. Must have made a \$25 uniform deposit to the appropriate school authority if
- P. competing at a junior high or high school level in a sport requiring uniforms
- Q. and/or special equipment.
- R. G. Must have a signed and stated SISD Participant Code of Conduct Contract for
- S. 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. Traveling students who violate laws or school rules may be sent home by the first available transportation, at their own expense. Students violating major school policies including drug and alcohol policies may lose travel privileges for up to a calendar year. Students may be disciplined for behavior prohibited by student discipline rules that occur on or off

campus at any time of the year, if the behavior is either related to school, school activities, or while on school sponsored trips.

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.
- A student that leaves the dance early may not return.
- 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.

Minor Offenses

The teacher is expected to address classroom behavioral problems within the classroom setting. All minor offenses are handled on the spot by the teacher. This includes possible detention with the classroom teacher.

- 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 anytime during the school day or while participating in any school activity will be referred to police. Counseling, chemical dependency assessment and treatment may be required at student/parent expense.

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 oneself.

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 torso or the midriff, either front, back or sides, shall not be worn. Underwear shall not be visible. Zippers will remain up. Teachers do not need to argue about chest exposure repeatedly. Consequences will escalate when 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 driver decision.

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 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

PARENTAL 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/Testing Coordinator	Rod Morrison
Special Education Coordinator	Sheila Nyquest
Thorne Bay School Principal/Curriculum Director.....	Nate Freeman
Area Principal.....	Shaine Nixon
Executive Assistant/Human Resources.....	Chris Page Haufe
State and Federal Programs/Grants/Migrant Ed.....	Astrid Richard-Cook
Technology Director.....	Everett Cook
Maintenance Director.....	Branzon Anania
Activities Director.....	Shaine Nixon
Business Manager.....	Lucienne Smith
Agricultural/Greenhouse Program Manager.....	Madeline Jennings

Payroll/Accounting/Fixed Assets.....	Karen Clark
Travel/Purchasing/Accts. Payable/Maintenance Data/Vehicles.....	Terri Kohn
Child Nutrition Program.....	Mariia Taylor
Thorne Bay School Secretary/Immunizations/ District Registrar.....	Amy Jennings
Title VI of the Civil Rights Act of 1964.....	Rod Morrison
Title XI of the Education Amendments of 1962.....	Rod Morriso
Section 504 of the Rehabilitation Act of 1973.....	Rod Morrison
Title II of the Americans with Disabilities Act of 1990.....	Rod Morrison

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 progress reports 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 41 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/assessments/AssessmentCalendar_2023-24.pdf.

2023-24 School Year Calendar **FINAL 5-30-23**

	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo			
Aug			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	NO STATEWIDE ASSESSMENTS																																
Sep				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	<<ALASKA DEVELOPMENTAL PROFILE (ADP) Observation window>>																																
	MAP GROWTH FALL [recommended window]																																
	mCLASS BOY																																
Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	ALASKA DEVELOPMENTAL PROFILE Submission Window																																
Nov			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	ADP																																
Dec			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	MAP GROWTH WINTER [recommended window]																																
	mCLASS MOY																																
Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	MAP GROWTH WINTER [recommended window]																																
	mCLASS MOY																																
Feb			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
	mCLASS																																
	NAEP																																
	WIDA ACCESS for ELLs																																
Mar			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	NAEP																																
	WIDA ACCESS for ELLs																																
	DLM ALTERNATE ASSESSMENT																																
	AK STAR & ALASKA SCIENCE																																
Apr	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
	DLM ALTERNATE ASSESSMENT																																
	AK STAR & ALASKA SCIENCE																																
May			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	DLM																																
	mCLASS EOY																																

If all students participate in the State testing, it makes a significant difference for the district in funding a variety of programs and performing to a level indicating Universal Support. 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 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 44 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 reoccurrence. 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. Complaint 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

APPENDIX A: AHERA (ASBESTOS NOTIFICATIONS)

2023-2024 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.

2023-2024 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. No friable or non-friable asbestos was found in the Kasaan K-12 school building.

BGES, Inc. Environmental Consultants completed a property assessment and asbestos cleanup plan in December 2019. In June 2020, the Alaska Department of Conservation drafted an Analysis of Brownfields Cleanup Alternatives for the Kasaan Library and finalized it in August 2020. In February 2021, Sartori Group, Inc., completed asbestos abatement activities at the Kasaan Library.

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

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

Chris Page Haufe
Name of Title IX Coordinator

Rod Morrison
Name of Section 504 Coordinator

Thorne Bay, Alaska
Office Location

Thorne Bay, Alaska
Office Location

907-401-3126
Phone

907-828-8254 x210
Phone

907-828-8257
Fax

907-828-8257
Fax

cpage@sisd.org
Email

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

APPENDIX 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 E: 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 2023-2024 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.

ADDENDUM 1: USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BOARD POLICY 3515.6

The School Board authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passenger in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students. In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the School Site Administrator or the officials of the school district. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.



Science Assessment

Alaska Department of Education
& Early Development

District Summary Report

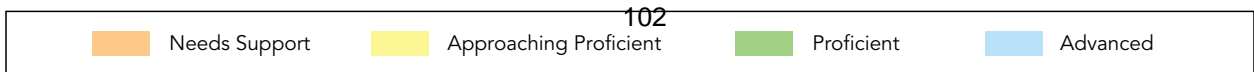
District Name: Southeast Island School District **Subject:** Science
Test Date: Spring 2023

Achievement Level Summary

Group	# Tested	% in Each Level			
District	34	20.6	23.5	47.1	8.8
State	22,382	39.1	24.0	26.7	10.2

Achievement Level Summary — By Grade

Grade	Group	# Tested	% in Each Level			
5	District	11	36.4	9.1	54.5	0.0
	State	8,269	30.8	27.0	31.5	10.7
8	District	15	13.3	26.7	40.0	20.0
	State	7,783	44.6	20.9	23.5	11.0
10	District	8	12.5	37.5	50.0	0.0
	State	6,330	43.2	23.8	24.5	8.5





Science Assessment

Alaska Department of Education
& Early Development

District Summary Report

District Name: Southeast Island School District **Subject:** Science
Test Date: Spring 2023

Achievement Levels

Overall scores on the Science Assessment are divided into four achievement levels: Needs Support, Approaching Proficient, Proficient, and Advanced.

Median Scale Scores

The number of students, median scale score, and standard error are reported at the District and State level in the table below. The median is the middle number in an ordered list of numbers. Unlike a mean (average), it is unaffected by very low or very high test scores. The —●— symbol shows the students' scale score where the dark circle is the score. If the students were to test again, the students' scores would likely fall within the lines on either side of the circle. The standard error decreases as the sample size increases.

For more information on the Alaska Science Assessment please visit education.alaska.gov/assessments/science

Median Score Summary — By Grade

Grade	Group	# Tested	Scale Score Median/Mean	Score				
				400	500	600	700	800
5	District	11	623/606					
	State	8,269	604/609					
8	District	15	623/615					
	State	7,783	592/594					
10	District	8	600/601					
	State	6,330	579/582					

District Name: Southeast Island School District **Subject:** Science
Test Date: Spring 2023

Performance by Reporting Category

The table below shows how the performance of the district and state compared to the state standard for proficiency on specific areas of the Science Assessment.

Grade	# Tested	Reporting Category	District	State
5	11	Life Science	≡	▽
		Physical Science	≡	▽
		Earth and Space Science	≡	▽
8	15	Life Science	≡	▽
		Physical Science	≡	▽
		Earth and Space Science	≡	▽
10	8	Life Science	≡	▽
		Physical Science	≡	▽

Performance Results Key
 The district or state

△	<i>did better than</i> the state standard for proficiency	104	<i>did not do as well as</i> the state standard for proficiency
≡	<i>did about as well as</i> the state standard for proficiency	■	<i>did not attempt any items in this category</i>

Southeast Island School District



AK-TRAILS Handbook

2023-24 School Year

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.

AK-TRAILS PHILOSOPHY

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

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

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

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ABOUT THIS HANDBOOK

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

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

SOUTHEAST ISLAND SCHOOL DISTRICT STRATEGIC PLAN

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

ABOUT AK-TRAILS

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

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

- "What do you want it to look like?"
- "What do you need for your child?"
- "How can we support you in your role as your child's educator?"

AK-TRAILS ELIGIBILITY

- Students must reside in the state of Alaska
- Students must be between the ages of 3 and 20 on or before September 1, 2022
- Grades Served: PreK-12
 - General Education
 - Special Education
 - Section 504
 - Gifted and Talented

Our Services (example paths for your child to follow):

Each student is provided with an AK-TRAILS "Guide" - a Certified Teacher that provides personal assistance to you in developing a plan to best meet your child's needs.

Possible Paths for Your Child to Follow:

- Enroll Full-time in online/virtual education or
- Blended/Hybrid Educational Model – A combination of digital delivery with in-person instruction at local school.
- Dual enrollment (another public school or private school - or college)
- ExtraCurricular Activities (must be enrolled in at least one class through SISD)

Options for Your Child's Backpack:

- Grade level “in a box” textbook/online options OR
- “A la carte” options –a buffet of educational menu options
- Unique program offerings for gifted and talented students
- Remedial Support for Struggling Students
- Highly specialized services for children with multiple/severe disabilities – may include home education support visits
- Tutoring
- Parent support for homeschooling

Your AK-TRAILS “Guide” will meet with you to discuss your options. You may prefer a list of materials and supplies that are available for your use, or you may prefer to use an online curriculum or a boxed curriculum. Your Guide can provide you with a list of vendors that can provide those materials for you, or you may find and select your own curriculum. It is your choice what curriculum is used for your child, and it is your choice how it is taught!

STUDENT ENROLLMENT

Full-Time Students

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

Core Course Requirement

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

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

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

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

(d) In this section, "core course" means:

- (1) A course of study in
 - (A) English;
 - (B) Mathematics;
 - (C) Social Studies;
 - (D) Science;
 - (E) Technology;
 - (F) World Languages; or

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

Elementary Courses Required

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

Half-Time Students

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

Procedure for Partial Enrollment at an SISD School

If you are interested in your student physically attending classes at a SISD School, please contact your AK-TRAILS Guide first. He/she will assist you in creating a plan that is best for your child. The AK-TRAILS Guide will then share the plan with the school's principal and act as a liaison to get everything set up.

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

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

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

Dual Enrollment with Another School/District

An AK-TRAILS student may request to participate in a particular class at a non-SISD school. This student

would be dual-enrolled. Dual enrollment is contingent upon agreement between school administrators at both schools. Funding is split between the districts and the allotment will be determined according to state funding policies.

ALLOTMENT ALLOCATIONS

Students enrolled in AK-TRAILS receive the educational allotments listed below for the 2023-24 school year. If the student has a remaining balance at the end of the school year, that balance will rollover to the next year as long as the student enrolls by September 25th.

Complete the enrollment process by September 25th for the following funding:

	Full Time: *4 or more classes: (100%)	Half Time: *3 classes (50%)	2 classes: *Potential allotment up to:	1 class: *Potential allotment up to:
Pre-K	\$1,100	—	—	—
K-8	\$2,200	\$1,100	\$700	\$350
9-12	\$2,400	\$1,200	\$800	\$400

Initial Enrollment after September 25th will result in reduced student funding at a rate of 20% per week. These reduced funds must be used for core curriculum first. A computer may not be available at that time. A sample breakdown of the reduced funding for a full time student is as follows:

	Pre-K	K-8	9-12
Week of September 25th	\$1,100 (full allotment)	\$2,200 (full allotment)	\$2,400 (full allotment)
Week of October 2nd	\$880	\$1,760	\$1,920
Week of October 9th	\$660	\$1,320	\$1,440
Week of October 16th	\$440	\$880	\$960
Week of October 23rd	\$220	\$440	\$480

Open enrollment continues throughout the school year. Students will be provided with the necessary educational materials, but additional student funding (in the form of an allotment) will not be available.

Families may use 50% of their student's allotment during the first semester and the remaining 50% will be made available for disbursement in the second semester. In special circumstances (such as the purchase of a year-long curriculum package), the AK-TRAILS team may approve expenditures greater than 50% in the first semester.

Parents enter into an agreement to enroll their child(ren) for the duration of the academic year. If the student is withdrawn from AK-TRAILS prior to November 1st, parent(s) will reimburse and/or return

materials purchased to AK-TRAILS. We ask that parents return all items purchased with allotment within a week of being withdrawn.

The AK-TRAILS academic year begins August 28th, 2023. The deadlines for reimbursements are as follows: 1st Semester – January 18th, 2024; 2nd Semester – April 15th, 2024. If the deadline for 1st semester passes, receipts may be turned in by April 15th, 2023. However, any receipts received after April 15th, 2024 will not be processed. Purchases for the upcoming school year can be made in advance of July 1st, but these receipts cannot be submitted for reimbursement until the new school year has begun.

- Allotments can be used to cover academic materials and experiences that relate directly to the student's ILP, as approved by the AK-TRAILS Guide who has the primary responsibility for the course. (Please contact an AK-TRAILS Guide for approval to purchase any item over \$200).
- Examples of what allotments may be used for include:
 - Curriculum Packages: Calvert, Book Shark, Timberdoodle, Sonlight & other approved vendors
 - Books: textbooks, novels, workbooks, dictionary, thesaurus, poetry, audio or e-books, etc.
 - General Homeschooling Supplies: Paper, writing supplies, whiteboards, notebooks, etc.
 - Art Supplies: Brushes, various paint/drawing media, canvas, sketchbook, etc.
 - Social Studies Materials: Maps, globes, atlases, etc.
 - Science Supplies: Microscopes and slides, dissection materials, experiment kits, etc.
 - Math Manipulatives: Pattern blocks, base ten materials, counters, clocks, flash cards, etc.
 - Software: Digital downloads, typing software, apps, etc.
 - Magazine Subscriptions: Highlights, Ranger Rick, National Geo Kids, etc.
 - Online Subscription-Based Programs: Keyboarding without Tears, Spelling City, IXL, etc.
 - Subscription Boxes: Kiwi Crate, Raddish Kids, Groovy Lab in a Box, Little Passports, etc.
 - Educational Toys/Brain Games: Chess, Osmo, Lego Educational Kits, Dash & Dot Robots
 - Physical Education: Next Step Dance Studio, King Fishers, gym memberships, horseback riding, etc. *(Must be an approved vendor before reimbursement can be given.)*
 - Field Trips: Museums, theater presentations, musical performances, aquarium or zoo visits, etc.
 - Internet: Monthly services fees for internet service.
 - College Courses: UAS, UA, Kodiak College and other approved, accredited universities.

Tutoring Services

Tutoring services cover academic subjects. AK-TRAILS allotments can be used to pay for tutoring/instruction that is part of the student's ILP. The parent hires instructors, but instructors must be a certified teacher and an approved vendor. Please contact AK-TRAILS staff prior to hiring a tutor to see if he/she is an approved vendor. AK-TRAILS reserves the right to limit the amount that will be paid per hour for tutoring. AK-TRAILS does not reimburse any instruction that is provided by family members. Most parents pay their tutor directly and then submit receipts for reimbursement. In some cases, the tutor/vendor will submit their invoice to AK-TRAILS for reimbursement. These vendors must have an Alaska Business License on file with AK-TRAILS. In either case, services must be rendered before reimbursements are authorized. Invoice/receipts must be original and contain the name of the vendor, name of the student, description of service, dates of service, rate, method of payment, and parent/vendor signatures. A Tutoring Report Form must be on file before this can be reimbursed.

Technology

Allotment may not be used to purchase a laptop or tablet, but there is an option to check out one with AK-TRAILS - NECESSARY TECHNOLOGY IS PROVIDED FOR FREE!!!

Travel

Allotment may not be used to purchase travel with airlines, railroad, or other modes of travel. Allotment may not be used for hotel stay or car rentals. However, entrance fees or tickets to events while traveling may be eligible for reimbursement if the activities are directly related to subjects within the student's ILP and noted under "planned activities."

Funding for other materials or services requires the approval of the program coordinator, or program coordinator's designee, and the valid instructional purpose served by the expenditure must be noted in the student's ILP. Per state statute, there is no longer a specific list of prohibited expenses associated with the use of an allotment.

If parents find curriculum or activities that they would like to include in the student's ILP and are uncertain if the curricula or activity would be covered by the allotment, please contact an AK-TRAILS teacher for approval.

ACADEMIC POLICIES AND PROCEDURES

- **Individual Learning Plan (ILP)**
 - Each student will have a unique Individual Learning Plan developed just for him/her. You and your AK-TRAILS Guide will develop this together. The Individual Learning Plan (ILP) is a way to individualize studies for a student that meets district and state standards. The ILP is developed in collaboration with the student, parent or guardian of the student, and a certificated teacher (TRAIL Guide) who is assigned to the student.
 - The ILP development process is typically discussed at the time of enrollment with a completion deadline (to include parent signature) of September 28th, 2023. If a student enrolls after this date, the ILP should be completed within 10 days of enrollment. The ILP is a working document and can be adjusted throughout the year depending on the student's needs.
 - Quarterly reporting (required by state statute) is used to determine student's growth which, in turn, guides the ongoing modification of the ILP. Supporting individual growth lies at the heart of the ILP development program. According to state statute, the ILP will provide for a plan to gain proficiency for those who have not scored proficient on the state assessment under *AS 14.03.123(f)*.
 - The ILP, per state statute, must provide for a signed agreement between the certificated teacher assigned to the student and at least one parent or guardian of the student verifying compliance with the ILP. The signed agreement must verify that:
 - The student and parent have the same right to the district's appeal process as students and parents in the district's other programs; and
 - The textbooks or other curriculum materials and the course of study are appropriate for the student as outlined in the ILP.

- **Monthly Contact with your AK-TRAILS Guide**

Monthly teacher-student or teacher-parent contact for students who have obtained a proficiency level of below proficient or far below proficient on the most recent administration of Alaska's statewide standards-based assessment is required per 4 AAC.33.421. This contact will occur in whatever form is most convenient to the parent/student -phone, Zoom, email, and/or in person. This should be maintained throughout the school year, even when traveling.

- **Email**

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

- **Student Records and Transcripts**

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

- **Special Education**

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

CURRICULUM AND INSTRUCTIONAL MATERIALS

Paper-based Options (examples only - many more options available)

Grades Pre-K-12

- [Timberdoodle](#)
- [Bookshark](#)
- [Home Science Tools](#)
- [Evan-Moor](#)
- [Calvert](#)
- [EPS Literacy and Intervention](#)
- [Creative Teaching Press](#)
- [K-12](#)
- [Kumon](#)
- [Laurel Springs](#)
- [Oak Meadow](#)
- [Saxon Math](#)
- [Singapore Math](#)
- [Artistic Pursuits](#)

Online Options (examples only - many more options available)

Preschool

- [Starfall](#)
- [ABC Mouse](#)
- [iXL](#)

- [Creative Curriculum](#)

Grades K-6

- [Starfall](#) (grades pre-K-3)
- [iXL](#) (Language Arts, Math, Social Studies, & Science)
- [iReady Reading](#)
- [iReady Math](#)
- [Khan Academy](#) (Math)
- [Time4MathFacts](#) (math fact fluency)
- [Bookshark](#) (Multi-Subject)
- [K-12](#)
- [Lincoln Learning](#)
- [Moving Beyond the Page \(Gifted and Creative curriculum\)](#) (Grades 2-6, Multi-Subject)
- [Let's Go Learn](#) (Math & Language Arts, K-9)
- [Institute of Reading Development](#)
- [Music](#)
- [Arts Attack](#) (grades K-8)
- [Fast ForWord](#)
- [MobyMax](#)
- [BrainPOP](#)
- [Raz-Kids](#)
- [Typing Club](#)

Grades 7-12

- [Aleks Math](#)
- [Edgenuity Catalog](#)
- [BYU Independent Study](#)
- [iXL](#) (Language Arts & Math)
- [Live Online Math](#) (Middle/High School Classes or tutoring)
- [Khan Academy](#) (Math, Science, & Social Studies)
- [Ramsey Solutions](#) (Math: 7-12 Personal Finance/College Prep)
- [Imagine Edgenuity 2022-23 Course List](#) (Multi-Subject)
- [YouCubed](#) (Math)
- [Aunt Phil's Trunk](#) (High School AK History)
- [AKHistory.org](#)
- [OER Project](#) (History)
- [Write at Home](#) (Language Arts & History)
- [K-12](#)
- [Institute of Reading Development](#)
- [Let's Go Learn](#) (Math & Language Arts, K-9)
- [Lincoln Learning](#)
- [Moving Beyond the Page \(Gifted and Creative curriculum\)](#) (Grades 7-10, Multi-Subject)
- [Bookshark](#)
- [Laurel Springs](#)
- [PBS Learning Media](#)
- [Typing Club](#)

Elective Options for High School Students

- [BYU Independent Study](#)
- [Acellus](#)
- [Aviation STEM](#)
- [Mizzou Academy - University of Missouri](#)
- [North Dakota Center for Distance Education](#)
- [Typing Club](#)
- [University of Nebraska High School](#)
- In-Person Options: (see calendar or ask Guide for options available on Prince of Wales Island)

Kit/Subscription Options:

- [KiwiCo](#) (Pre-K through 12 STEAM options)
- [Little Passports](#) (grades Pre-K-3 Science & Social Studies)
- [MEL Science/MEL Math](#)
- [OysterKit](#) (Grades K-3 Career Exploration)
- [Eat2Explore](#) (Geography & cooking)
- [RadishKids](#) (Geography & cooking)
- [Cratejoy](#) (art, science, STEM, culinary arts, & more)
- [Bookroo](#) (book club subscription)

Lending Library

AK-TRAILS has curriculum and materials available for parents through our Curriculum Library. The Library includes literature and non-fiction books appropriate for grades K-12. This includes textbooks, limited consumable workbooks, and general subject materials. These can be checked out throughout the year.

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.

Faith-Based Curriculum

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

Student and Parent Resources

Tips for New Homeschoolers:

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

GRADES AND PROGRESS REPORTS

Prior to the end of each quarter, parents/guardians are required to provide a Student Work Sample, Progress Report, and Recommended Grade for each subject that their child is enrolled in through AK-TRAILS.

Grading

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

Required Grading (K-6)

O = Outstanding

P = Proficient

D = Developing

N = Needs Work

X = Not Applicable/Not Enough Information

Required Grading (7 -12)

A = Outstanding Achievement (90-100%)

B = Above Average Achievement (80-89%)

C = Average Achievement (70-79%)

D = Below Average Achievement (60-69%)

F = Little of No Achievement (0 -59%)

P = Pass (for Pass/Fail classes)

I = Incomplete

Progress Reports

AK-TRAILS progress reports are simple documents. Throughout the school year, parents/guardians must furnish written descriptions of their student's progress in each course, which constitutes a Progress Report. Progress Reports need to be filled out 4 times a year, prior to the end of each Quarter (Oct. 26th,

2023; Jan. 18th, 2024; Mar. 21st, 2024; & June 5th, 2024). Each course on the student's ILP needs to be accounted for on the Progress Report.

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

Quarterly Student Work Samples

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

Incomplete Scores

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

Awarding Credit

Course grades will be averaged based on the length of the course. A course completed in 18 weeks will have a grade with .50 credits awarded. A semester long course will average the two 9 week report card grades. A year long 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 the transcript. That grade will be averaged into the GPA until the course is repeated. In cases where the failure would require a modest amount of additional work, a parent request must be made within two weeks of notice of the failure. The Correspondence teacher will take responsibility for the additional work. Once a course of action is determined the home teacher will have no further responsibility for the class.

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

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

Credit from Other Programs

Middle school students are encouraged to take challenging courses enabling them to advance beyond the minimum expectations for graduation. High school credit is not awarded for courses completed during middle school unless credit has been awarded by and is included on a transcript from another school district. No student will be denied access to challenging work regardless of age, and it is possible that middle school students may be in classes with high school students.

College Courses for Dual Credit

Students 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. Tuition for these courses may be paid for at the time of purchase through allotment funding. Upon successful completion of the course with a passing grade, up to \$250 per course may be reimbursed to the allotment if funding allows.

Post-Secondary Education

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

HIGH SCHOOL GRADUATION\BOARD POLICY 6146.1

An AK-TRAILS student with a minimum of 21 credits covering all required courses is eligible for a diploma. 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.

Early Graduation

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

Credits Required for Class Ranking

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

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

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

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

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

Total = 21 credits

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

Valedictorian/Salutatorian

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

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

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

Graduation Ceremonies

AS 14.03.075

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

COUNSELING AND GUIDANCE

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

RIGHT TO PARTICIPATE

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

Activities requiring travel of any sort (walking, bus, car pool, air, or ferry) will require that students maintain high behavioral, 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, AK-TRAILS Guide, and principal.

See Notice of Nondiscrimination in Appendix

EXTRA CURRICULAR ACTIVITIES

AK-TRAILS students may participate in extracurricular activities if eligible based on performance, attendance, and behavior. Students are expected to meet the financial obligations of travel not covered by the school district. All travel costs not covered by the School District or local ASC 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:

- Must be enrolled in a minimum of (1) SISD course.
- Have received no F's on the most recent midterm or quarter grade report. Any incomplete grade will be considered an "F" until replaced by a letter grade. Students on high school sports teams must have passed 5 classes the semester before their sport with a "C" average. A student working to complete their GED would not qualify.
- Athletes participating on a district team must have a way to practice at their home school on any day they do not attend the regular practice;
- Individual coaches will set and regulate practice schedule for athletes coming to their team from other schools;
- Must maintain appropriate behavior as per school and contract rules. Behavior considered in determining eligibility will include behavior at school, behavior in extra-curricular activities and school related misconduct outside class and extra-curricular activities;

- The District will also consider misconduct unrelated to school which is otherwise relevant (substance abuse or criminal behavior), to the determination of eligibility;
- Must meet all ASAA requirements;
- An ineligible student may not practice, travel, dress in uniform, or participate in any game or competition including team warm-ups during the period of ineligibility. (The coach may expect a student to be present during practice and to do homework if the offense is academic);
- In some cases, there may be a \$25.00 uniform deposit required if competing at a junior high or high school level in a sport requiring uniforms and/or special equipment. This is not true if items are purchased by students or clearly defined as remaining with the students as funds are being raised for that purpose;
- Must have signed and dated SISD Participant Code of Conduct Contract for the specific activity;
- Have a current physical examination on file in the office before the first practice for any athletic event. This is required for middle school and high school;
- Ten practices are required before participating in any event;
- Travel costs are the responsibility of the student. Participation in fundraising activities before and during the season is expected. We regret this additional burden on our students and communities. Funds raised and then not used will be allocated by the local ASC.

Alcohol, Tobacco, Substance Abuse, or Possession

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

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

Misconduct While Traveling

As with all areas of conduct for athletes, infractions will result in immediate return home at parent expense. The first available transportation is generally going to be a flight at considerable expense. We cannot send a student unsupervised on a ferry. A student returned home would be under constant

supervision until placed on the plane. Parents are expected to make arrangements for pick up upon return, and to be present when that flight arrives.

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

Rule Infraction Verification

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

Athletic Equipment

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

Field Trips

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

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

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

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. Traveling students who violate laws or school rules may be sent home by the first available transportation, at their own expense. Students violating major school policies including drug and alcohol policies may lose travel privileges for up to a calendar year. Students may be disciplined for behavior prohibited by student discipline rules that occur on or off campus at any time of the year, if the behavior is either related to school, school activities, or while on school sponsored trips.

Fundraising

Continuing reductions in school funding has forced students into fundraising activities. General funds for student travel and activities are very limited. We use grants as much as possible to cover this gap. Students will still need to raise funds for a multitude of worthwhile activities. When solicitations are made

on behalf of the school or on behalf of a charitable organization, the School Board particularly desires that no person be made to feel uncomfortable or pressured to provide funds. All staff members are expected to emphasize that donations are always voluntary.

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

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

IMPORTANT DATES

State Mandated Testing

In order to provide your child an equal opportunity to classes during the regular school year, please limit any family/personal trips to scheduled breaks in the school year. One critical time is during our State mandated testing. We ask that all students be available to complete state testing at a minimum as this is a state requirement for all students.

Other Testing Offered

AK-TRAILS supports and offers MAP (Measures of Academic Progress) testing and iReady Reading and Math free of charge. These are adaptive assessments of about 35 questions each. Students may take the iReady assessments at home. MAP and iReady Assessments can be used for placement and progress monitoring. We can generate very basic, or very detailed, reports to help you evaluate your student's progress.

Email your AK-TRAILS Guides to set up a MAP and/or iReady account for your student. Always remember to email your AK-TRAILS Guide when your student has completed an assessment so they may generate and email you the reports. There are many other assessment options you may choose from to use to meet your evaluation needs. Your AK-TRAILS Guides can support you in that effort.

Important Testing Dates:

Sept. 4-29 - mCLASS is a universal screener that measures the development of reading skills of all students in grades K-5 . Required for all K-3 students

Sept. 11 - 22nd-Measures of Academic Progress (MAP) Benchmark Assessment #1

Nov 27th-Dec. 14th-Measures of Academic Progress (MAP) Benchmark Assessment #2

Apr. 1st-30th-Measures of Academic Progress (MAP) Benchmark Assessment #3/State Testing

TECHNOLOGY

An AK-TRAILS student who is enrolled at least halftime may choose to lease an Apple computer, ChromeBook, or iPad from SISD. This must be done by the end of October.

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

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

AK-TRAILS will reimburse up to \$400 per year for parent purchased technology. Payments are made on November 1st each year until the balance of the device has been paid in full.

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

SUMMER PROGRAMS

Summer opportunities are tied directly to available grants. While our priority is to fund educational opportunities targeting specific needs as 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.

Summer Camps and Service Learning

When grant funding allows, we offer summer camps. These generally have a service learning component and take advantage of our bicycles and kayaks.

FOOD SERVICES

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

APPENDIX A: NOTICE OF NON-DISCRIMINATION

Notice of Nondiscrimination

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

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

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

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

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

APPENDIX B: NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

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

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

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

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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

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

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

APPENDIX C: NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

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

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

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

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

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

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

Southeast Island School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Southeast Island School District will directly notify parents of these

policies at least annually at the start of each school year and after any substantive changes. Southeast Island School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Southeast Island School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

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

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

APPENDIX D: ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

Student Agreement

As a student of one of the SISD Schools, I acknowledge that I have received a copy of the Handbook for the 2019-2020 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 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 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

September 19, 2023

Good afternoon, SISD Staff and Families,

We are pleased to inform you that after a thorough investigation and necessary precautions, we have determined that it is safe for all students and staff to return to school on Wednesday, September 20, 2023.

Today, multiple school districts across Alaska, including the Southeast Island School District, received a bomb threat via email.

This email has been reported to local, state, and federal law enforcement agencies.

We chose to evacuate all of our schools as a precautionary measure, and we want to assure you that the safety and well-being of our students and school community are our top priorities. At this time, the threat is broad in nature and lacks specific information.

We understand that you may have concerns or questions regarding the situation. Rest assured, we have taken every necessary step to ensure that all safety protocols have been enforced.

We appreciate your cooperation and understanding during this process. Your support has been invaluable in allowing us to prioritize the safety of our students and school community.

If you have any specific concerns or questions, please do not hesitate to contact the principal of your school (Nate Freeman for Thorne Bay School and Shaine Nixon for all other schools) or me. We are here to address any questions or concerns you may have.

We look forward to welcoming all students and staff back to SISD on Wednesday, September 20th. Together, we will continue to create a safe and nurturing environment for learning and growth.

Thank you for your continued trust and support.

Warm regards,

Rod Morrison
Superintendent

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 133 • Exemplary Stakeholder Nominations



Howard Valentine Coffman Cove School

618 Howard Valentine Drive
Coffman Cove, AK 99918
(907) 329-2244



Advisory School Council Meeting Minutes

Wednesday, August 30, 2023 3:00pm

Time Zone Alaska Standard Time (AKST)

Google Meet Link: <https://meet.google.com/oia-aggq-gje>

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- I. **Call to order:** Jamie C calls the meeting to order.
 - A. Individuals Present: See attached
- II. **Approval of Agenda:** Melissa Dougherty makes a motion to move the nominations and voting of the ASC board to **IV**. Janie W. seconds. All in favor. Motion passes.
Melissa D. makes a motion to approve the amended agenda. Judy seconds. All in favor. Motion passes
- III. **Approval of minutes from prior meeting:** No minutes to approve. Shaine N. states he will work on getting these minutes.
- IV. **Nominate and vote for board members**
 - A. **Secretary:** Melissa D nominates Janie W for secretary and she accepts. Hess K seconds. All in favor. Motion passes.
 - B. **Treasurer:** Judy A has agreed to stay on as Treasurer. All in favor. Motion passes.
 - C. **Vice-President:** Jamie C nominates Dania A for Vice-President and she accepts. Judy A. seconds. All in favor. Motion passes.
 - D. **President:** Janie W nominates Kate H for President. Hess seconds. Judy nominates Jamie C for President and Michelle P seconds. Jamie C wins the vote 10-15
 - E. **Add 5th voting person and student representative to the next meeting.**
- V. **Treasurer's Report**
 - A. **Current finances as of statement for July 2023:** \$20,335.34

around the building they can only be accessed from the district office and are on a 24hr loop.

Melissa D. states people may be coming in and turning lights on at night after school.

Shaine N also says someone may have a key as he has heard someone in the school at night.

Kate H says that she thought there was money set aside to rekey our school but Shaine N says it has been rekeyed once already with that money.

6 RING doorbells are needed to cover all other access to the school.

Hess K requests a RING doorbell camera for the orchard due to missing items. Shaine N says he will talk to the district about a camera for the orchard.

Michelle P states that the school should make a list of small things that are needed for the school to post for the community to see. Hess K states she has a friend who would also like to donate to help.

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X. New Business

- A. **Review Agenda procedures and introduce Lead Teachers:** Anyone is able to add items to the agenda but the items must be submitted in writing seven days prior to the meeting. The agenda will be posted five days prior to the meeting.
- B. **Order snacks for student breaks and to replenish student store:** All snacks we order must follow as closely as possible to the USDA Smart Snack guidelines. Janie W. makes a motion to allot \$750 for snacks this year. Hess K seconds. All in favor. Motion passes.
Judy A says she will order to restock the student store.
- C. **Overview of sports and activities planned for the year:** Wrestling, archery, Battle of the Books, and the spelling bee.
- D. **Parent volunteers to help with school:** Please come to the school and help. No background checks needed to be in class with a teacher. We could use some artist help. Background check is good for 3 years.
- E. **Yearbook fundraiser(s) (Melissa):** Judy A states that we used to sell the yearbooks. Anggi W states that they typically cost \$20 per copy to make. Kate H suggests we ask for sponsorships. The students and staff are currently taking pictures for the yearbook. Yearbook will be an elective for the 6-12 students in the spring. Melissa D. and Christi N. apologize for not having a yearbook last year.
- F. **Outdoor Survival Activities: order tents (Melissa):** Shaine N states that if done right Migrant Ed. can be combined into the survival activities if they travel over 20 miles and harvest while out.
Melissa D says she is talking with Astrid Cook about grants for these activities. She wants to incorporate first aide and outdoor survival.
- G. **After-school activities:** Hess K. wants to do a 4 H program and is working on finishing her certificates. She is willing to fundraise to help fund

Whale Pass School Advisory School Council Meeting Agenda

Wednesday, August 30 2023

3:30 pm

Google Meet Link:

meet.google.com/edk-efed-nog

- :
- A. Call To order:** Andy Cook called the meeting to order at 3:32 pm.
 - B. Approval of agenda:** Kayleena Toman made a motion to approve the agenda. Michelle Dempsey seconded the motion. All approved, motion carried.
 - C. Approval of minutes from May 30, 2023 meeting:** Jesse Dempsey made a motion to approve the minutes from the May meeting. Joseph Hillis seconded the motion. All approved, motion carried.
 - C. People to be heard:** Andy Cook, Shaine Nixon
 - D. ASC Officers:**
 - **Superintendent: Rod Morrison**
 - **Principal: Shaine Nixon**
 - **President— Kayleena Toman**
 - **Treasurer— *Open***
 - **Lead Teacher— Andy Cook**
 - E. Items for Advisory School Council Consideration:**
 - **New Business**
 - **FY24 Enrollment Update:** All enrollment forms have been received, and are in the process of being scanned and sent to the district office.
 - **Field trips, MAP testing:** Andy Cook spoke about the subsistence trip that the MS/HS students had participated in on Tuesday. Winds were calm, some light fog from time to time. Lots of whales and porpoises. Students caught and kept 42 black bass in about a half hour. They learned how to fish with the downriggers, and caught a number of pink salmon. They were processed for halibut bait for the next trip. Caleb and Kayleena Toman were additional chaperones.
 - **Review of ASC finances.** Andy reported that the April, May and June bank statements had arrived over the summer. The April financial statement had been completed. He reported that the 3-D archery targets had been paid for, and they had arrived. Deposits for remaining archery fund-raising and a check earmarked to pay students when the pre-k playground equipment arrived, and they assisted in erecting it.
 - **Fundraising ideas were discussed;** Walkathon to Exchange Cove, Trash Pick Up with Naukati School, and a Read-a-Thon.

F. Announcements:

- ***Date of the next ASC meeting will be September 26, 2023, 3:30pm***

G. Adjournment: Michelle Dempsey moved to adjourn at 3:45 pm. Kiya Toman seconded the motion. All in favor, motion carried.

H. Attendance: Andy Cook, Kayleena Toman, Michelle Dempsey, Cody Hillis, (Elisa Rosier and Megan Woods via Google Meet), all WPS students.



2022-2023 COVID-19 Mitigation Plan

www.sisd.org
907-828-8254

Board Approved Updates: 5/3/23

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Using this Manual

Determining and Moving Between Levels

The district health advisory team will inform decisions about moving to the Positive Case Response Protocol. The goal of the protocols will be to maintain the most normal and consistent in-person school environment possible with consideration to safety.

Standard Operations Plan

This school year we will be operating under a Standard Operations Plan. Our focus will be on maintaining as normal a school year as possible, resorting to enhanced measures only when necessary and in as limited a fashion as is consistent with the health and safety of our students, staff, and communities. As we did this past school year, we will continue to work with our stakeholders to chart the path ahead. If cases arise in our communities, we will address the situation one community at a time, assessing risk and responding in a measured fashion.

School Schedule

- All students will attend a full day of on-site instruction.
- School will operate at 100% capacity.
- School will begin at 8:00am across the district without staggered start times.

Meeting the Needs of Students with Exceptional Needs

- Students will attend and receive all planned services.
- All planned services, evaluations, and assessments will be on-site with precautionary measures as needed.
- Itinerant-related providers will deliver in-person and online services

Health and Safety Protocol

Masks

Standard Operations

- Students and staff may be required to wear masks within the building based on CDC determined risk levels. Masks will be optional at low and medium risk but may be required at high risk.
- Current Federal requirements regarding mask use on buses will be followed (see Transportation below).

Social Distancing

Schools may implement social distancing in all areas in the school building based on the most recent CDC or Alaska DHSS guidance.

Personal Hygiene

- Staff will teach and reinforce thorough hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students when appropriate.

- Hand washing is encouraged during key times including but not limited to: arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people.

General

- Drinking fountains will be operational. The district recommends that students bring their own water bottle to school.
- Signage may be posted in classrooms, hallways, and entrances to communicate how to stop the spread, COVID-19 symptoms, preventative measures, good hygiene, and school/district specific protocols.

Transportation

Students may need to wear masks on buses based on Federal requirements.

- Masks will be optional for all occupants on the bus.
- School sites may assist with sanitizing the bus or school vehicle between trips.
- Riders will be encouraged to social distance to the extent possible on all routes.
- Family members are encouraged to sit together whenever possible.

Facilities Use

- School facilities will be open to visitors and activities outside of the school day for activities under Standard Operations.
- Masks will be optional at low and medium risk but may be required at high risk. Risk levels are based on CDC guidance.
- Sponsors of non-school sanctioned activities will submit a facility use agreement and a cleaning fee will be required to ensure the building is returned to a clean state prior to the return of staff and students.

Disinfecting/Cleaning

- Enhanced sanitation is optional based on need.
- Purchasing of PPE, hand sanitizer, and other approved cleaning supplies as needed.
- Classrooms stocked with needed cleaning supplies as needed.
- Age-appropriate cleaning tasks for students cleaning their own workspaces.

Student Activities and District Travel

Overview

- Student activity related and district related travel is permitted.
- All district teams traveling will follow SISD Activities Mitigation plans.

COVID-19 Testing

- Students and coaches taking part in extracurricular activities may be required to complete weekly COVID-19 testing throughout the season.
- Chaperones may be required to take a COVID-19 test on the same day as students and coaches

Travel

- The team must adhere to all local laws, mandates, and/or ordinances
- When traveling to other schools, coaches will supervise students at all times and provide structured times for activities outside of the school.
- The team will not be allowed to visit local households while on school sponsored trips.

Hosting Events

- Visiting teams may be required to test athletes prior to the arrival of the event. This will be verified between the athletic directors of each district.
- Spectators will be allowed to attend

Food Service

- Sites will serve breakfast in various ways following state food service guidelines.
- Hand washing before lunch is encouraged.
- Shared utensils, condiments, or other items will not be allowed.
- Food services personnel will place all food items on student trays.
- If a student is not allowed into the school building due to symptom isolation, breakfast and lunches must continue to be provided for that student.
- Social distancing will be encouraged.

Symptom Free Facilities

Definitions:

- *Close Contact* - Someone who was less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).
- *Isolation* separates people exhibiting symptoms of a contagious disease from people who are not exhibiting symptoms.
- *Self-quarantine* separates and restricts the movements of people who were possibly exposed to a contagious disease to see if they become sick and avoid further spread of the disease.

Healthy School:

- For students and staff that are exhibiting COVID-19 symptoms, the Response Protocol will be followed (see Response Protocol section).
- Visitors that are exhibiting symptoms of COVID-19 are strongly discouraged to enter the school building unless it is completely necessary.
- COVID-19 symptoms include fever over 100.3 degrees Fahrenheit or higher, cough, shortness of breath, chills, night sweats, sore throat, body aches, muscle aches, joint pain, loss of taste or smell, headache, confusion, vomiting, diarrhea, abdominal pain.

Vaccination

Vaccines are an important tool to help stop the COVID-19 pandemic. COVID-19 vaccinations are encouraged by DHSS and CDC for students and staff that meet the eligibility criteria. Parents and staff can contact their local health provider or the Craig Department of Public Health (Port Alexander will contact Sitka Department of Public Health) to learn more about

COVID-19 vaccines, to get answers to your questions about the vaccine, and to make an appointment for a COVID-19 vaccine.

Positive Case Response Matrix

- A case or cases in or directly linked to the school classroom, building, or district may close for one day
- As Soon As Possible: School facilities will be sanitized, disinfected and cleaned.
- See Response Protocol Chart

Widespread Community Transmission

- Widespread community transmission may result in a decision to transition to remote learning.
- Students' ages, classroom/school dynamics and other variables will play a role in decision making.
- Testing of all students and staff may be required for a return to in-person learning.

Response Protocol

Positive COVID-19 Test:

Positive COVID-19 tests will be communicated to the site principal and superintendent, maintaining student privacy at all times.

- Symptomatic Staff & Students - day zero is the day that symptoms began
- Asymptomatic Staff & Students - day zero is the day of the positive test result

Staff and/or students who have tested positive for COVID-19 *must complete one of the following measures* to return to school:

- Isolate for 5 days and be eligible to return to school on day 6 (or later) when fever free (without the aid of fever reducing medicine) and symptoms are improving. A mask is required to be worn for days six through ten after the isolation period;

OR

- Isolate for 10 days and be eligible to return on day 11 after exposure

BB 9323 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.
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

Adoption Date: 04/09/98

Southeast Island School District
