



**SOUTHEAST ISLAND SCHOOL DISTRICT
BOARD OF EDUCATION**
Regular Meeting
Wednesday, August 21, 2024

VISION STATEMENT

Students are equipped to realize their dreams and aspirations.

MISSION STATEMENT

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

AGENDA

MEETING: 5:30 PM
LOCATION: Thorne Bay School and via Zoom
1010 Sandy Beach Rd
Thorne Bay, Alaska 99919
VIRTUAL URL: <https://us02web.zoom.us/j/86174355210?pwd=0VTavkmfBd2TWpwWMgrFkiC1uPhZFd.1>

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 Meeting Minutes
 1. May 15, 2024, Regular Meeting Minutes 7
 2. June 28, 2024, Special Meeting Minutes 11
 - B. Approval of August Financial Report 14
 - C. Employment
 1. FY 2025 Administrator Contract Addendum: Astrid Richard-Cook
 2. FY 2025 Teacher Contract, Pending Receipt of Required Documentation: Jay Mihal

3. FY 2025 Teacher Contract Addendums: Lisa Cates, Cassandra Christopherson, Sharlet Collins, Michael Congdon, Anthony Cook, Sonya Cook, Steven Cunningham, Melissa Dougherty, Matthew Gore, Martha Hill, April Hoy, Philip Lusted, Donna Nixon, Mackenzie Slayton, Julia Trischman, Patrick Trischman, Julie Vasquez, Ginger White
4. FY 2025 Lead Teacher Extra-duty Contracts: Lisa Cates (Hollis School), Cassandra Christopherson (Naukati School), Michael Congdon (Barry Craig Stewart Kasaan School), Anthony Cook (Whale Pass School), Mackenzie Slayton (Howard Valentine Coffman Cove School), Patrick Trischman (Port Alexander School), Julie Vasquez (Hollis School)
5. FY 2025 Extra-duty Contracts: Cassandra Christopherson (AK-TRAILS Coordinator), Anthony Cook (CTE/Perkins Grant Coordinator), John Stevens (Archery Director)
6. FY 2025 Extracurricular Contracts: Katherine Reynolds (Thorne Bay Cross Country Co-coach), Brandy Schmitz-Prefontaine (Thorne Bay Cross Country Co-coach)
7. FY 2025 Classified Employment
 - a. Coffman Cove: Judy Adamson (Paraprofessional), Janie Wainscott (Custodian)
 - b. Hollis: Amanda Baker (Paraprofessional), Nicholas Brazille (Bus Driver)
 - c. Kasaan: Amanda Hendrixson (Cook), Jessica West (Paraprofessional)
 - d. Naukati: Robert Deuel (Cook, Wood-fired Boiler Operator), Ernest Jones (Student Transportation: On-call Driver), Pamela Martensen (Paraprofessional)
 - e. Port Alexander: Shanna Smith (Paraprofessional), Paul Young (On-call Paraprofessional)
 - f. Thorne Bay: Tari Cook (Paraprofessional), Sarah Garrison (Paraprofessional), Joshua Hayes (Wood-fired Boiler Operator), Jack Nicholson (Cook), John Stevens (Bus Driver)
 - g. Whale Pass: Michelle Dempsey (Paraprofessional), Peggy Dempsey (Cook)
 - h. District: Scott Randall (Maintenance Director), Brandy Schmitz-Prefontaine (Greenhouse & Agriculture Program Manager)

9. ADMINISTRATIVE/BOARD REPORTS

A. Superintendent Report

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1. Area Principal/Dean of Students Report
 - a. AK-TRAILS Correspondence/Homeschool
 - b. Barry Craig Stewart Kasaan School
 - c. Hollis School
 - d. Howard Valentine Coffman Cove School
 - e. Naukati School
 - f. Port Alexander School

g. Thorne Bay School	
h. Whale Pass School	
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8. State & Federal Programs/Grants Report	
9. Technology Report	
B. Student Board Representative Report	
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A. Action on Administrative/Board Reports	
11. NEW BUSINESS	
A. Resolution 2025-01: A resolution in support of the Alaska Housing & Finance Corporation Grant Application	96
B. Purchase and Installation of Aluminum Stairs for Thorne Bay Campus, Not to Exceed \$18,000	97
C. FY 2025 Handbook Approvals	
1. AK-TRAILS Handbook	98
2. Classified Employee Handbook with Updated Salary Schedule	125
3. Coaches & Chaperones Handbook	158
4. Student/Parent Handbook	176
5. Teacher Handbook	232
D. Approval of Professional Services Contracts that are \$10,000 or more	
1. FY 2025 Professional Services Contract with More than Words for Speech and Language Pathology Services (\$40,460)	
2. FY 2025 Professional Services Contract with Cindy Edes dba Koru Kids Pediatric Therapy, for	

Occupational Therapy Services (\$10,830)

E.	Review of Professional Services Contracts that are Less than \$10,000	
1.	FY 2025 Professional Services Contract with Samantha R Funk, dba Cedar and Spruce Counseling, for counseling services.	
2.	FY 2025 Professional Services Contract with Vincent Henry, Vincent Henry Consulting LLC, for School Psychological Services	
3.	FY 2025 Professional Services Contract with Mary Jane Rapport for Physical Therapy Services	
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A.	September 2024 Regular Meeting: 3rd Wednesday is September 18, 2024	
B.	AASB Fall Boardsmanship Academy (September 14-15 in Fairbanks)	
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15.	BOARD COMMENT	
16.	EXECUTIVE SESSIONS	
17.	ADJOURNMENT	

MEETING CONDUCT

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

Parliamentary Procedure

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

Quorum

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

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

Abstentions

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

(cf. 9270 - Conflict of Interest)

Public Participation

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

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

MEETING CONDUCT (continued)

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

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

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

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

Legal Reference:

ALASKA STATUTES
29.20.020 Meetings public

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



**SOUTHEAST ISLAND SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING
May 15, 2024**

MINUTES

Location: Barry Craig Stewart Kasaan School, 117 Kasaan St., Kasaan, AK 99950
and via Zoom audio/video conference

CALL TO ORDER

Board President Shannon Silverthorn called the meeting to order at 5:55 PM

ROLL CALL

Shannon Silverthorn and Tony Lovell attended in person. Sandy Curtis, Debbie Fehr, and Student Representative Tia Christopherson attended via audio/video conference. Molly Kimzey was absent.

Quorum: yes

APPROVAL OF AGENDA

Motion: Approve the agenda

By: Lovell

Second: yes

Student Representative Vote: Yea: 1; Nay: 0

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

Resolved: motion passed

WELCOME TO VISITORS

Board President Shannon Silverthorn welcomed visitors: Melissa Dougherty, Christi Nixon, Jessica West, Terry West, Mike Congdon, Cassandra Christopherson, Megan Christopherson, Patrick Trischman, Julia Trischman, Scott Randall, Amanda Blankenship, Jay Kohn, Terri Kohn, Andy Cook, Astrid Cook, Lucienne Smith. LaNeice Congdon joined later in the meeting

PUBLIC COMMENT

None.

APPROVAL OF CONSENT AGENDA

Motion: Approve the consent agenda, and all the items under it [the April 17, 2024, meeting minutes, the May 2024 financial report, and employment including FY 2025

*teacher contracts for Martha Hill, April Hoy, and Mackenzie Slayton, FY 2025
teacher contract addendum for Cassandra Christopherson, and FY 2025
administrator contract for Kerri Bartholomew]*

By: Curtis

Second: yes

Student Representative Vote: Yea: 1; Nay: 0

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

Resolved: motion passed

ADMINISTRATIVE/BOARD REPORTS

Rod Morrison gave the Superintendent's report. Topics included: goals, engagement, an Alaska legislative update, concerns, upcoming planning, and achievements/celebrations.

Superintendent Morrison then invited each department and school to share highlights of their reports. Information and highlights were shared by Cassandra Christopherson (AK-TRAILS Correspondence/Homeschool), Mike Congdon including a school presentation (Barry Craig Stewart Kasaan School), Patrick Trischman (Port Alexander School), Andy Cook (Whale Pass School), Astrid Richard-Cook (State & Federal Programs/Grants), Scott Randall (Maintenance), Rod Morrison (Greenhouse/Agriculture), Terry West (Preschool Program).

Lucienne Smith gave the Business Manager's report. Topics included: Timber Receipts, FY 2025 health insurance and general liability insurance updates, the FY 2024 budget, the FY 2025 proposed budget, CIP projects, and Standard Operating Procedures.

Tia Christopherson gave the Student Representative report. Topics included: Archery Nationals, mini-STREAM week, dances, and the Close-Up trip to Washington DC.

BUSINESS ITEMS

Motion: Move the FY 2025 Budget to a fourth reading.

By: Curtis

Second: yes

Student Representative Vote: Yea: 1; Nay: 0

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

Resolved: motion passed

Motion: Approve BP 6010, Goals and Objectives.

By: Curtis

Second: yes

Student Representative Vote: Yea: 1; Nay: 0

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

Resolved: motion passed

The Board reviewed the Capital Improvement Plan/Facility Needs Report

Motion: Approve 11.B. to approve the purchase of one or more vehicles for the District's fleet, not to exceed \$16,000 (excluding shipping).

By: Lovell

Second: yes

Student Representative Vote: Yea: 1; Nay: 0

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

Resolved: motion passed

Motion: Put BP 5138[, Student Possession & Use of Portable Electronic Devices, Including Cellular Phones] to a 2nd reading.

By: Lovell

Second: yes

Student Representative Vote: Yea: 1; Nay: 0

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

Resolved: motion passed

ADVANCE PLANNING

The next regular Board meeting will be on August 21, 2024 at 5:30 PM. The meeting will be preceded by a forum at 4:00 PM and a work session at 4:30 PM

Upcoming Graduation Ceremonies include:

May 16, 2024: in Hollis @ 2:00 PM

May 17, 2024: in Thorne Bay @ 6:00 PM

May 30, 2024: in Coffman Cove @ 2:00 PM

PUBLIC COMMENT

None

BOARD COMMENT

Sandy Curtis expressed her thanks to everyone for a good year. Shannon Silverthorn agreed and added appreciation to staff for hard work. Tony Lovell expressed appreciation for the students on the Archery trip and A Keys for his letter. Shannon Silverthorn congratulated all the 2024 graduates.

ADJOURNMENT

Motion: Adjourn

By: Curtis

Second: yes

Second: yes

Student Representative Vote: Yea: 1; Nay: 0

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

Resolved: motion passed

Time: 7:19 PM

Shannon Silverthorn, Board President

Date

Sandy Curtis, Board Clerk

Date

DRAFT



**SOUTHEAST ISLAND SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING
June 28, 2028**

MINUTES

Location: Audio/video conference via Zoom

CALL TO ORDER

Board President Shannon Silverthorn called the meeting to order at 5:33 PM

ROLL CALL

Sandy Curtis, Debbie Fehr, Molly Kimzey, Tony Lovell, and Shannon Silverthorn attended via audio/video conference.

Quorum: yes

APPROVAL OF AGENDA

Motion: Approve the agenda.

By: Lovell

Second: yes

Board Vote: Yea: 5, Nay: 0

Resolved: motion passed

WELCOME TO VISITORS

Board President Shannon Silverthorn welcomed Lucienne Smith.

PUBLIC COMMENT

None

BUSINESS ITEMS

Motion: Approve the FY 2025 Budget

By: Lovell

Second: yes

Board Vote: Yea: 5, Nay: 0

Resolved: motion passed

Motion: Ratify the 2024-2027 Collective Agreement Between Southeast Island School District and the Southeast Island Education Association.

By: Kimzey

Second: yes

Board Vote: Yea: 5, Nay: 0
Resolved: motion passed

Motion: Approve Board Policy 3430, Investing.

By: Lovell

Second: yes

Board Vote: Yea: 5, Nay: 0

Resolved: motion passed

Motion: Approve Professional Services Contract #2024-1002 with Alaska Business & Education Services, Inc., for Accounting and Business Services.

By: Curtis

Second: yes

Board Vote: Yea: 5, Nay: 0

Resolved: motion passed

Motion: Approve all of those contracts [employment including FY 2025 teacher contract for Julia Trischman; FY 2024 extra duty contract for Matthew Gore; FY 2025 extra duty contracts for Amanda Blankenship, Matthew Gore, Julia Trischman; FY 2024 Classified Employment for Hesperus Keys; and FY 2025 classified employment for David Keys, Hesperus Keys, Janie Wainscott, Amanda Baker, Tara Musser, Earl Durdle, Paul Young, Amy Jennings, Sarah Garrison, Joshua Hayes, Lucille Nelson, Colby Silverthorn, James Stone, Caleb Toman, Karen Clark, Everett Cook, Alexander Hert, Christopher King, Terri Kohn, Christine Page Haufe, Theresa Randall, Mariia Taylor].

By: Curtis

Second: yes

Board Vote: Yea: 4, Nay: 0; Abstain: 1

Resolved: motion passed

A joint graduation proposal was discussed by the School Board.

PUBLIC COMMENT

None

BOARD COMMENT

Shannon Silverthorn thanked Debbie Fehr and Rod Morrison for their work in negotiations. Molly Kimzey shared the seat that each Board Member holds. Shannon Silverthorn encouraged people to run for the upcoming School Board vacancies.

ADJOURNMENT

Motion: Adjourn

By: Kimzey

Second: yes

Board Vote: Yea: 5, Nay: 0

Resolved: motion passed

Time: 6:16 PM

Shannon Silverthorn, Board President

Date

Sandy Curtis, Board Clerk

Date

DRAFT



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 company name.

Date: August 15, 2024

SUBJECT: FINANCIAL REPORT NARRATIVE

The following pages are the monthly August Board Reports.

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

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

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

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

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

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

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

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 24

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
100 GENERAL OPERATING FUND	300.00	362,478.03	5,710,520.00	5,348,041.97	6 %
205 PUPIL TRANSPORTATION FUND	0.00	0.00	219,924.00	219,924.00	0 %
255 FOOD SERVICE FUND	0.00	0.00	142,000.00	142,000.00	0 %
260 TITLE I-A BASIC	0.00	0.00	89,328.00	89,328.00	0 %
261 TITLE I-C MIGRANT	0.00	0.00	101,569.00	101,569.00	0 %
264 Title IVA INNOVATIVE	0.00	0.00	12,379.00	12,379.00	0 %
266 TITLE IIA PRINCIPAL/TEACHER RETENTION &	0.00	0.00	22,055.00	22,055.00	0 %
268 TITLE VI-B IDEA	0.00	0.00	54,404.00	54,404.00	0 %
270 TITLE VI-B SEC 619 PRESCHOOL DISABLED	0.00	0.00	4,434.00	4,434.00	0 %
271 CARL PERKINS	0.00	0.00	22,000.00	22,000.00	0 %
274 TITLE IA SCHOOL IMPROVEMENT	0.00	0.00	50,000.00	50,000.00	0 %
275 HOMELESS - EHCY	0.00	0.00	1,000.00	1,000.00	0 %
360 INDIAN EDUCATION	11,907.00	11,907.00	11,907.00	0.00	100 %
365 REAP	0.00	3,173.00	3,173.00	0.00	100 %
375 TEACHER HOUSING	2,890.32	11,240.32	110,000.00	98,759.68	10 %
711 STUDENT AGENCY FUND AGRICULTURE	0.00	153.00	0.00	-153.00	%
Grand Total:	15,097.32	388,951.35	6,554,693.00	6,165,741.65	6 %

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 24

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
100 GENERAL OPERATING FUND	137,368.77	496,818.99	5,710,883.00	5,710,883.00	5,214,064.01	9%
205 PUPIL TRANSPORTATION FUND	3,733.18	4,558.33	138,262.00	138,262.00	133,703.67	3%
231 DOEED STAFF DEVELOPMENT	787.91	787.91	0.00	0.00	-787.91	0%
255 FOOD SERVICE FUND	9,877.71	30,202.70	293,235.23	293,235.23	263,032.53	10%
256 FRESH FRUIT & VEGETABLES	8,625.01	8,625.01	1,078.13	1,078.13	-7,546.88	800%
260 TITLE I-A BASIC	0.00	3,200.00	89,296.55	89,296.55	86,096.55	4%
261 TITLE I-C MIGRANT	2,790.47	3,168.27	102,107.00	102,107.00	98,938.73	3%
264 Title IVA INNOVATIVE	0.00	0.00	12,328.35	12,328.35	12,328.35	0%
266 TITLE IIA PRINCIPAL/TEACHER	0.00	775.00	22,037.40	22,037.40	21,262.40	4%
268 TITLE VI-B IDEA	0.00	0.00	53,225.00	53,225.00	53,225.00	0%
270 TITLE VI-B SEC 619 PRESCHOOL	0.00	0.00	4,426.00	4,426.00	4,426.00	0%
271 CARL PERKINS	0.00	0.00	21,985.13	21,985.13	21,985.13	0%
274 TITLE IA SCHOOL IMPROVEMENT	0.00	0.00	49,981.87	49,981.87	49,981.87	0%
275 HOMELESS - EHCY	0.00	0.00	999.97	999.97	999.97	0%
280 CSLD	0.00	0.00	172,145.95	172,145.95	172,145.95	0%
353 RURAL UTILITIES SERVICE	0.00	10,248.00	609,098.68	609,098.68	598,850.68	2%
358 SOAR - KLAWOCK	0.00	8,500.00	8,500.00	8,500.00	0.00	100%
360 INDIAN EDUCATION	0.00	0.00	11,907.00	11,907.00	11,907.00	0%
365 REAP	0.00	3,173.00	3,173.00	3,173.00	0.00	100%
366 SELECT - KLAWOCK	60,987.41	77,367.22	77,400.00	77,400.00	32.78	100%
370 SUCCEED	860.66	18,342.98	499,660.00	499,660.00	481,317.02	4%
375 TEACHER HOUSING	689.36	5,108.26	50,000.00	50,000.00	44,891.74	10%
381 USDA SPECIALITY CROP BLOCK GRANT	8,066.33	10,404.09	44,388.84	44,388.84	33,984.75	23%
536 20-002 HOLLIS K-12 SCHOOL	20,219.89	20,219.89	414,940.74	414,940.74	394,720.85	5%
711 STUDENT AGENCY FUND AGRICULTURE	61.79	424.66	0.00	0.00	-424.66	0%

Grand Total:	254,068.49	701,924.31	8,391,059.84	8,391,059.84	7,689,135.53	8%
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SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 24

100 GENERAL OPERATING FUND

Function / Object	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
000					
0000					
40 OTHER LOCAL REVENUES	300.00	800.00	25,000.00	24,200.00	3 %
50 STATE REVENUE	0.00	0.00	562,734.00	562,734.00	0 %
51 STATE-FOUNDATION PROGRAM	0.00	359,387.00	4,462,920.00	4,103,533.00	8 %
56 TRS On-Behalf	0.00	0.00	292,972.00	292,972.00	0 %
57 PERS On Behalf	0.00	0.00	44,074.00	44,074.00	0 %
150 FEDERAL SOURCES THRU THE STATE	0.00	0.00	290,000.00	290,000.00	0 %
230 OTHER-SALE OF PROP & EQUI	0.00	2,286.85	0.00	-2,286.85	** %
250 TRANSFER FROM OTHER FUNDS	0.00	0.00	32,820.00	32,820.00	0 %
299 PRIOR YEAR PO REVENUE	0.00	4.18	0.00	-4.18	** %
Function Total:	300.00	362,478.03	5,710,520.00	5,348,041.97	6 %
Org Total:	300.00	362,478.03	5,710,520.00	5,348,041.97	6 %
Fund Total:	300.00	362,478.03	5,710,520.00	5,348,041.97	6 %
Grand Total:	300.00	362,478.03	5,710,520.00	5,348,041.97	6 %

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	481.43	755.73	224,683.00	224,683.00	223,927.27	0
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	58,610.00	58,610.00	58,610.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	11,617.00	11,617.00	11,617.00	0
600 OPERATIONS & MAINTENANCE	715.94	3,404.29	75,404.00	75,404.00	71,999.71	4
700 STUDENT ACTIVITIES	50.00	50.00	7,487.00	7,487.00	7,437.00	0
Org Total:	1,247.37	4,210.02	379,301.00	379,301.00	375,090.98	
624 KASAAN						
100 REGULAR INSTRUCTION	225.05	225.05	232,678.00	232,678.00	232,452.95	0
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	59,007.00	59,007.00	59,007.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	11,617.00	11,617.00	11,617.00	0
600 OPERATIONS & MAINTENANCE	583.61	1,438.68	41,000.00	41,000.00	39,561.32	3
700 STUDENT ACTIVITIES	40.00	40.00	6,819.00	6,819.00	6,779.00	0
Org Total:	848.66	1,703.73	352,621.00	352,621.00	350,917.27	
625 NAUKATI						
100 REGULAR INSTRUCTION	90.00	246.78	186,629.00	186,629.00	186,382.22	0
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	81,242.00	81,242.00	81,242.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	11,617.00	11,617.00	11,617.00	0
600 OPERATIONS & MAINTENANCE	0.00	1,876.99	71,173.00	71,173.00	69,296.01	2
700 STUDENT ACTIVITIES	140.00	140.00	6,841.00	6,841.00	6,701.00	2
Org Total:	230.00	2,263.77	359,002.00	359,002.00	356,738.23	
628 THORNE BAY						
100 REGULAR INSTRUCTION	1,089.79	2,000.66	452,226.00	452,226.00	450,225.34	0
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	3,000.00	3,000.00	3,000.00	0
200 SPECIAL EDUCATION INSTRUC	810.03	810.03	220,406.00	220,406.00	219,595.97	0
400 SCHOOL ADMINISTRATION	0.00	0.00	99,514.00	99,514.00	99,514.00	0
450 SCHOOL ADMIN SUPPORT SRVC	4,270.15	4,270.15	34,489.00	34,489.00	30,218.85	12
600 OPERATIONS & MAINTENANCE	5,068.30	12,336.00	279,835.00	279,835.00	267,499.00	4
700 STUDENT ACTIVITIES	842.50	2,034.54	40,856.00	40,856.00	38,821.46	4
Org Total:	12,080.77	21,451.38	1,130,326.00	1,130,326.00	1,108,874.62	
632 WHALE PASS						
100 REGULAR INSTRUCTION	90.00	195.59	152,916.00	152,916.00	152,720.41	0
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	68,185.00	68,185.00	68,185.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	9,172.00	9,172.00	9,172.00	0
600 OPERATIONS & MAINTENANCE	88.11	1,042.99	37,529.00	37,529.00	36,486.01	2
700 STUDENT ACTIVITIES	20.00	20.00	6,451.00	6,451.00	6,431.00	0
Org Total:	198.11	1,258.58	275,753.00	275,753.00	274,494.42	
649 DISTRICT WIDE						
100 REGULAR INSTRUCTION	0.00	2,753.50	138,619.00	138,619.00	135,865.50	1
140 CORRESPONDENCE INSTRUC	100.00	685.00	175,893.00	175,893.00	175,208.00	0

Funds 100- 100

Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND						
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	3,000.00	3,000.00	3,000.00	0
220 SPED SUPPORT SRVCS-STUDNT	11,577.70	16,625.52	163,471.00	163,471.00	146,845.48	10
300 SUPPORT SERVICES-STUDENTS	1,220.43	1,220.43	15,275.00	15,275.00	14,054.57	7
352 LIBRARY SERVICES	0.00	0.00	645.00	645.00	645.00	0
353 Technology	9,292.79	17,655.57	168,742.00	168,742.00	151,086.43	10
354 INSERVICE	150.00	150.00	10,900.00	10,900.00	10,750.00	1
400 SCHOOL ADMINISTRATION	0.00	47.82	102,753.00	102,753.00	102,705.18	0
450 SCHOOL ADMIN SUPPORT SRVC	4,270.07	4,270.07	30,394.00	30,394.00	26,123.93	14
511 BOARD OF EDUCATION	6,725.58	6,750.49	111,862.00	111,862.00	105,111.51	6
512 OFFICE OF SUPERINTENDENT	22,834.78	24,380.07	330,040.00	330,040.00	305,659.93	7
550 DISTRICT ADMIN SUPRT SRVC	19,168.36	90,035.46	335,639.00	335,639.00	245,603.54	26
600 OPERATIONS & MAINTENANCE	36,291.46	288,855.29	670,369.00	670,369.00	381,513.71	43
700 STUDENT ACTIVITIES	1,478.53	562.74	109,812.00	109,812.00	109,249.26	0
900 OTHER FINANCING USES	0.00	0.00	60,000.00	60,000.00	60,000.00	0
Org Total:	113,109.70	453,991.96	2,427,414.00	2,427,414.00	1,973,422.04	
667 HOLLIS (I)						
100 REGULAR INSTRUCTION	90.00	243.15	326,774.00	326,774.00	326,530.85	0
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	82,618.00	82,618.00	82,618.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	11,617.00	11,617.00	11,617.00	0
600 OPERATIONS & MAINTENANCE	474.31	1,055.59	59,053.00	59,053.00	57,997.41	1
700 STUDENT ACTIVITIES	70.00	70.00	9,070.00	9,070.00	9,000.00	0
Org Total:	634.31	1,368.74	490,632.00	490,632.00	489,263.26	
669 PORT ALEXANDER						
100 REGULAR INSTRUCTION	9,723.55	9,723.55	198,568.00	198,568.00	188,844.45	4
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	25,787.00	25,787.00	25,787.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	11,617.00	11,617.00	11,617.00	0
600 OPERATIONS & MAINTENANCE	544.68	747.26	52,612.00	52,612.00	51,864.74	1
700 STUDENT ACTIVITIES	100.00	100.00	5,750.00	5,750.00	5,650.00	1
Org Total:	10,368.23	10,570.81	295,834.00	295,834.00	285,263.19	
673 PORT PROTECTION						
600 OPERATIONS & MAINTENANCE	-1,348.38	0.00	0.00	0.00	0.00	0
Org Total:	-1,348.38					
0.00Fund Total:	137,368.77	496,818.99	5,710,883.00	5,710,883.00	5,214,064.01	8 %
Grand Total:	137,368.77	496,818.99	5,710,883.00	5,710,883.00	5,214,064.01	8 %



August 2024

Superintendent Report

Goals:

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

Engagement:

1. Confluence Conference in Missoula - June
2. Summer Superintendent Conference in Juneau - July
3. Homer Wilkes – The Under Secretary of Agriculture visited our TB wood boiler and greenhouse on August 2, 2024.
4. Trainings: Biomass Wood Boiler Training - August 13-15
5. Brightways New Teacher Training - August 13-14
6. [SISD Inservice Training Agenda](#)

New Staff Hires:

1. Mackenzie Slayton - Secondary, Coffman Cove
2. Jenifer Hudson - Elementary, Coffman Cove
3. April Hoy - Special Education, Hollis, Port Alexander, AK-TRAILS
4. Jay Mihal - Secondary, Naukati
5. Robbin Perkins-Askew - SPED & Assessment Director/Assistant Dean of Students
6. Shawn Jennings - Temp Maintenance, Thorne Bay
7. Cas Rawlings - Temp Maintenance, Kasaan
8. Calvin Slayton - Temp Maintenance, Coffman Cove
9. Brandy Schmitz-Prefontaine - Greenhouse & Agriculture Program Manager

Service Recognition Years:

1. Karen Clark - 5
2. Sharlett Collins - 5
3. Julia Trishman - 5
4. Amy Jennings - 6
5. Andy Cook - 7
6. Tari Cook - 7
7. Alex Hert - 7
8. Mike Congdon - 8
9. Robert Deuel - 8
10. Terri Kohn - 8
11. John Stevens - 8
12. Cassandra Christopherson - 9
13. Sonya Cook - 9
14. Nick Brazille - 10
15. Lisa Cates - 11
16. Jessica West - 11
17. Earl Durdle - 12
18. Chris Page Haufe - 19
19. Julie Vasquez - 21
20. Shanna Smith - 24
21. Judy Adamson - 24
22. Paul Young - 28

Upcoming Planning:

1. School Opens - August 26, 2024
2. Staffing hires - filling classified
3. Updating - SISD webpage

Shout-outs:

1. The DO Staff did an amazing job this summer and tackled many of the projects that needed to get started.
2. The Maintenance & Operations Staff did an outstanding job with all the light replacements, boilers and water systems that needed to be addressed.
3. Principal Shaine Nixon and SPED/Assessment Director Robbin Perkins Askew for all the summer planning.
4. Everett Cook for the technology sale and getting our systems aligned correctly.
5. Karen Petersen and Priscilla Morris for all the wood boiler support.



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

Activities Board Report

August 2024

Submitted by Amanda Blankenship

Thank you to volunteers; Tammi Reid, Stephanie Hamby & Nate Yockey for Hosting a great Basketball camp in the Thorne Bay Gym. Generous donations from Klawock AC, Hamby Home Works, Reid Excavating and Coach Mel made this camp successful.

High School Cross Country season began in July. Unfortunately, although there were interested students in Thorne Bay, Naukati & Coffman Cove there were no coaches available for this season. We will work towards more advanced planning as we look to next season for Cross Country.

I will attend the Region 5 meeting on August 20, 2024 virtually for planning purposes of POW events coming up.

We are looking forward to the following events coming up soon:

- Value Up & PHlight Club events likely near the end of September.
- Sports Seasons beginning:
 - Elementary & Middle School Cross Country
 - High School Volleyball



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](mailto: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: August 15, 2024

SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE
Goal #3: Increase Communication District and Community Wide

Monthly Activities: Our monthly activities are proceeding as planned, below are some key highlights for this fiscal year:

FY 2024 Audit: We completed our interim audit in late June/early July and are now prepared for the final audit scheduled for the first week of September.

FY 2025 BUDGET: The budget was sent to DOEED by the required deadline of July 15th. They returned with only a couple questions, and we should be receiving their letter of approval.

Current expenditures remain in line with the budget for this time of year. As in years past, we 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 after the final budget was approved in late June.

OTHER: We finally received the last payment of the Kasaan K-12 Playground and now are awaiting the final payment for the TB School Playground upgrade that was closed out last year. With the turnover in staff at DOEED facilities this item seemed to have fallen by the wayside.

We have established the sweep account with Wells Fargo and are now receiving monthly interest on our daily balance. In addition we have set up another level of check fraud protection by instituting the WF Safe Transmission whereby we upload the file with all accounts payable checks issued each week and the monthly payroll to insure those are the only checks that are paid by the financial institution.

We have submitted all Q4 grant reimbursements and all but one of the FERS (Final Expenditure Report). We are awaiting the GMS to allow us to file the last one. Most have also been reimbursed.

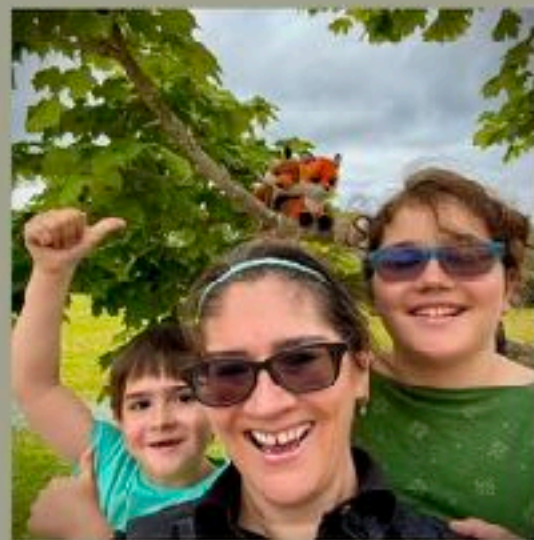
Mission: *Students are equipped to achieve their dreams and aspirations*

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

SISD
GREENHOUSE & AGRICULTURE
PROGRAM MANAGER
SUMMER UPDATE TO SCHOOL BOARD

Brandy S-Prefontaine - SISD Greenhouse and Agricultural Manager

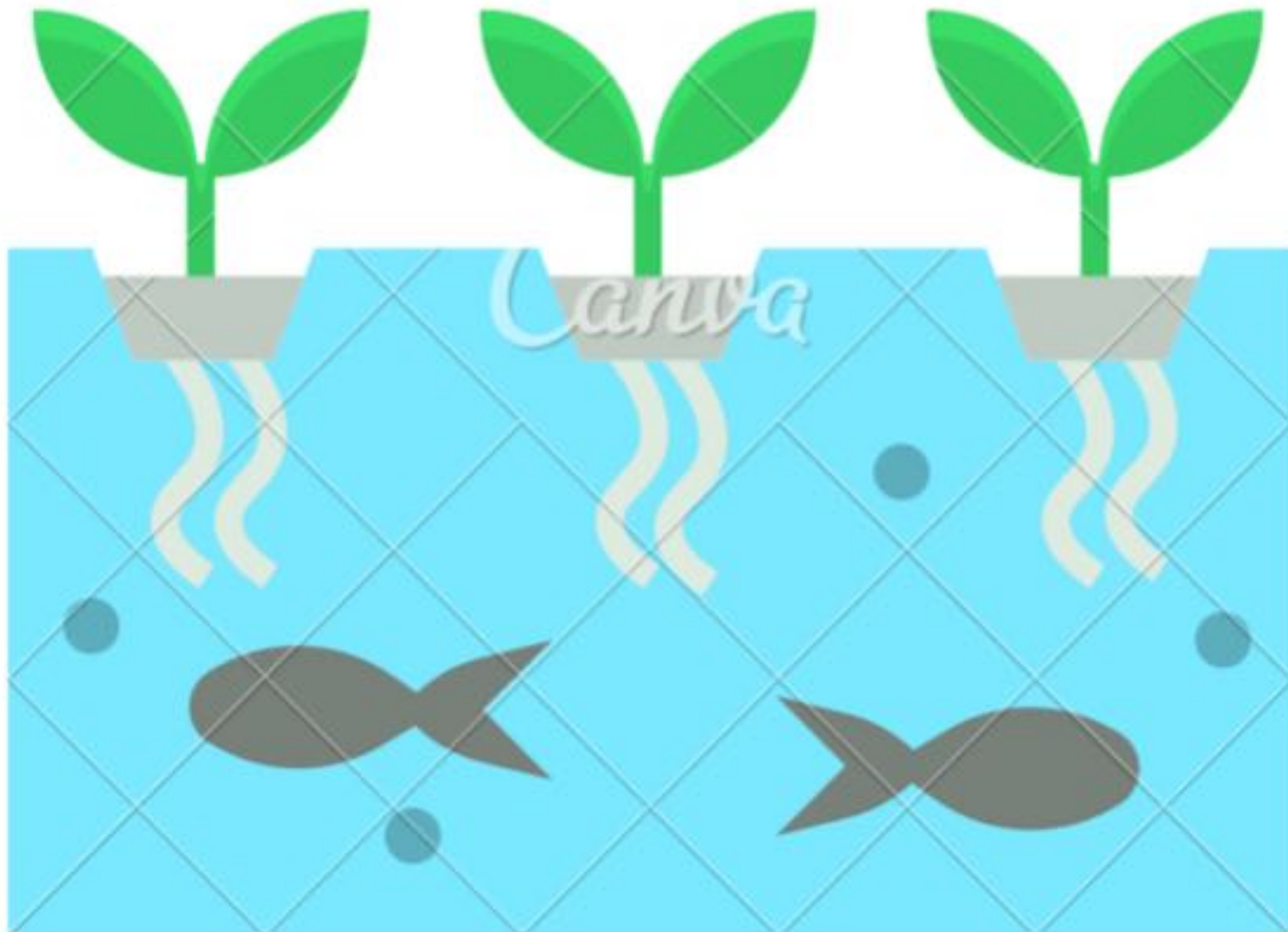
Summer 2024



SISD GREENHOUSE TRANSITION

Summer 2024

AQUAPONICS AND WATER QUALITY



WELCOME 😊

WHAT IS AQUAPONICS?

- FISH TANKS
- GROW BEDS - FRESH - AK GROWN LETTUCE, TOMATOS, CUCUMBERS, ONIONS, GARLIC, FLOWERS, HERBS & SPICES
- WATER QUALITY
PH - 6.4
Nitrates < 150 ppm
Nitrites ≤ 0.5 ppm
Ammonia ≤ 0.5 ppm
- PEST: EDRR!!! EARLY DETECTION & RAPID RESPONSE
- WATER CHEMISTRY & NUTRITION
- SUCCESSION PLANTING & HARVESTING

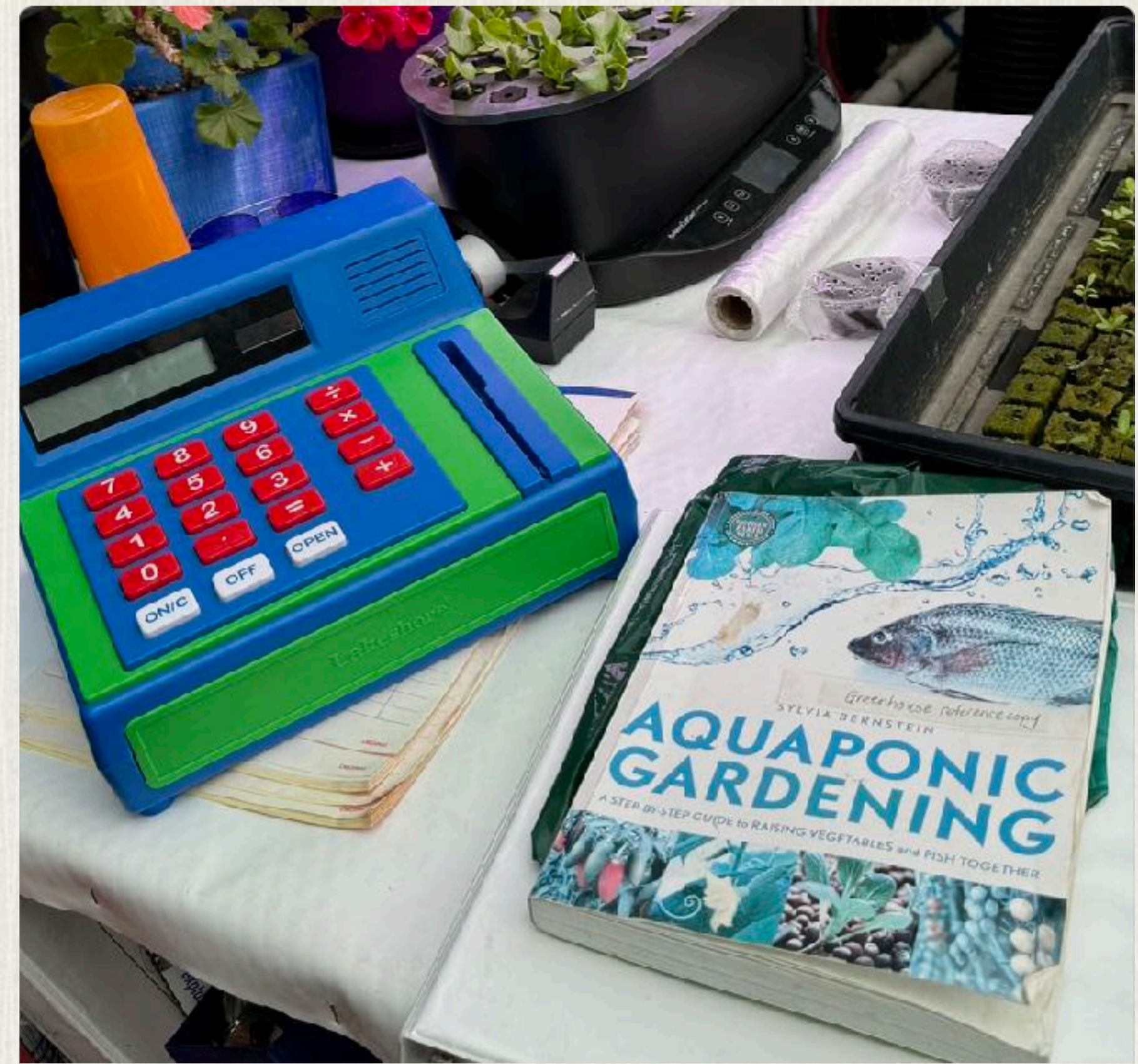
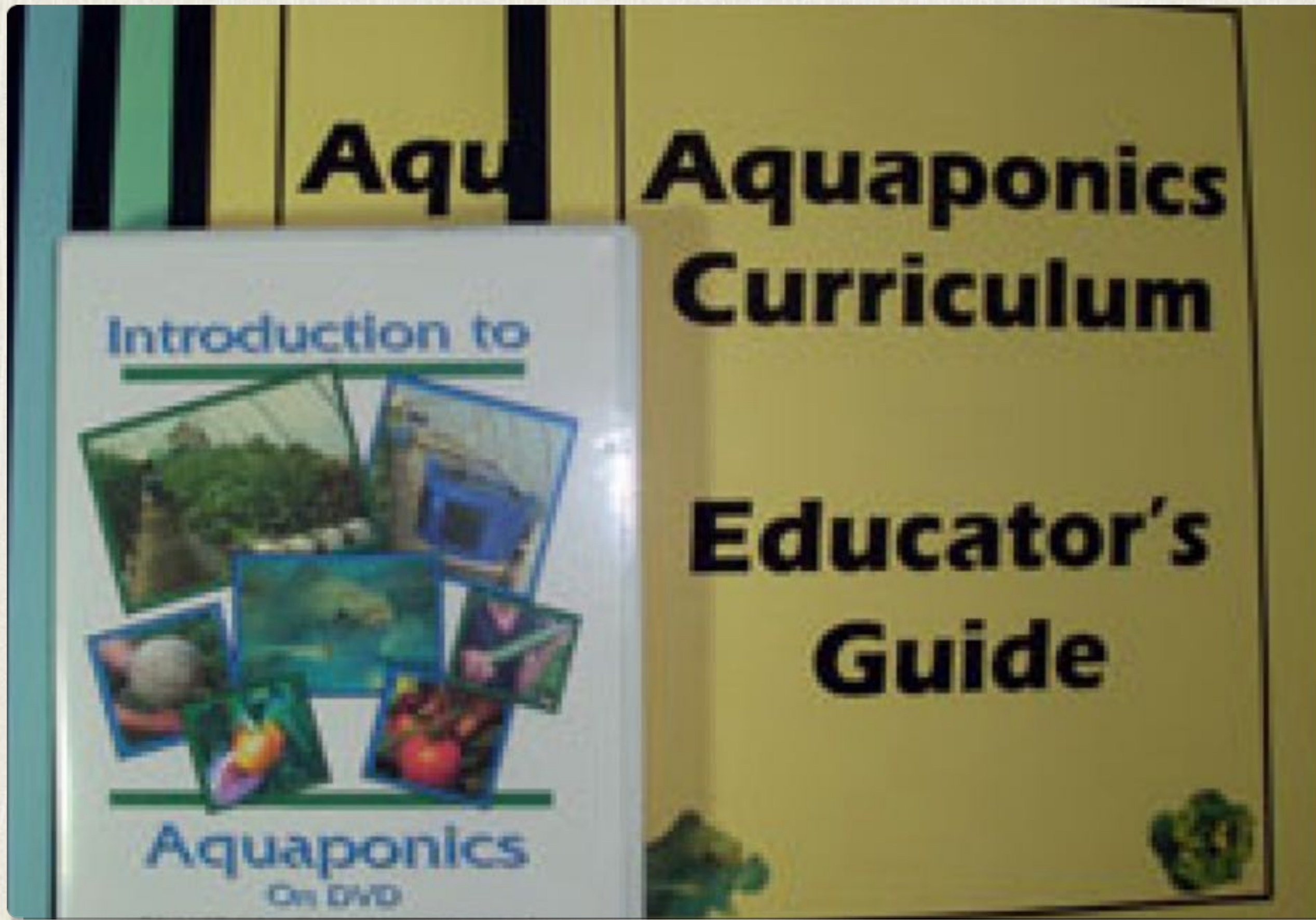
DATA MATTERS, USE YOUR CALENDARS, DATA SHEETS, AND TO DO LISTS!

Water quality, soil testing, climate control, seed germination, days to harvest, vitality, and response to changes is important to document as data validity is essential to successful gardening to learn from both success and challenges as well as to identify patterns and provide opportunities first early interventions as needed!

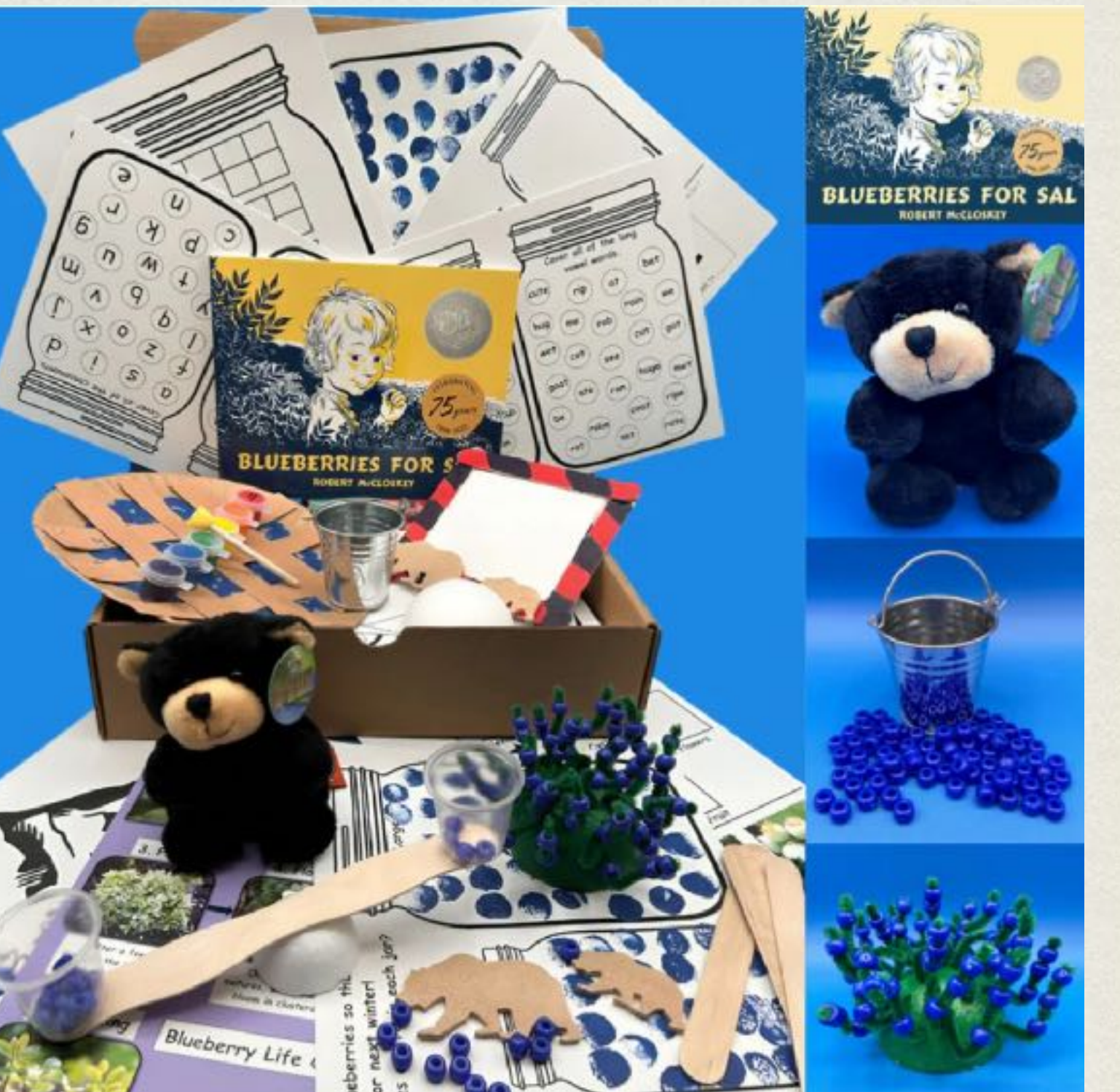
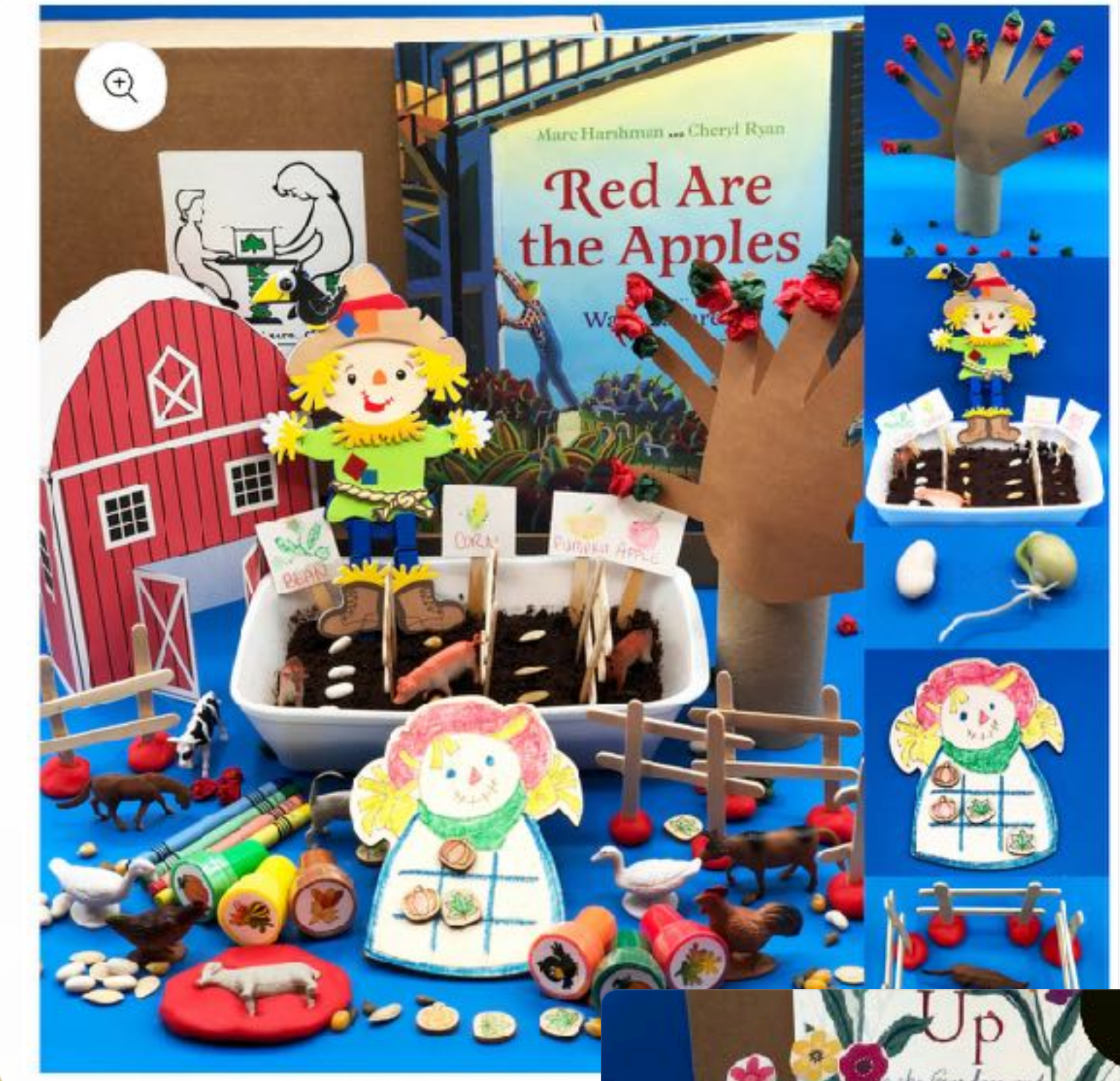




DATA COLLECTION IS PART OF LEARNING MATH, READING, SCIENCE, AND COMMUNICATION THROUGH PLAY AND NECESSITY AS WE PLAN, PLANT, GROW, HARVEST, PROCESS, AND SHARE FROM THE GREENHOUSES AND ORCHARD!



HS CURRICULUM

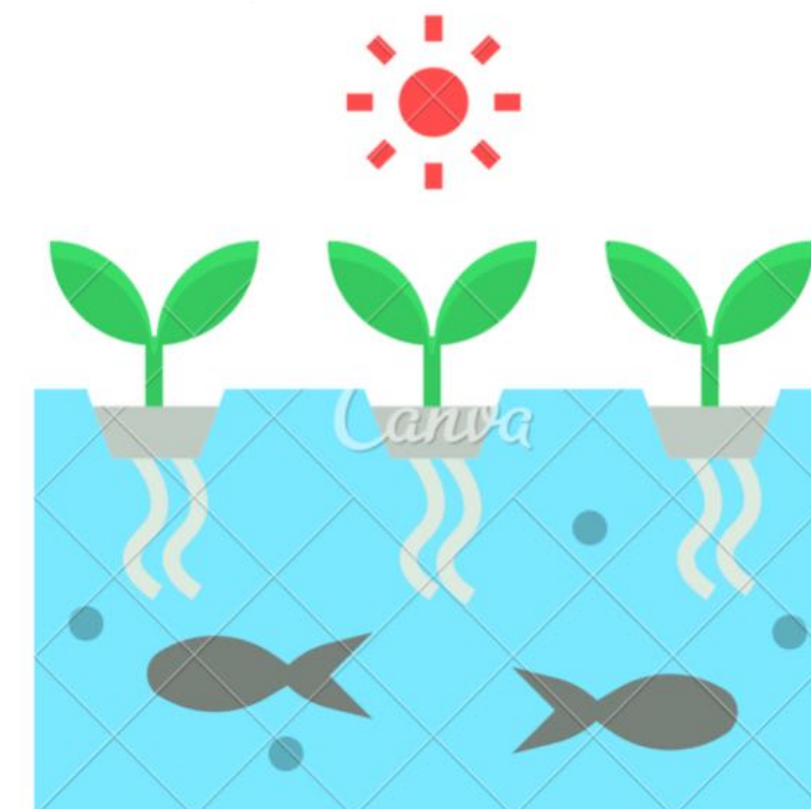


Elementary
and Middle
School
Curriculum

Fall Harvest,
Valentine's
Day, Mothers,
Day, & Earth
Day

STAY TUNED
FOR CANVAS
GREENHOUSE
CLASSROOM
PROJECTS
ONLINE!

**Howard Valentine
Coffman Cove
Greenhouse**



Hello! This is the canva project!! :)
I will keep working on it with the
students as we start the year!!



Mackenzie Slayton

STUDENT ENGAGEMENT, WORK STUDIES, AND WATER QUALITY TESTING AND SEED VIABILITY AND VALIDITY DATA MANAGEMENT

- Summer school employment
- School year work studies
- Volunteer opportunities (school year, summer, year round)
- Education and Outreach Curriculum for all ages, stages, youth and elder engagement, therapeutic rehabilitation, and increased participation and awareness of healthy choices

SISD OPERATING BUDGET

- USDA Crop Block Grants
- AK Micro Grants
- USDA FARM TO SCHOOL GRANTS
- Whole Kids Grants



CONTINUING COMMUNITY OUTREACH AND STUDENT ENGAGEMENT

- Food banks
- Orchard clean up days and Tours
- USDA Washington DC Tour 08/02/24
- Monthly sales
- Thorne Bay Days Event Sales
- By The Sea Art Show Sales
- Farmers Markets
- Sealaska Cedar Experiment
- Weekly water quality and fish feeding paint in the greenhouse fun time



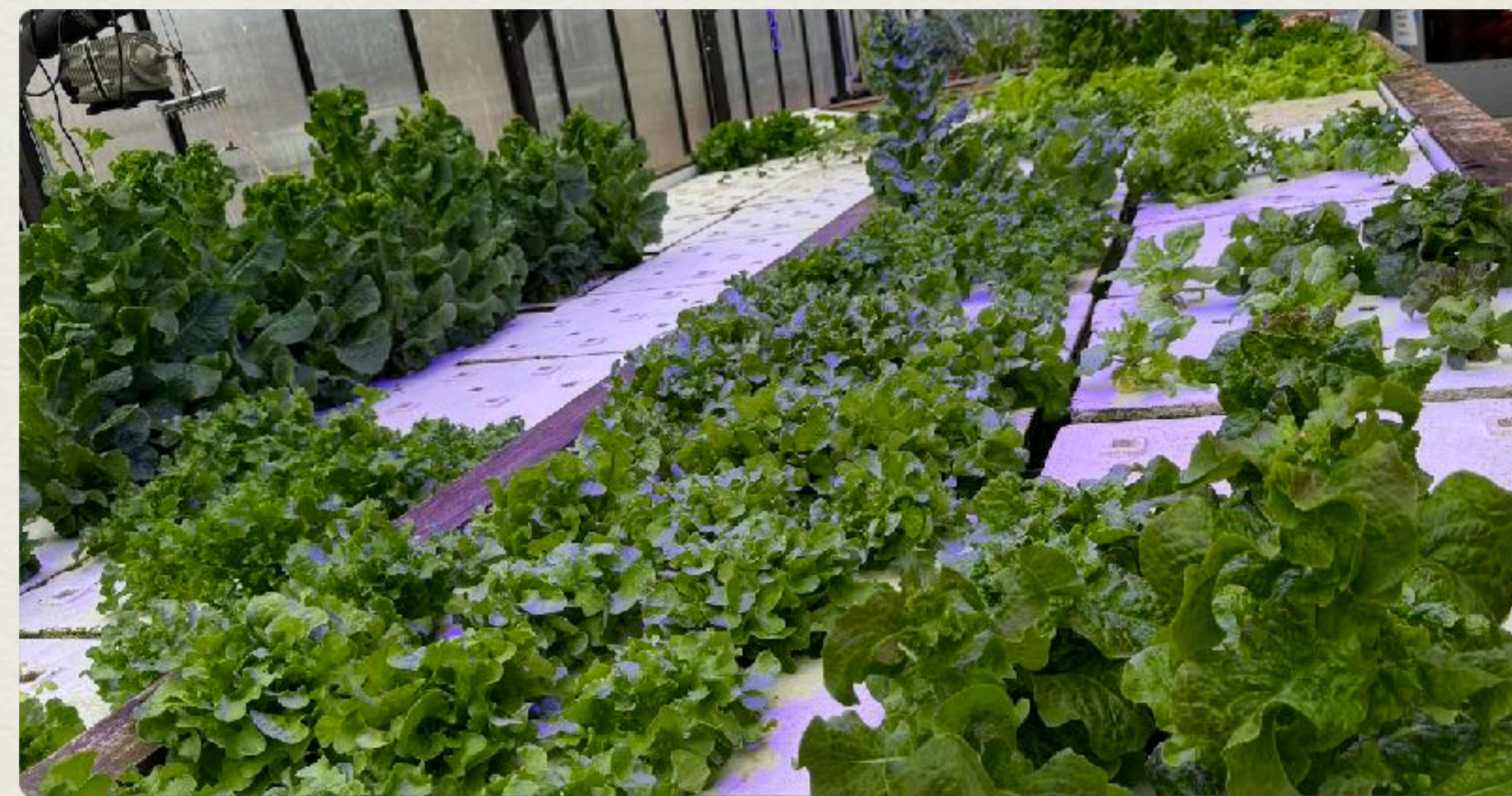
THORNE BAY MONTHLY FOOD BANK

- Island Fresh Lettuce Prepared
- 10 Food Boxes for families size 2-4
- 10 Food Boxes for families size 1-2
- We helped fill boxes added lettuce and passed them out at the church distribution site from 1030-200 Saturday July 20, 2024





Thorne Bay Days Island Fresh Booth,
Greenhouse Summer Students
August 3, 2024





4H PROGRAM

SUMMER SALES IN THORNE BAY

Plant Sale - Thorne Bay Greenhouse

Saturday, June 29
9 - 11am

We have tomato starts - 4" pots \$3
And a few flowers - calendulas, nasturtiums, China asters - \$2.00

Call for information - Priscilla 907-321-5462





**Coffman Cove By
The Sea Art Show
Island Fresh
Booth. Hesperus
Keys and Jaine
Wainscot, August
9-10, 2024**



Cherries \$5
Per bag

Lettuce \$4
Per bag

Herbs \$2
Per bag

Small Potted Plant \$5

Lg. Hanging Basket \$20

Eggs \$7
per Dozen



**Coffman Cove By The
Sea Art Show Island
Fresh Booth.
Hesperus Keys and
Jaine Wainscot,
August 9-10, 2024**



TECHNOLOGY

Updating, Automating, and Evolving!

SEALASKA CEDAR PROJECT

- Summer School Cedar update July-August
- Replacement of fence
- Treatment with Copper Fungicides
- Update data collection
- Pat Teirney and Gary Lawton presentation





Summer School Weekly Water Quality Tests ensuring happy healthy fish !

COFFMAN COVE

- Overcoming set backs, obstacles, challenges, and turning them into opportunities for growth
- Goal to become properly functioning and exceed original desired future conditions
- Orchard harvest day
- Return facility and grounds to fully operating status and resume data collection and management



COFFMAN COVE RESTORATION



COFFMAN COVE ORCHARD BEFORE

98% Infested with canary reed grass, Canadian thistle, alders, and daisies July 2024

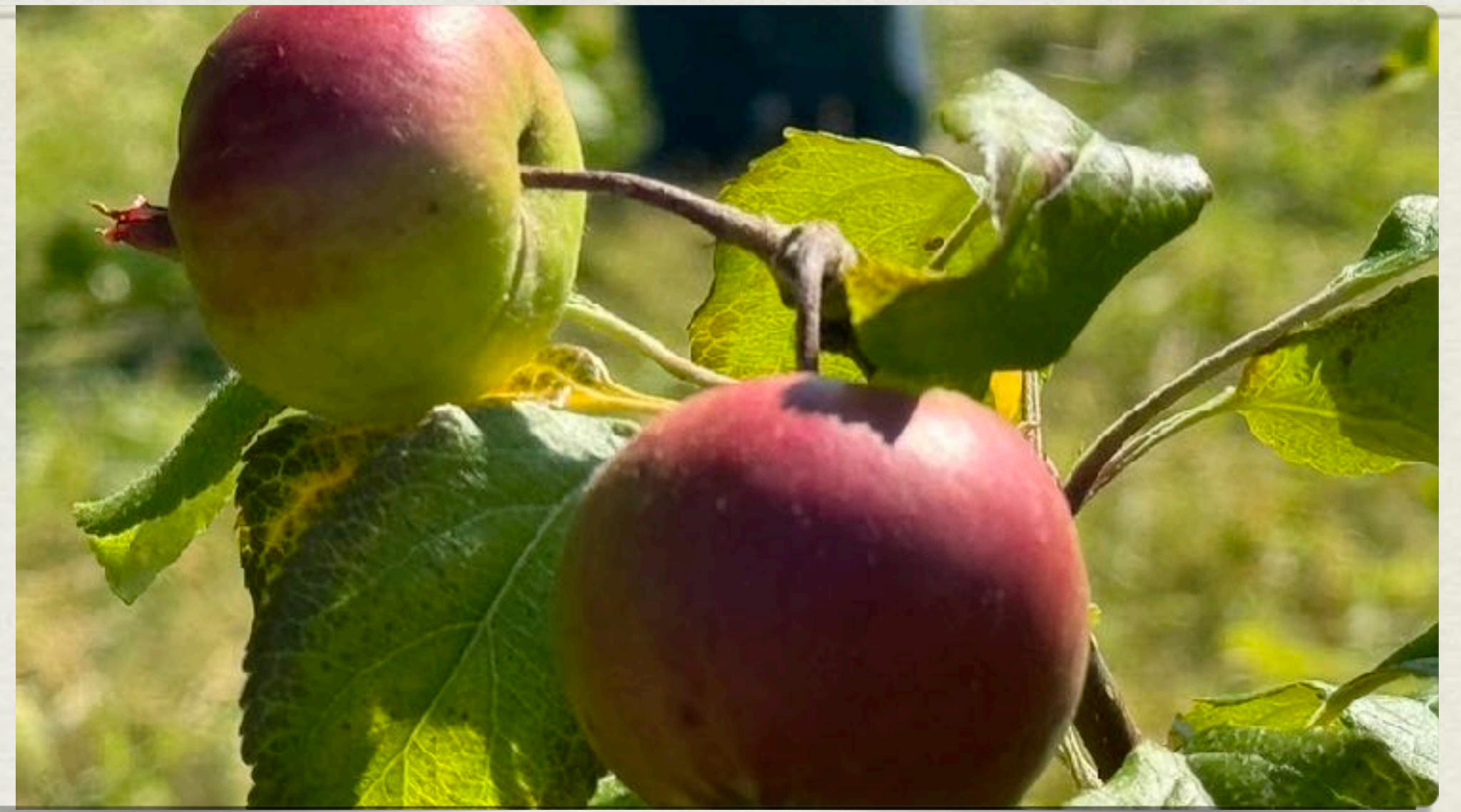
COFFMAN COVE ORCHARD RESTORATION JULY-AUGUST 2024





COFFMAN COVE ORCHARD

2024 Restoration Days August 6-8th

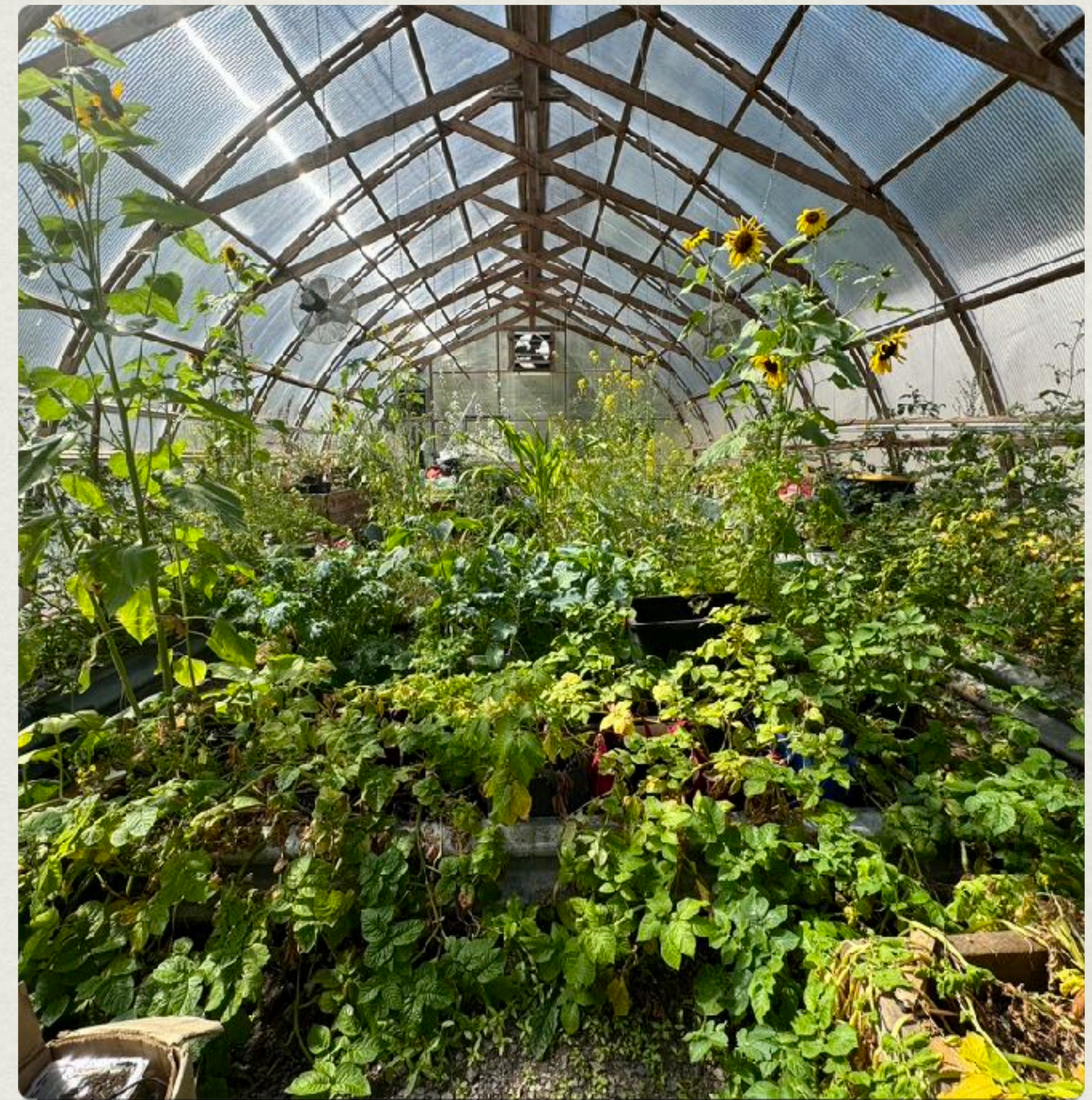


COFFMAN COVE CHICKENS, BUNNIES, 4H PROGRAM



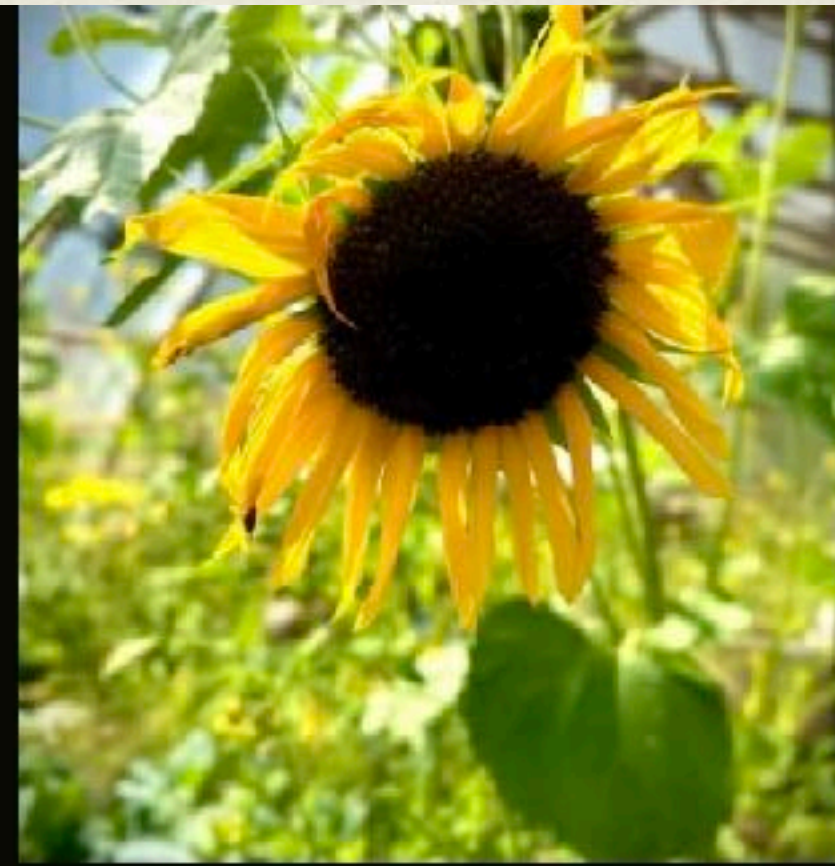
KASAAN

- Lush, productive, and producing with the conversion to soil beds with the installation of drip irrigation from the 2022 USDA MICRO-Grant before summer started! Even with extended summer vacation absences the greenhouse remained properly functioning at the desired future conditions that we want to see expanded district wide!



KASSAN





+17

NAUKATI

- Currently greenhouse is being used as wood shop?
- Aquaponics, raised beds, and orchard trees
- Looking forward to site visit with Jay, Robin, Shane, and Cassandra!

WHALE PASS

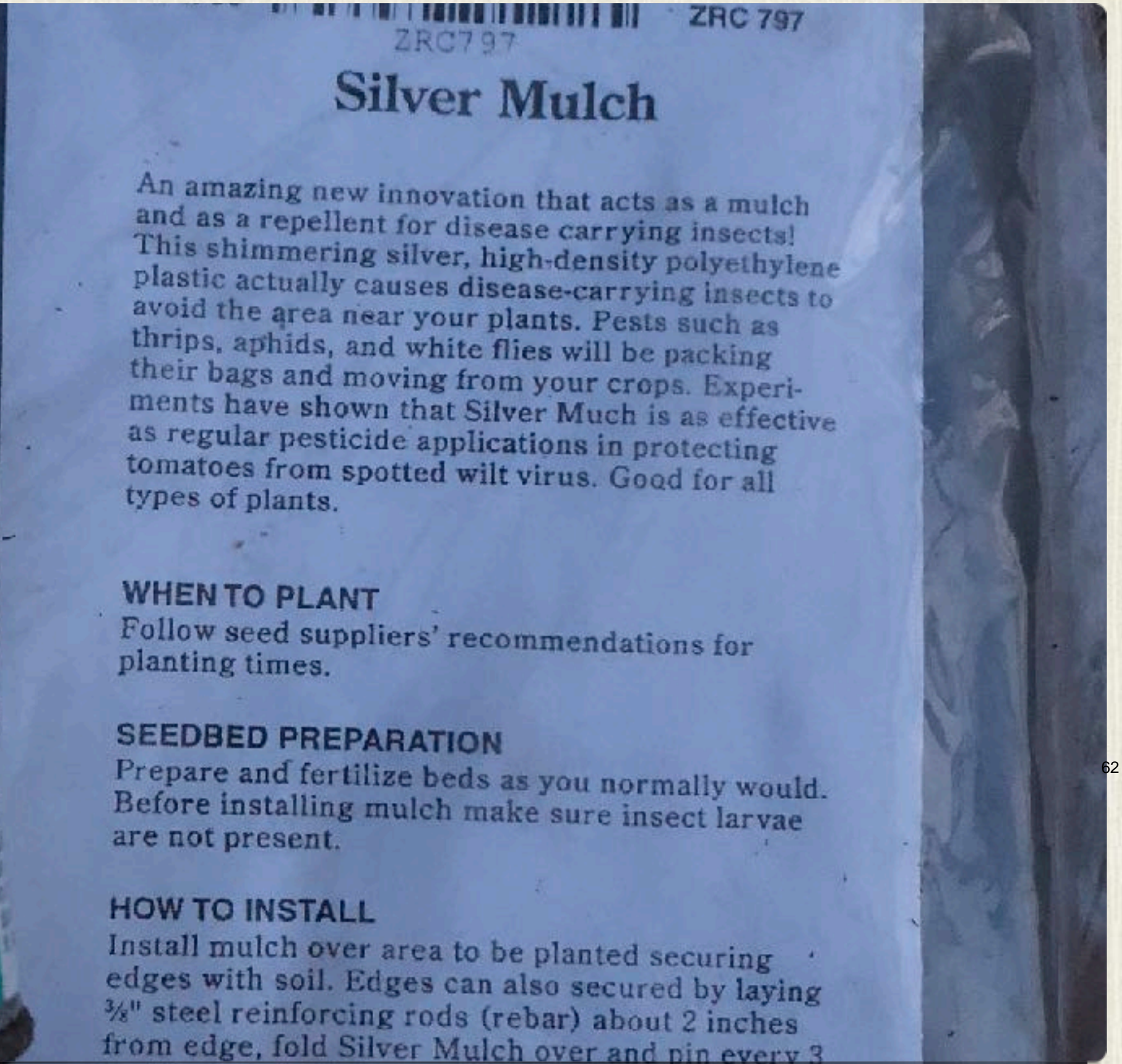
- Currently greenhouse is being used for Archery?
- Greenhouse with raised beds
- Looking forward to site visit with Andy, Astrid, and Paul!

HOLLIS

- Raised Beds recently inclosed with fencing?
- Looking forward to site visit with Lisa, Julie, and Amy!

CHALLENGES IDENTIFIED ISLANDWIDE IN THE SEVEN DISTRICT GREENHOUSES TO DATE:

- Heat, water quality, Boiler failures affecting fish and water temperatures
- Annual August/September Aphid Infestations, Pest Management
- Volunteer schedules/Student work studies/Summer slide of outdoor areas/inconsistent training- need for safe food practices, policies, and procedures
- Rising costs, fuel, water, summer cooling, winter heating, supply chain shortages and delays



PESTS!

Annual Deer and aphids!

VISION AND GOALS 2024-2025

- Aquaponic Greenhouses- Data Collection and Documentation on viable, Successful and Productive Seed Species known to thrive in our island environment
- Soil Greenhouse- Data Collection and Documentation on viable, Successful and Productive Seed Species known to thrive in our island environment
- Host Rotating Island Garden Tours- inventory resources, capacity, training, interest in curriculum, site safety, and facility, staff, and student growth capability and capacity
- Grant collaboration - close out existing grants, continue collaboration on Farm to Table, USDA, Block, and Grow our Kids, increase local soil creation and distribution

PRIORITIES 2024-2025

- Identify and fix what needs repaired, replaced, and replenished at sites
- Ensure Data collection, consistency, and results of sites are documented and are shared to learn of local strengths, success, challenges, obstacles, and opportunities for growth..
- Provide curriculum and education enrichment to teachers, staff, students, and community
- Determine average site heating, cooling, electricity, and water rates
- Project the min/max quantity of produce required to be planted, harvested, and sold to meet estimated supply and demand needs in light of global, national, and state food shortages and supply chain disruptions for school cafeteria, food banks, businesses, farmer markets, and lodges.
- Five year strategic action plan for our SISD Greenhouse program

LEGEND QUOTES



BRUCE LEE

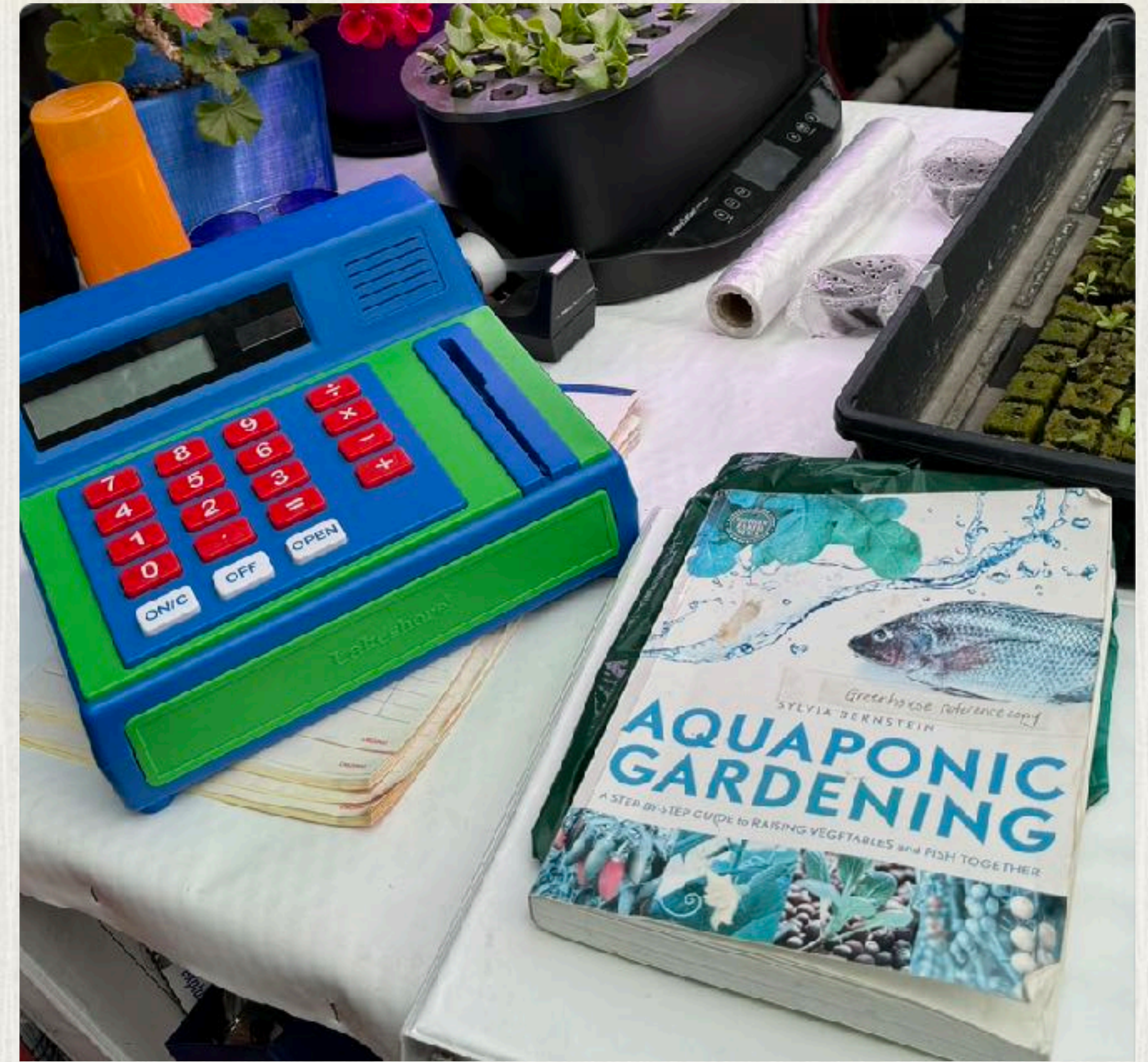
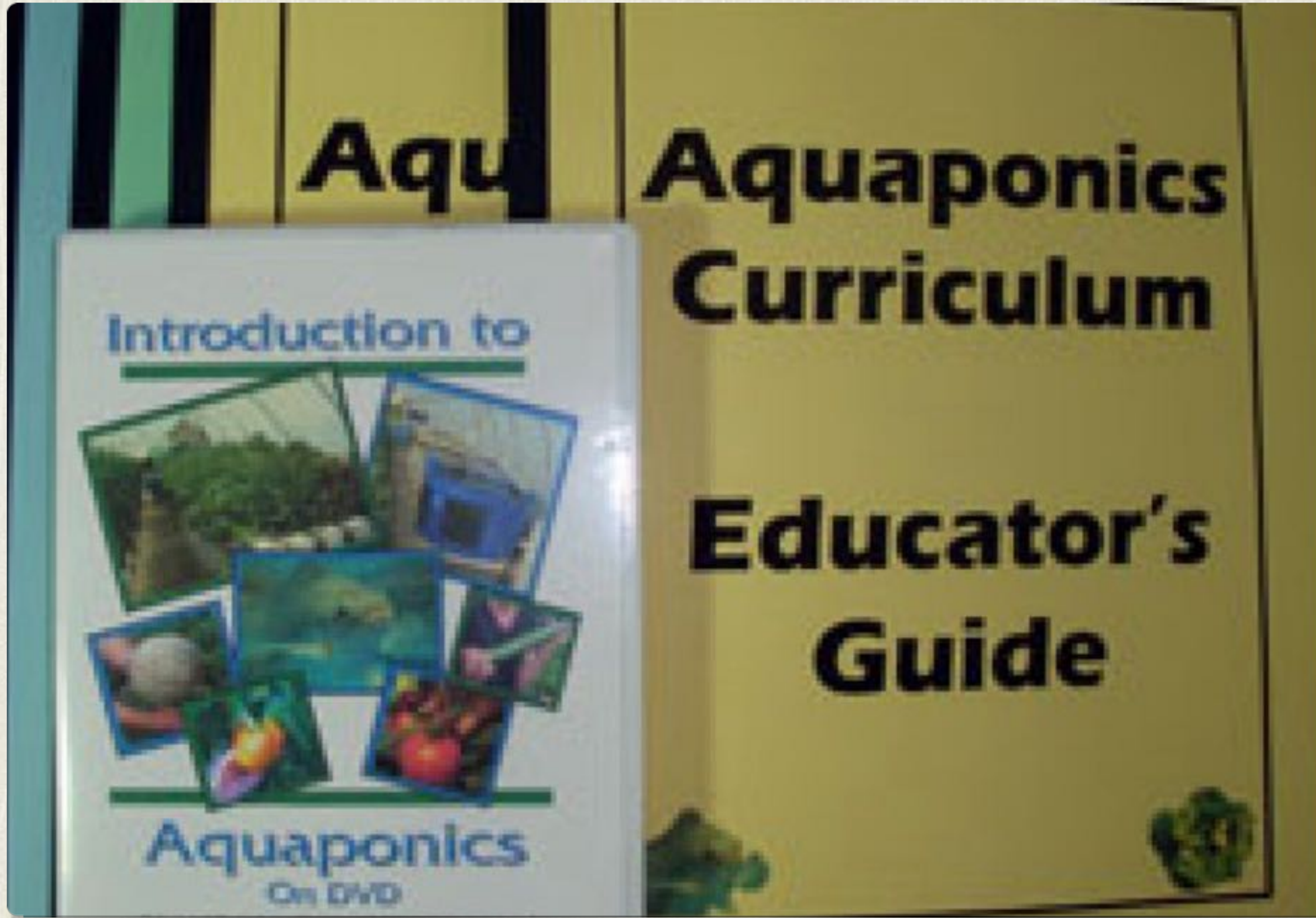
A STUDENT ONCE ASKED BRUCE LEE

"YOU TEACH ME FIGHTING, BUT YOU TALK ABOUT PEACE, HOW DO YOU RECONCILE THE TWO ?"

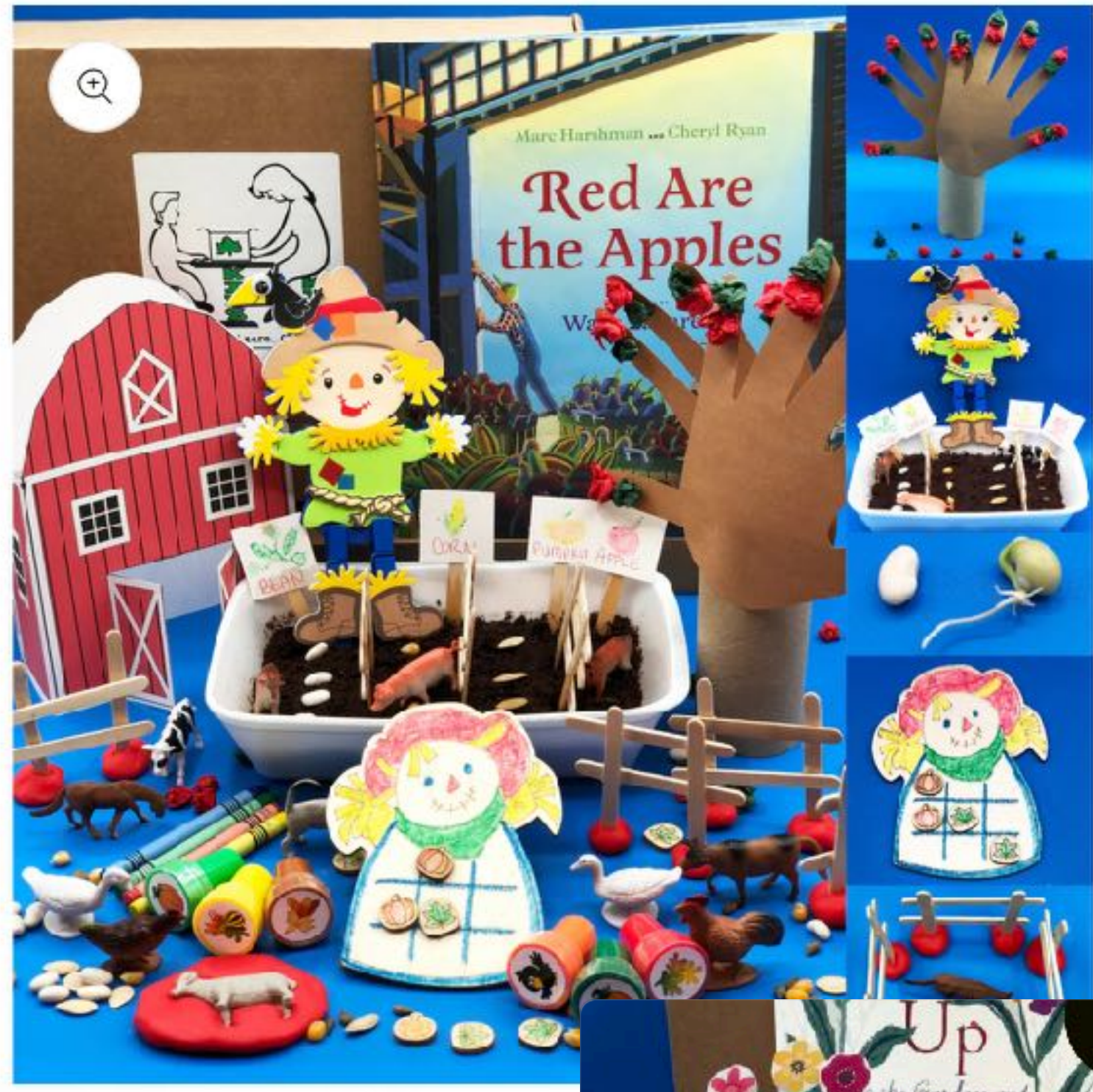
BRUCE LEE BEAUTIFULLY REPLIED

"IT'S BETTER TO BE A WARRIOR IN A GARDEN THAN TO BE A GARDENER IN A WAR."

www.digitalmarketersourabh.com

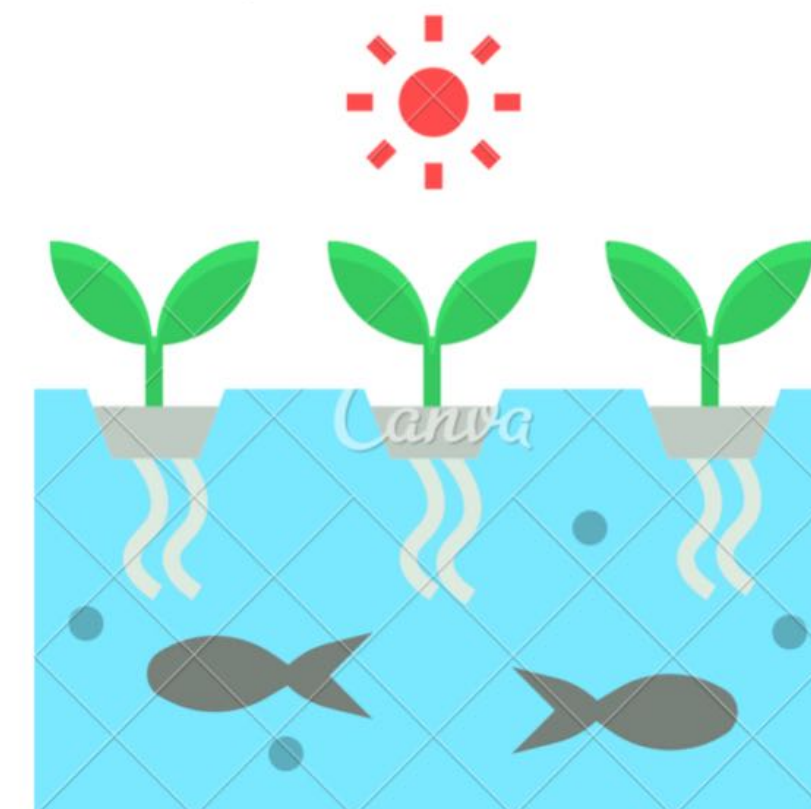


CONTACT ME FOR CURRICULUM



STAY TUNED
FOR CANVAS
GREENHOUSE
CLASSROOM
PROJECTS
ONLINE!

**Howard Valentine
Coffman Cove
Greenhouse**



Hello! This is the canva project!! :)
I will keep working on it with the
students as we start the year!!



Mackenzie Slayton

Conclusion: The Power of Hidden Strengths

Success is an iceberg

Hidden powers are our hidden strengths that are individual and unique to us and the way we each learn to survive and have personal success.

Success for students is about more than just the result... it is the combination of effort, learning, grit, and perseverance. The anchor supports that help students when facing failure, trying again, and continuously moving toward a progress toward vision of their goals.

Success



Discipline

Time Management

Adaptability

Resilience

Hardwork

Emotional Intelligence

Innovation

Risk Taking

Purpose

Passion

Support System

(Slide Credit for conclusion Slide Team 3 in Bright ways training)



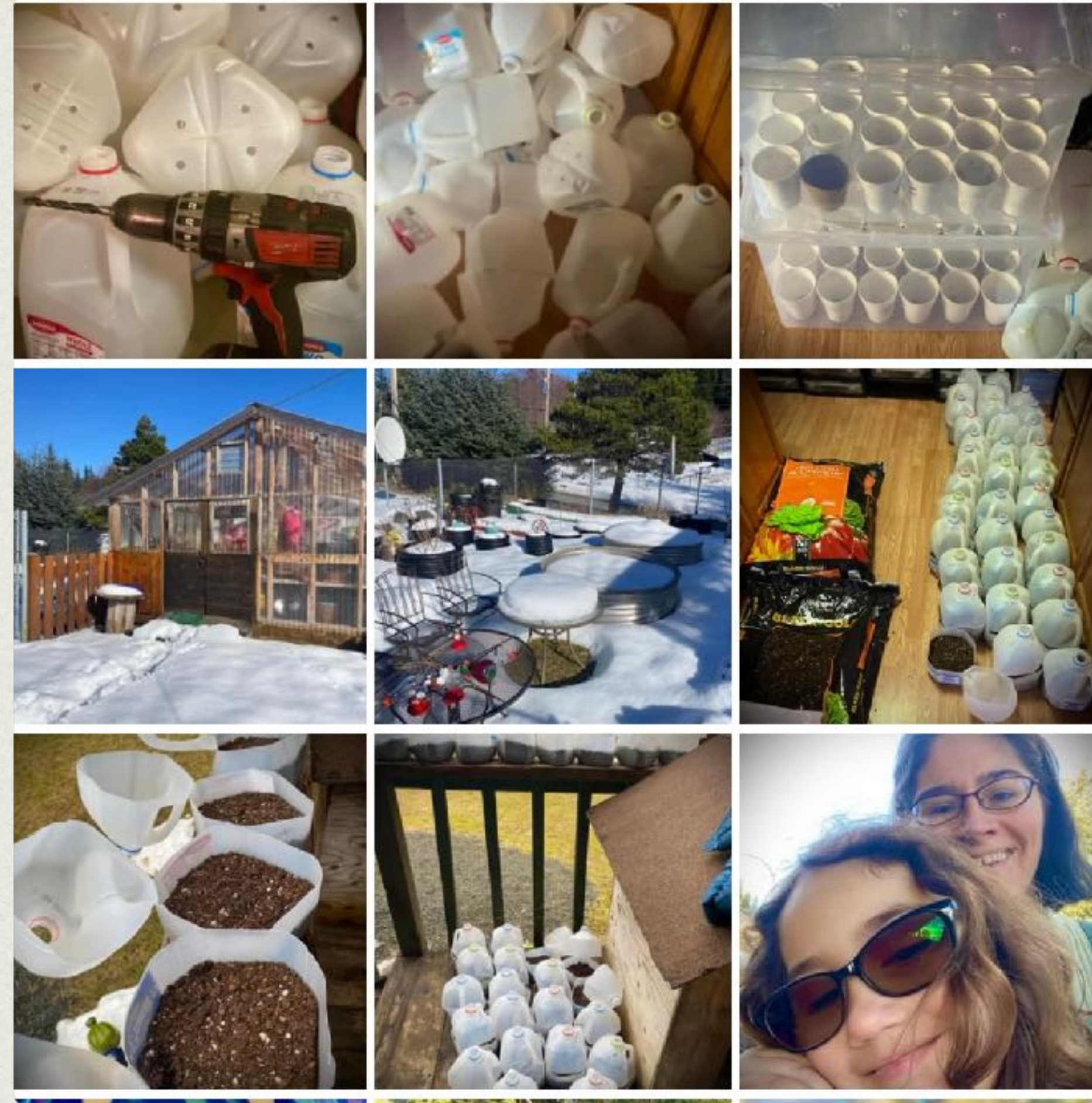
THANK YOU! GO FORTH AND PLANT
WELL THE SEEDS OF A NEW YEAR!

THE SWEET SIMPLICITY OF WINTER SOWING

*Looking forward to fresh summer snacks,
side dishes, and stocking the winter pantry? Let's get started!*

MATERIALS NEEDED

- Milk jugs
- Drill
- Scissors
- Duck tape or guerrilla tape
- Soil
- Seeds
- Gloves
- Water













OPEN AND GRAB A “HUNK OR CHUNK” TO TRANSPLANT





AK SHEGWIN 4
PEA

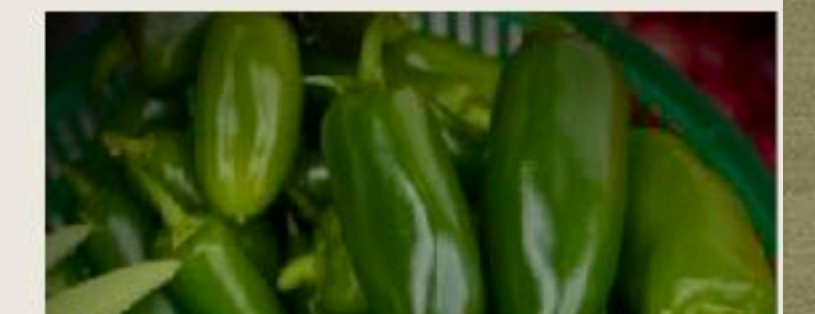




OPENING THE CONTAINERS!







RESULTS





THE SWEET SIMPLICITY OF WINTER SOWING TAKE AWAY

- The benefits and results of the sweet simplicity of winter sowing speak for themselves without a doubt and is something to look forward to when starting garden for summer side dishes, and when preparing for stocking the winter pantry!

Maintenance Report - August 2024

Scott Randall <srandall@sisd.org>

To: Rod Morrison <rmorrison@sisd.org>

Cc: Chris Page Haufe <cpage@sisd.org>, Shaine Nixon <snixon@sisd.org>

MAINTENANCE DEPARTMENT REPORT August 2024

Maintenance Department has been very busy making repairs, training, and upgrading areas around the district.

- 1) Kasaan has been prepped for the new furnace and outdoor playground was restrained, new shingles on walkway for safety
- 2) Hollis School has continued to have the water system worked on, and still needs more by the contractors
Stephen Castor has been instrumental in the progress we have made to date!! Special Thanks
GARN Heater is being cleaned and inspected 8-20-24
- 3) Howard Valentine Coffman Cove will be fitted with new hallway emergency lights, we do have parts in hand.
GARN Wood Heater for the greenhouse is in the process of being repaired. We believe we have found the leak and will begin to fill at our earliest opportunity
GARN Wood Heaters for the School and Housing were cleaned and are being in process of being repaired
- 4) Port Alexander has new Freezer UPS installed and operating - Thank you Bud
Continuing to get garbage barge/disposal of old teacher leftovers and school refuse removed. We will also replace the siding on the play area on upcoming work trip. (Schedule yet to be)
- 5) Naukati will be fitted with new hallway emergency lights, we do have parts in hand.
GARN Wood Heaters have been cleaned and repaired, they are fully ready for the upcoming season
Heat Exchanger has been repaired and long time leak has been corrected
- 6) Whale Pass GARN Wood Heater will be cleaned and inspected on 8-21-24
Water System parts have been ordered and will be constructed as soon as the parts arrive. This will provide a stable water source from source to tank, and provide an overflow to provide preventing freeze ups.
New furnace has been ordered, was received damaged, and awaiting replacement unit.
- 7) Thorne Bay School has been retrofitted with new LED Lighting. Emergency lighting has been replaced
GARN Wood Heaters have been cleaned and inspected, repainting parts will be ordered when DISTRICT Wide list has been compiled after WP, CC Greenhouse, Hollis, and Kasaan hav
Front Entry Stairs between School and Gym buildings is in peril and has to be replaced. *** (See attached photos). This is a Health and Safety issue and can not wait in order to prevent i
Electrical system being traced and labeled to make repairs quicker and smoother.
Replaced photo sensor to exterior lighting in hopes to save district funding.
- 8) Thorne Bay Gym has been fitted with the NEW Rockwell Auto-Belays, after staff training should be open to the students at proper time
Bleachers have been repaired (broken welds and bent metal repaired, realigned the sections, cleaned and mopped under bleachers, tightened all nuts and bolts throughout set
New Emergency EXIT signs ordered and are awaiting delivery
Replaced photo sensor to exterior lighting in hopes to save district funding, old one disconnected and bypassed.
- 9) Vehicles are very tired, three new transmissions were installed to repair vehicles, several new dash clusters installed to correct parasitic battery drain, damaged vehicles repaired.
Forklifts have been serviced, smaller one has been down while acquiring rebuild kit for main ram and new specialty hydraulic hoses custom built.
- 10) DISTRICT WIDE - Heater repairs are in progress, contractors have 90% of parts in hand and last 10% arriving shortly, then we will go district wide to all facilities and housing units to repair
This will provide stable heat, with back ups at all school locations, and reliable heat for district housing units.

***Special Thanks to all the long hours and not so nice jobs we have been knocking out throughout the summer as a TRUE TEAM!!! ***

I appreciate the support we have received from the staff, students, and School Board members while we have been working through the Summer Break.

Kind Regards,
Scott Randall

If anyone has questions about the stairs and concrete, I am happy to share the information I have gained during my research on repair options.
Photos taken 8-19-24













--
Scott Randall
Maintenance Department, Southeast Island School District
907-828-8254 ext 803 | SRandall@SISD.org
PO BOX 19569. Thorne Bay, AK 99919

SOUTHEAST ISLAND SCHOOL DISTRICT
Resolution 2025-01

WHEREAS, Southeast Island School District (SISD) continually strives toward attracting and maintaining a pool of quality teaching professionals in our rural Alaska school district; AND

WHEREAS, high-quality housing must be available that will encourage teachers to move to our communities and continue to work in our remote sites; AND

WHEREAS, funding is available through the SFY2024 Rural Professional Housing Grant Program for new construction in several of the rural communities within our school district; AND

WHEREAS, Southeast Island School District has over 45 years of experience maintaining teacher and staff housing; AND

WHEREAS, many of SISD's current teacher/staff housing units are mobile homes that are over 30 years old and have far exceeded the units' useful/safe life expectancy; AND

WHEREAS, yearly fluctuation in student enrollment often requires placing teachers at sites with less than adequate housing; AND

WHEREAS, the SISD School Board has had a long-standing goal to provide adequate housing for our staff; AND

WHEREAS, many of our communities do not have acceptable and sufficient housing available for our staff.

NOW, THEREFORE BE IT RESOLVED: that the Southeast Island School Board authorizes the administration of SISD to request funds from Alaska Housing Finance Corporation, SFY2024 Rural Professional Housing Grant Program for the sole purpose of constructing housing in Hollis for our teachers and other professional staff members.

ADOPTED August 21, 2024, at a duly convened meeting of the Southeast Island School District Board of Education at which a quorum was present and voting.

Shannon Silverthorn
SISD Board President

Attested: _____
Sandy Curtis
SISD Board Clerk



Southeast Island School District

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

Subject: Urgent Need to Replace the Stairs between the District Office and Thorne Bay School

Dear Southeast Island School Board Members,

I am writing to bring to your attention a critical safety issue regarding the stairs between the District Office (DO) and Thorne Bay School. The concrete and rebar in the current stair structure are failing, creating a significant safety hazard and a potential liability for the district.

Our team has considered repairing the stairs with concrete, but due to uncertainties about the condition of the underlying structure, this option could be both cost-prohibitive and only a temporary fix. After evaluating the situation, Scott Randall, our Maintenance and Operations (M&O) Director, has recommended replacing the stairs with an aluminum structure. This solution would provide a permanent, durable fix and ensure the safety of our students, staff, and visitors.

Given the urgency and potential risks involved, I urge the Board to consider and approve the replacement of the stairs as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rod Morrison", with a long horizontal flourish extending to the right.

Rod Morrison
Superintendent, Southeast Island School District

Southeast Island School District



AK-TRAILS Handbook

2024-25 School Year

VISION STATEMENT

Students are equipped to realize their dreams and aspirations.

MISSION STATEMENT

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

AK-TRAILS PHILOSOPHY

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

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 in Alaska.

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

SOUTHEAST ISLAND SCHOOL DISTRICT STRATEGIC PLAN

We can be proud of what we achieve in the Southeast Island School District. Our entire plan is reviewed yearly by the School Board with the common goal of doing what is best for students. The plan is available through your AK-TRAILS Guide or on our website 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 2024-25 school year. If the student has a remaining balance at the end of the school year, that balance will rollover to the next year as long as the student enrolls by September 30th. Likewise, if a senior graduates from the AK-TRAILS program and has unused allotment funds, these funds may transfer to a younger child within the same family, provided that this child is enrolled in the AK-TRAILS program by September 30th.

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

	Full Time: *4 or more classes: (100%)	Half Time: *3 classes (50%)	2 classes: *<i>Potential</i> allotment up to:	1 class: *<i>Potential</i> allotment up to:
Pre-K	\$1,100**	—	—	—
K-8	\$2,400	\$1,200	\$700	\$350
9-12	\$2,600	\$1,300	\$800	\$400

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

Initial Enrollment after September 30th will result in reduced student funding at a rate of 20% per week. These reduced funds must be used for core curriculum first. A 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 30th	\$1,100 (full allotment)	\$2,400 (full allotment)	\$2,600 (full allotment)
Week of October 7th	\$880	\$1,920	\$2,080
Week of October 14th	\$660	\$1,440	\$1,560
Week of October 21st	\$440	\$960	\$1,040
Week of October 28th	\$220	\$480	\$520

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 26th, 2024. The deadlines for reimbursements are as follows: 1st Semester – January 23rd, 2025; 2nd Semester – April 15th, 2025. If the deadline for 1st semester passes, receipts may be turned in by April 15th, 2025. However, any receipts received after April 15th, 2025 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.

Technology

Families may choose to check out a laptop or ipad through Southeast Island School District at no charge. Alternatively, families may purchase their own laptop or ipad for reimbursement of up to \$400 a year.

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, 2024. 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 is required for all students. 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 child’s educational record or transcript, please contact the SISD Registrar at 908-828-3921.
- **Special Education**

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

CURRICULUM 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](#)
- [Logic of English](#) (elementary phonics)

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](#)
- [Acellus Academy](#) (K-12 multi-subject online instruction)
- [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](#)
- [Acellus Academy](#) (K-12 multi-subject online instruction)
- [NGPF](#) (Personal Finance & Financial Algebra)
- [Imagine Edgenuity 2024-25 Course List](#) (Multi-Subject)
- [BYU Independent Study](#)
- [AK GRAD](#) (Multi-Subject)
- [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)
- [Literacy Adventures for Kids](#) (Elementary-HS Literature courses)
- [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)

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. 24th, 2024; Jan. 23rd, 2025; Apr. 3rd, 2025; & June 6th, 2025). 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 and the amount of work involved. 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. Courses from outside vendors may be awarded the amount of credit outlined in their course syllabus. A failed semester grade will remain on the transcript. That grade will be averaged into the GPA until the course is repeated.

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

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

Credit from Other Programs

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

College Courses for Dual Credit

Students may receive dual credit for a college course if pre-approved by 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:

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

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

Alcohol, Tobacco, Substance Abuse, or Possession

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

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

Misconduct While Traveling

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

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

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

Rule Infraction Verification

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

Athletic Equipment

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

Field Trips

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

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

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

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

Fundraising

Continuing reductions in school funding has forced students into fundraising activities. General funds for student travel and activities are very limited. We use grants as much as possible to cover this gap. Students will still need to raise funds for a multitude of worthwhile activities. When solicitations are made on behalf of the school or on behalf of a charitable organization, the School Board particularly desires that

no person be made to feel uncomfortable or pressured to provide funds. All staff members are expected to emphasize that donations are always voluntary.

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

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

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 unless they have a completed testing opt out form on file. If you would like your student to opt out of testing, you must request an opt out form from your AK-TRAILS Guide.

Other Testing Offered

AK-TRAILS supports and offers MAP (Measures of Academic Progress) testing and, upon request, iReady Reading and Math. 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.

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:

August 13 – October 13, 2024 Alaska Developmental Profile (ADP) Observation Window

August 19 – September 27, 2024 mCLASS Beginning of Year

August 19 – September 27, 2024 MAP Growth Window

September 16 – November 1, 2024 Alaska Developmental Profile (ADP) Submission Window

December 2, 2024 – January 17, 2025 mCLASS Middle of Year

December 2, 2024 – January 31, 2025 MAP Growth Window

March 24 – April 25, 2025 Alaska Science Assessment

March 24 – April 25, 2025 Alaska System of Academic Readiness (AK STAR)

April 21 – May 16, 2025 mCLASS End of Year

TECHNOLOGY

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

To lease an Apple computer, ChromeBook, or iPad from SISD:

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

If an AK-TRAILS student that is enrolled at least halftime by October 1st would like the option to be reimbursed for a laptop or ipad, 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



Classified Employee Handbook

Revised July 2024

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Employment Definitions

1. MANAGEMENT RIGHTS

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

2. EMPLOYMENT OF PERSONNEL

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

PROBATIONARY EMPLOYMENT

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

REGULAR EMPLOYMENT

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

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

TEMPORARY EMPLOYMENT

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

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

1) meet highly qualified requirements, and

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

* Such as meeting the Alaska paraprofessional qualifications

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

HIRING PROCESS

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

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

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

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

BREAK IN SERVICE

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

ACCESS TO PERSONNEL FILES *Refer to Board Policy 4212.6*

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

3. NONDISCRIMINATION IN EMPLOYMENT

The district and its employees shall not unlawfully:

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

4. EMPLOYEE CONDUCT

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

COMMUNICATIONS

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

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

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

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

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

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

CONFIDENTIALITY *Refer to Board Policy 4219.23*

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

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

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

COURTESY

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

DEPENDABILITY

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

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

District vehicles serve a dual purpose:

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

The following guidelines clarify district vehicle use:

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

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

DRESS AND GROOMING *Refer to Board Policy 4219.22*

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

Clothing should:

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

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

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

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

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

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

EMPLOYEE SAFETY *Refer to Board Policy 4257*

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

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

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

ETHICS *Refer to Board Policy 4219.21*

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

HARASSMENT-FREE WORKPLACE *Refer to Board Policy 4219.11*

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

INJURIES

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

LEGAL EXPECTATIONS

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

POLITICAL ACTIVITIES *Refer to Board Policy 4219.25*

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

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

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

Under no circumstances shall district employees:

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

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

PROFESSIONAL BOUNDARIES *Refer to Board Policy 5141.42*

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

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

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

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

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

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

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

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

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

5. WORKWEEK

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

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

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

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

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

6. LEAVE

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

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

ADMINISTRATIVE LEAVE

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

ANNUAL LEAVE

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

Period of Service:

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

Leave days are calculated as follows:

Hourly Employees:

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

Salaried Employees:

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

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

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

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

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

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

CIVIC LEAVE

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

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

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

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

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

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

Covered employees will be granted leave for the following reasons:

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

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

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

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

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

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

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

MATERNITY LEAVE

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

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

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

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

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

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

MILITARY LEAVE

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

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

All regular classified employees shall be entitled to sick leave.

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

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

Sick leave shall be approved by the supervisor.

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

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

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

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

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

SICK LEAVE BANK

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

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

UNPAID LEAVE

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

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

7. COMPENSATION

SALARY

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

Temporary Casual or Student Worker	\$12.20 10.34 * \$11.01 per hour
Temporary Cook/Custodian/Secretary	\$12.20 per hour
Temporary Classroom Aide (not Highly Qualified)	\$13.52 00 per hour
Temporary Paraprofessional (Highly Qualified)	\$15.60 00 per hour
Temporary Cultural Specialist	\$20.80 00 per hour
Temporary Laborer	\$13.52 00 - 15.60 00 per hour
Temporary Skilled Laborer I	\$20.80 00 per hour
Temporary Skilled Laborer II	\$26.00 25.00 per hour

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

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

Substitute Teachers:

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

The maximum work hours for a substitute teacher each day may not exceed 7.75 hours~~the number of hours students are in class.~~

Regular Employees:

	1	2	3	4	5	6	7	8	9	10	11	12
A	\$12.21	\$12.64	\$13.08	\$13.54	\$14.01	\$14.50	\$15.01	\$15.54	\$16.08	\$16.64	\$17.23	\$17.83
B	\$12.45	\$12.89	\$13.34	\$13.81	\$14.28	\$14.79	\$15.31	\$15.85	\$16.39	\$16.97	\$17.56	\$18.17
C	\$13.06	\$13.52	\$13.99	\$14.48	\$14.99	\$15.51	\$16.05	\$16.62	\$17.20	\$17.80	\$18.42	\$19.06
D	\$13.47	\$13.94	\$14.43	\$14.94	\$15.46	\$16.00	\$16.56	\$17.14	\$17.74	\$18.36	\$19.00	\$19.67
E	\$14.57	\$15.08	\$15.61	\$16.16	\$16.73	\$17.31	\$17.92	\$18.54	\$19.19	\$19.86	\$20.56	\$21.28
F	\$15.17	\$15.70	\$16.25	\$16.82	\$17.41	\$18.02	\$18.65	\$19.30	\$19.98	\$20.68	\$21.40	\$22.15
G	\$15.32	\$15.86	\$16.40	\$16.98	\$17.57	\$18.20	\$18.83	\$19.49	\$20.17	\$20.88	\$21.61	\$22.37
H	\$16.57	\$17.15	\$17.75	\$18.37	\$19.01	\$19.68	\$20.37	\$21.08	\$21.82	\$22.58	\$23.37	\$24.19
I	\$21.19	\$21.93	\$22.70	\$23.49	\$24.31	\$25.16	\$26.04	\$26.95	\$27.90	\$28.88	\$29.89	\$30.94

ff

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

Range A: Greenhouse & Agriculture Program Assistant

Range E: Custodian, Food Service Worker (Cook)

Range G: Clerk, Migrant Recruiter/Recorder, Registrar, Secretary I

Range H: Administrative Assistant, Food Service Coordinator, Paraprofessional, Registrar, Secretary II, Student Transportation Driver

Range I: Bus Driver, Child Nutrition Program Director, Coordinators, Coordinators with Instructional Duties, Fleet Mechanic, Greenhouse & Agriculture Program Manager, Maintenance Technician. Payroll/Fixed Assets Manager

Exempt***: Executive Assistant/HR Director, Manager, Maintenance Director, Technology Director

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

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

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

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

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

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

PLACEMENT ON THE SALARY SCHEDULE

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

ADVANCEMENT ON THE SALARY SCHEDULE

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

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

BREAKS

The District does not provide compensable (paid) breaks (breaks less than 20 minutes). Employees between the ages of 14 and 17 who work more than 5 consecutive hours and are going to continue to work must have a non-paid lunch break of 30 minutes or

more scheduled within 5 hours of when the employee starts working. Employees 18 years or older can be scheduled for and take a non-paid lunch break of 20 minutes or more (typically at least 30 minutes) where they are not performing work.

EMPLOYEE INSURANCE

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

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

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

HOLIDAYS

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

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

OVERTIME *Refer to Board Policy 4253*

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

The administrative procedure regarding overtime is as follows:

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

The procedure for use of overtime shall be:

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

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

PAYROLL CYCLE

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

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

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

RETIREMENT PLAN

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

TRAINING ASSISTANCE

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

8. OTHER EMPLOYMENT INFORMATION

PREGNANT WORKERS FAIRNESS ACT *Federal Law*

The Pregnant Workers Fairness Act (PWFA) is a federal law that took effect on June 27, 2023. It is designed to protect the rights of pregnant workers by requiring employers to provide reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions. Here's key information to include in your employee handbook:

Overview

The Pregnant Workers Fairness Act (PWFA) ensures employees who are pregnant, have recently given birth, or have related medical conditions are provided with reasonable accommodations in the workplace. This law is designed to support the health and well-being of both the employee and the baby by preventing discrimination based on pregnancy.

Who is Covered?

- The PWFA applies to employers with 15 or more employees.
- It covers employees and job applicants who have known limitations related to pregnancy, childbirth, or related medical conditions.

Reasonable Accommodations

Under the PWFA, employees may request reasonable accommodations for limitations related to pregnancy, childbirth, or related medical conditions. Examples of reasonable accommodations include:

- Providing more frequent breaks for water or restroom use.
- Modifying work duties or schedules, such as providing light duty or allowing the employee to sit instead of stand.
- Offering temporary reassignment to a less strenuous or hazardous position.
- Providing ergonomic office furniture or equipment.
- Allowing flexibility in work hours for prenatal or postnatal appointments.
- Adjusting uniforms or dress codes to accommodate physical changes.

Employee Responsibilities

- Employees are encouraged to inform their supervisor or HR representative as soon as possible if they need a reasonable accommodation due to pregnancy, childbirth, or a related medical condition.
- Employees must engage in an interactive process with their employer to determine appropriate accommodations.

Employer Responsibilities

- Employers are required to provide reasonable accommodations unless doing so would cause undue hardship on the business.
- Employers cannot force a pregnant employee to accept an accommodation that is unnecessary or unwanted.

- Employers are prohibited from retaliating against employees for requesting accommodations.
- Employers cannot require employees to take leave if another reasonable accommodation can be provided.

Prohibitions Under the PWFA

- Denying employment opportunities based on the need for reasonable accommodations related to pregnancy.
- Retaliating against employees for requesting or using accommodations.
- Requiring an employee to accept an accommodation that is not necessary or forcing them to take leave if another accommodation is available.

Reporting and Enforcement

Employees who believe their rights under the PWFA have been violated can file a complaint with the Equal Employment Opportunity Commission (EEOC). The EEOC enforces the PWFA and can provide remedies such as job reinstatement, back pay, or other corrective measures.

98. HOUSING

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

109. NON-SCHOOL EMPLOYMENT

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

1140. EVALUATION

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

1244. DISCIPLINE

Employees may be disciplined for cause as defined by Alaska law. Disciplinary action shall follow the policies set forth in SISD Board Policy 4218, Dismissal/Suspension/Disciplinary Action. Types of discipline include, but are not limited

to, verbal warning, written reprimand, suspension without pay, demotion, reduction of pay step in class, or dismissal. It is understood that these elements of discipline may be implemented at any level by the superintendent or immediate supervisor depending on the seriousness of the offense. Documentation will be placed in the personnel file for every disciplinary action.

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

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

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

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

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

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

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

1342. TERMINATION OF EMPLOYMENT

Upon termination of employment, the supervisor shall notify the Human Resource Department and Payroll Officer. A final paycheck will be prepared and forwarded to the terminated employee or authorized account within the timeline prescribed by law. All accumulated sick leave will be forfeited, except when an employee retires through PERS, as discussed in Section 7, Compensation. Any unused vacation leave or

compensatory time earned will be reimbursed at the employee's daily per diem rate. Terminated employees will be notified of options available to them through COBRA and other mandated options.

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

RESIGNATION

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

DISMISSAL

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

REDUCTION IN FORCE

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

Appendix A: Evaluation

SOUTHEAST ISLAND SCHOOL DISTRICT Classified Employee Performance Evaluation Report

Employee Name: _____

Position: _____ Location: _____

Evaluator Name: _____ Date: _____

Check Evaluation Type:

- Probationary (90 day)
- Quarterly (if on Plan of Improvement)
- 2nd Evaluation, 1st Year ~~Year 1~~ (March 15)
- Annual (November 15 or June 15)

Check Recommendation:

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

Rating Descriptors:

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

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

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

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

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

Signature – Classified Employee Date

Signature – Supervisor Date

Appendix B: Employee Conduct

EMPLOYEE CONDUCT

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

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

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

Southeast Island School District



Coaches and Chaperones Handbook

Revised August 2024

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DUTIES AND EXPECTATIONS OF COACHES AND/OR CHAPERONES

Prerequisites

- Must complete all required hiring paperwork **prior** to beginning of activity. AD must confirm and inform the coach that she/he is cleared to begin the activity. Coaches will NOT get paid for any work performed prior to being fully cleared by the district.
- Must meet with Activities Directors prior to beginning of activity.

Athletic and Organizational Skills and Knowledge

- The coach, advisor, and chaperone should be familiar with the activity policies and regulations of the Alaska School Activities Association (ASAA), Southeast Island School District (SISD), and local school site policies.
- Attends coaches' meetings, clinics, inservice training, etc. In addition, the coach should study films, magazines, and books related to the specific activity for professional improvement and/or certification to coach.

Communication

Parent/Athlete/Community Communication

- Coaches must meet with all student athlete parents prior to beginning of activity. This meeting is integral to the Sports-Credit process as it is where the policy, expectations, and timelines are communicated to students and parents.
- Coaches must provide an agenda that has topics on it with the credit information included. AD should assist in this process (have a sample agenda ready).
- Parents/student athletes sign a sign-in sheet

- Works with local AD, Advisory School Councils (ASC's) or Booster Clubs to identify funding needed to assist in the support of an activity, to prepare food for visiting teams, and to make housing arrangements for visiting teams.

Organizational Communication

- Is responsible to the SISD Activities Director, Lead Teacher, and/or Superintendent.
- Cooperates with the Activities Director, Principal, Lead Teacher and Superintendent to upgrade the total activities program.

Fundraising and Fees

- Working with the local ASC, coaches, advisors or chaperones coaches are responsible for planning and assisting students in raising funds for activity-related cost(s). For information on the process of depositing and receiving funds, please refer to the ASC handbook.
- Activity related costs may include any regional travel expenses, uniforms, and food for visiting teams, etc.
- Will collect fees and turn them into the Lead Teacher/Principal

Professional and Ethical Standards

- At all times, when acting in an official capacity, coaches, advisors, and/or chaperones will be bound by and actively support the policies and regulations of the Alaska School Activities Association (ASAA) or other governing agency policies established by the Southeast Island School District, and local school policies.
- Coaches, advisors, and chaperones shall model appropriate language and actions throughout the duration of an activity to include practices, competition, travel, etc.
- Any coach, advisor, and/or chaperone who possesses, is under the influence of, or distributes controlled substances, alcohol, or tobacco on the school grounds or as part of any school activity will be subject to disciplinary sanction(s), up to and including termination of assignment and referral for prosecution.
- Promotes respect by example through appearance, manners, behavior, language and conduct.

Uniforms

- Coaches are responsible that uniforms are collected from each athlete, cleaned and organized in appropriate location of school
- Will complete the Uniform and Equipment Inventory (See Appendix) prior to and at the completion of each season.

Code of Conduct

You can find a copy of the [SISD Activities Code of Conduct](#) in the Appendix. This applies to ALL regardless of age.

SUPERVISION OF STUDENT-ATHLETES

Supervision Definition and Basic Information

- School activities include all activities sponsored by SISD to which an employee or volunteer has been assigned or hired to coach, advise, chaperone, or supervise students.
- During activities occurring on SISD property, supervision begins when the student enters the area of supervision and ends when the activity concludes and the students have left SISD property (or have been released to the care of their parent/guardian).
- Coaches, advisors, and chaperones are responsible for the direct, personal, and active supervision of all students engaged in school sponsored activities, wherever they occur.
- When school activities involve travel, the activity is considered to extend from the departure from SISD through arrival back in SISD. Coaches, chaperones and sponsors accompanying students on trips have twenty-four hour supervisory responsibilities throughout the duration of the activity. Written permission from parent/guardian must be received prior to activity travel if a student leaves the supervision of the coach, chaperone or sponsor.
- It is the coaches' and A.D.'s responsibility to ensure that there are 2 SISD approved adults (coach can count as one) at each event
- The safety conditions of the facility or area in which the assigned activity is conducted should be overseen at all times the athletes are present. Students are

not permitted to enter any area unless the coach, advisor or chaperone is present.

Supervision Guidelines While Traveling

The following guidelines must be followed while supervising students on competitions requiring travel.

- Ensure all participants are adequately housed.
- Ensure the whereabouts of all participants is known at all times.
- Students may not leave with other adults (non-chaperones) without pre-approved (before the start of the trip) permission from the Lead Teacher.
- No student may ride in a private vehicle driven by someone other than the coach or chaperone.
- Inform hosting school where coaches, advisors, or chaperones can be reached at all times.
- Remind participants of the importance of positive behavior while traveling.
- Be available to deal with situations as they arise.
- Be a positive role model.
- Immediately notify the administration when a serious problem arises (Lead Teacher, Activities Director, Principal, Superintendent).
- Arrange for and supervise student study sessions (a minimum of one hour each day of travel/activity).
- Be aware that the school and community are being judged by the actions of school groups when traveling.
- Keep a signed Student Permission to Travel form (See Appendix) with you at all times.

Ferry and Flight Travel Guidelines

Ferry Travel

- All members of the group must abide by any and all rules set forth by the ferry.
 - See Appendix for Alaska Marine Highway Rules for Travel.
- Remind students to remove themselves from any situation where alcoholic beverages or drugs are being used and to notify you of any incidences.

- Do not drink alcohol, or use tobacco products. It is not advisable to share stories related to the above with students.
- Be respectful of the crew and other passengers.

Airplane Travel

- When being ticketed remember to have picture identification ready for the agent.
- Board the plane according to rows called by the airline attendant.
- Be courteous and respectful of other passengers; keep noise levels and movement reasonable.
- Stay with your group and coach, advisor, chaperone at all times.
- Clean up after yourself prior to leaving the seating area.

Region V Housing Rules

Unless an unusual situation occurs, SISD will be group housed when traveling with students. ASAA Group Housing rules are attached in the Appendix.

Gym Etiquette:

- Clean up sleeping and working areas by the starting time of the host school.
- Make sure the shower and dressing rooms are cleaned of personal possessions and ready for host school use.
- Make every effort to participate in shared meals, i.e., pair with a student from the host school rather than sit with teammates.
- No vandalism, not even pranks.
- Check with the host school to determine where and when you can study.

PRE-SEASON RESPONSIBILITIES

Below, you will find your pre-season responsibilities. Their main focus is on coordination with other coaches, communicating expectations with parents and students, and completing all necessary coach and athlete forms needed for participation in your respective sport.

- Cooperates with other coaches in conditioning to promote physical fitness.

- Holds a preseason meeting with students and parents to inform them of the philosophy of the program and of the rules and regulations (schedules, practice times, attendance, criteria for earning a varsity letter/certificate, to plan fundraising activities, etc.).
- Give parents and students a written copy of the coaches/advisor, chaperone's rules and expectations.
- Review this handbook and ensure students and parents have signed the appropriate form (See Appendix) and returned it.
- Make sure all participants have a current physical. Student Health Review (see Appendix) form is on file with the Activities Director and you have a copy - you must travel with the completed health review forms.
- View the ASAA Play For Keeps video and obtain signed Acknowledgement Forms (see Appendix) from participants and parents (when appropriate). These forms must be on file at the school.
- Secure signed [Parent Permission to Travel forms](#) for each student prior to each travel related event. The form must be turned into the Activities Director and you must travel with copies of completed forms.
- Take inventory of all uniforms and/or equipment on the Uniform and Equipment Inventory form (See Appendix).

IN-SEASON RESPONSIBILITIES

The following responsibilities ensure effective organization, good sportsmanship, the maintaining of a positive reputation for our teams and school, the maintenance of sports equipment and uniforms, and the safety of our athletes during the season.

- Secure a draft of the ASAA master eligibility list from the Activities Director or Lead Teacher four (4) days prior to the date of the first game.
- Check out and collect uniforms for each day of activity. Coaches are responsible for washing uniforms.
- Plan, organize and implement the teaching of fundamentals, strategy, rules, techniques, and sportsmanship.
- It is the coaches' and A.D.'s responsibility to ensure that there are 2 SISD approved adults (the coach can count as one) at each event.

- Supervise students under immediate care and specifically fulfills the responsibilities of being a coach, advisor, chaperone in conjunction with district, region, and state contests.
- Be responsible for all participants' transportation when traveling.
- Instill good health habits in team members, including the establishment of sound training rules.
- Maintain properly supplied first aid kit at all times.
- Implements procedures for handling injuries and completes [Student Accident Report form](#) (See Appendix).
- Takes appropriate care of equipment, supplies, and facilities.
- Assists Activities Director and/or Lead Teacher in pre-game activities.
- Provide an atmosphere conducive to good sportsmanship and assists visiting teams, coaches, and officials.
- Teaches student-athletes to use legitimate and ethical means in attempting to win a game.
- Report game scores and other pertinent information to all area newspapers, Activities Director and/or Lead Teacher immediately following a home game.

POSTSEASON RESPONSIBILITIES

Submit this information on the Postseason Check Out Form to the Activities Director (See Appendix). The coach will receive the assigned coaching stipend upon the completion of the season and the responsibilities listed below.

- List of team members who completed the season (varsity letter winners, certificates, etc.).
- Detailed list of players who failed to return issued school equipment.
- Return keys.
- Recommendations for the next year's season.
- Evaluate the program and submit recommendations for program improvement to the Activities Director or Lead Teacher.

QUALIFICATIONS OF COACHES AND ADVISORS

Required Coaching Qualifications by Governing Bodies

There are different organizations that oversee the qualifications for coaches and advisors. Below you will find some of these organizations, what sports they cover, and some specific qualifications they have. You will also find each organization's contact information.

Sport or Activity	Governing Body or Organization and Contact Information	Specific Qualifications
Traditional High School Sports (Track and Field, Cross Country, Basketball, Esports, etc.)	Alaska School Activity Association (ASAA) Alaska High School Sports	Governing Body Reference: Article 10 - Qualification of coaches and advisors Section 1 - Qualification of Athletic Coaches
Archery	National Archery in Schools Program (NASP)	Requires 8 hours of NASP Instruction Training
Marksmanship	National Shooting Sports Foundation (SASP)	Requires Additional Background Checks
Karate	Seibukan Karate Academy	TBD
SISD Elementary and Middle School Sports	SISD	First Aid/CPR Training

Contact Information

Alaska School Activity Association (ASAA):

<https://asaa.org/coaches/coaches-education/>

National Archery in Schools Program (NASP):

<https://www.naspschools.org/what-is-nasp/>

National Shooting Sports Foundation (SASP): <https://sssfonline.org/>

Governing Body Eligibility Resources

Below you will find a list of resources referencing eligibility requirements of governing bodies.

Governing Body Reference:

- National Archery in Schools Program (NASP)
 - <https://www.naspschools.org/what-is-nasp/>
- Battle of the Books
<https://sites.google.com/view/aka-slbattleofthebooks/home>
- National Shooting Sports Foundation (SASP)
 - <https://sssffonline.org>
- NYO
 - <https://citci.org/partnerships-events/nyo-games/>
- Seibukan Karate Academy

STUDENT ELIGIBILITY REQUIREMENTS

Below, you will find the board policy regarding student sports eligibility. These requirements are applicable to both middle and high school students. However, elementary students have no academic eligibility requirements.

High School Eligibility Board Policy

BP 6145 Extracurricular and Co-Curricular Activities

The School Board recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students and shall annually adopt a plan for student participation in extra/cocurricular activities which does not compromise the integrity and purpose of the educational program.

(cf. 5131.63 - Performance Enhancing Drugs)
(cf. 6153 - School-sponsored Trips)

In order to participate in extra/cocurricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee may exempt from eligibility requirements extra/cocurricular activities or programs which are offered primarily for the student's academic or educational achievement.

To encourage and support academic excellence, the School Board requires students in grades 7 through 12 to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extra/cocurricular activities.

Students with any "F" grades do not meet eligibility requirements.

The School Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. The Superintendent or designee may grant ineligible students a probation period of not more than one semester. In implementing this policy, the Superintendent or designee shall help ineligible students regain eligibility.

The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

(cf. 5144 - Discipline)

(cf. 6145.2 - Interscholastic Competition)

The Superintendent or designee shall facilitate the opportunity for transitioning military children's participation in extracurricular and cocurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

(cf. 5119 - Children of Military Families)

Participation by Students Enrolled in Alternative Education Programs

Note: *Effective July 1, 2013, a high school student who is enrolled full-time in an alternative education program is eligible to participate in extracurricular activities in the student's district of residence if the student's alternative program does not offer interscholastic activities. The student is required to meet the same eligibility criteria for participation as district students and must provide documentation, including transcripts, proof of full-time enrollment, applicable disciplinary records, and medical records, if required for participation in the activity. The student must claim the same school for interscholastic purposes during a school year. [AS 14.30.365](#).*

The School Board welcomes the participation in extracurricular activities of eligible students who are enrolled full time in alternative education programs. Participation is available to those students who would be permitted to enroll in the district based on the residency of the student's parent or legal guardian. Students must meet the same eligibility requirements for participation in the activity as district students, and must

provide all documentation required to confirm eligibility. Participation is available in those interscholastic activities sanctioned by the Alaska School Activities Association that occur outside the regular curriculum. Participation is not available in student government at a school.

The alternative education program in which a student is enrolled must be located entirely in Alaska and must be a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial, or theme-based program; an accredited home school program; a charter school; or a statewide correspondence school.

Note: *A student wanting to participate in activities but whose parent or legal guardian is not a resident of the district may still request participation. A student meeting all other requirements will be eligible if the Board approves participation based on good cause demonstrated by the student. [AS 14.30.365](#). Good cause is not defined in this statute. Decisions on eligibility should be made by the Board on a case-by-case basis, considering all applicable circumstances. Such determinations should be evenly applied to students in similar situations.*

The Board recognizes that good cause may exist for a student to participate in district extracurricular activities even if the student's parent or guardian does not reside within the district. Students who attend an alternative education program full time and who otherwise meet the eligibility requirements for the extracurricular activity(ies) may apply to the district for participation despite the lack of residency. Such a request must be submitted to the superintendent or designee with a written explanation of the good cause that exists. Eligibility in this situation must be approved by the Board. Unless the parent or eligible student's presence is requested at a meeting of the Board, the Board's decision will be based upon the written request submitted, including any recommendation by the superintendent or designee. Board approval will be effective for the school year in which the student applies and may be renewed annually if the good cause continues to exist.

Middle School Eligibility Regulations

SISD Middle School Regulations

Age Limit: The student is ineligible to enter interscholastic competition if his or her 16th birthday occurs prior to August 1 of the school year.

Students in Good Standing: A student must be currently enrolled as an official student of the school and be in good standing.

Required Practice: A student must participate in ten (10) practice sessions extending over then (10) school days before he/she may participate in any interscholastic competition.

Citizenship: The Lead Teacher shall have the authority to declare a student ineligible for participation in ASAA activities based on poor citizenship. High School (secondary) citizenship rules apply to Middle School Students.

Physical Examination and [Parent Consent](#): High School (secondary) rules apply for Middle School Students.

Coach Advisor, Chaperone Evaluation: The SISD Coach Evaluation Form (See Appendix) will be completed by the Lead Teacher/Activities Director within two weeks of the conclusion of the season. Students, parents, and community members will have the opportunity to provide input into the evaluation process.

Equal Opportunity: SISD provides for equal opportunities in school activities in accordance with the requirements of [Title IX](#) and based on the ASAA Regulations.

- [Administrative Regulation 0410, Title IX Policy](#)

COACHES SALARY SCHEDULE

Coaches Salary Schedule

- [Archery Salary Schedule](#)
- [Coaching Salary Schedule](#)

ATHLETIC FORMS AND INFORMATION SHEETS

Below, you will find the required forms for athlete participation, competition participation, and student travel.

Coaching Forms Required for Athletic Participation

Forms Required

- Official Timesheet
- Planet High School Requirements (HS)
- ASAA Physical Form (HS and MS)
- SISD Uniform Inventory Form (any sport that has uniform)

- Others (check with site admin): For example Covid mitigation plans, etc.
- NASP and SASP have their own requirements
 - please see that sport director for more information

Coaching Forms Required During Travel

Coach must have the following forms in their possession while traveling:

- Planet High School - Emergency Information form (HS)
- SISD [Code of Conduct](#) (Elem, MS, & HS)
- SISD [Parental/medical Permission for Field Trips/Activities](#) (Elem, MS, & HS)
- SISD [Accident/Injury Forms](#) (Elem, MS, & HS)
- Required Homework for Traveling Students Form (MS & HS)

Required Student Travel Form and Information

Field trip request/permission slip form

- All students must complete the travel form. Even those students who are 18 and older.
- Parent permission is required.
- Students cannot drive while participating in school sponsored events.
- Foreign Exchange Student Travel Information
 - Refer to the agency handbook and contact coordinator.
 - Coordinator will reach out for parent permission.

CREDITS FOR HIGH SCHOOL STUDENT ATHLETES

Credits for High School Student Athletes

[SISD Draft](#)

SPORTS SCHEDULES

High School Sports Schedule

Schedule for high school sports can be found at ASAA.org

Elementary and Middle School Sports Schedule

Below, you will find a seasonal schedule for elementary and middle school sports

Sport	Month(s) Season is Held	Duration
Elementary and Middle School Cross Country	August to October	5 weeks
Student Council	August to May	Year Round
Elementary K-5 Indoor Soccer	October to Thanksgiving Break	6 weeks
Middle School Basketball	October to November	8 weeks
Elementary/Middle School Wrestling Grades K-8	January to February	7 weeks
Middle School Volleyball: Grades 6-8	February to March	8 weeks
NYO	State Competition is in April	6 weeks
Elementary Basketball Grades k-5 (grouped k-2 and 3-5)	March to April	6 weeks

APPENDIX

Activities Code of Conduct

[Code of Conduct Form](#)

Alaska Marine Highway Rules for Travel

<https://dot.alaska.gov/amhs/policies.shtml>

ASAA Group Housing rules

[Group Housing Rules](#)

ASAA Play For Keeps Video Acknowledgement Forms

[Play for Keeps Student Parent/Guardian Acknowledgment](#)

Postseason Check Out Form

Assigned through the coach's TalentEd account.

Student Permission to Travel Form

[Parental/medical Permission for Field Trips/Activities](#)

Travel Authorization Form

[Travel Authorization Form](#)

SISD Coach Evaluation Form

[Coach Evaluation Form](#)

Student Accident Report

[Student Accident/Incident Form](#)

Student and Parent Handbook Review Form

See link to Student & Parent Handbook on www.sisd.org

Student Health Review Form

[Student Health Review/Exam](#)

Uniform and Equipment Inventory form

Assigned through the coach's TalentEd account.

Southeast Island School District



Student/Parent Handbook

2024-2025 School Year

Rod Morrison, Superintendent

VISION STATEMENT

Students are equipped to achieve their dreams and aspirations

MISSION STATEMENT

Set a foundation by cultivating experiences for students to develop 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

2024-2025 School Calendar																														
District Name: SOUTHEAST ISLAND SCHOOL DISTRICT														School: ALL SCHOOLS including AK-TRAILS Correspondence																
Approved By: SISD Board of Education & DEED Commissioner														Title: District-wide 2024-2025 School Calendar																
LEGEND		Aug-24							Sep-24							Oct-24														
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	1	2	3	4	5	6	7					1	2	3	4	5						
H	Legal Holiday								H					W						M	M									
I	Inservice Day	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12								
M	Parent-Teacher Conf Meeting reqts	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19								
O	School Opens				NI	SI	LT							I												W				
S	Saturday School	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26								
T	Testing		I	I	W	W	W							W											E	W				
V	Vacation Day	25	26	27	28	29	30	31	29	30													27	28	29	30	31			
W	Teacher Workday		O																											
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: 16							# of Student Days: 19														
	In-session day	# of Teacher Days: 9							# of Teacher Days: 19							# of Teacher Days: 21														
Nov-24							Dec-24							Jan-25							Feb-25									
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	1	2	3	4	5	6	7				1	2	3	4							1			
																	H	V	V											
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8			
					I							W							W											
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15			
					W					V	V								W							W				
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22			
							V	V	H	V	V							E					M	M						
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	23	24	25	26	27	28					
	V	V	V	H	H		V	V											I							W				
# of Inservice Days: 1							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 0									
# of Student Days: 12							# of Student Days: 11							# of Student Days: 16							# of Student Days: 16									
# of Teacher Days: 14							# of Teacher Days: 13							# of Teacher Days: 19							# of Teacher Days: 18									
Mar-25							Apr-25							May-25							Jun-25									
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			
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30	31																													
# of Inservice Days: 1							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 0									
# of Student Days: 13							# of Student Days: 18							# of Student Days: 16							# of Student Days: 5									
# of Teacher Days: 15							# of Teacher Days: 20							# of Teacher Days: 18							# of Teacher Days: 6									

146 Student Days
142 days:

Grades 1-12: 7 hours + lunch (8 am - 3:30 pm)
Grade K: 5 hours, 5 minutes + lunch (schedule set by school)

4 days (P/T conferences 10/2, 10/3, 2/19, 2/20):
Grades K-12: 5 hours + lunch

172 Teacher Working Days
146 student days: 7.75 hours/day

7 inservice days: 7 hours/day
19 workdays: 6 hours/day

* The lead teacher days are part of the Lead Teacher contracts
** The new teacher and SpEd inservice days are extra-duty days

School Schedules

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

Monday-Thursday **8:00 AM to 3:30 PM (office hours)**

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
Breakfast	7:30 AM to 7:55 AM
Lunch:	
Grades K-5	11:00 AM to 11:30 AM
Grades 6-12	11:30 AM to 12:00 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 Scholars' 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

Some 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.

Summer Camps and Service Learning

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

Extended School Year

Extended School Year (ESY) services are available for students with disabilities as indicated by a student's Individualized Education Program (IEP).

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.

Students 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.

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

ATHLETICS

ATHLETIC/ACTIVITIES SCHEDULES

Schedule for High School

High school schedules are established by Alaska School Activities Association (ASAA) found on [ASAA.org](https://asaa.org) or on the Region V ASAA website: <https://asaaregion5.org/activities/>

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)

To Be Determined (5-6 weeks): Elementary Soccer

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 Extracurricular* 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.

From School Board Policy 6145

The School Board recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students and shall annually adopt a plan for student participation in extra/cocurricular activities which does not compromise the integrity and purpose of the educational program.

(cf. 5131.63 - Performance Enhancing Drugs)

(cf. 6153 - School-sponsored Trips)

In order to participate in extra/cocurricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

(cf. 6146.1 - High School Graduation Requirements)

The Superintendent or designee may exempt from eligibility requirements extra/cocurricular activities or programs which are offered primarily for the student's academic or educational achievement.

To encourage and support academic excellence, the School Board requires students in grades 7 through 12 to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extra/cocurricular activities.

Students with any "F" grades do not meet eligibility requirements.

The School Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. The Superintendent or designee may grant ineligible students a probation period of not more than one semester. In implementing this policy, the Superintendent or designee shall help ineligible students regain eligibility.

The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

(cf. 5144 - Discipline)

(cf. 6145.2 - Interscholastic Competition)

The Superintendent or designee shall facilitate the opportunity for transitioning military children's participation in extracurricular and cocurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

(cf. 5119 - Children of Military Families)

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 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.

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 the School Board.

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

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

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

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

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

VISITORS

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

PARENT SECTION

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.....	Rod Morrison
Special Education/Assessment Director	Robbin Perkins Askew
Curriculum Team.....	Rod Morrison/Shaine Nixon/Robbin Perkins Askew
Area Principal.....	Shaine Nixon
Executive Assistant/Human Resources Director.....	Chris Page Haufe
State and Federal Programs/Grants/Migrant Ed.....	Astrid Richard-Cook
Technology Director.....	Everett Cook
Maintenance Director.....	Scott Randall
Activities Director.....	Amanda Blankenship
Business Manager.....	Lucienne Smith
Agricultural/Greenhouse Program Manager.....	Brandy Schmitz-Prefontaine

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 IX of the Education Amendments of 1962.....	Rod Morrison
Section 504 of the Rehabilitation Act of 1973.....	Robbin Perkins Askew
Title II of the Americans with Disabilities Act of 1990.....	Robbin Perkins Askew

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 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. A Special Education teacher or other agency representative involved in the student's education, may also be present. 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/2024-25%20assessment%20calendar_final.pdf

2024-25 Assessment Calendar

	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	
	MAP GROWTH FALL [recommended window]																								mCLASS BOY											
	<<ALASKA DEVELOPMENTAL PROFILE (ADP) Observation window>>																																			
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						
	MAP GROWTH FALL [recommended window]																								mCLASS BOY											
	<<ADP Observation window>>												ALASKA DEVELOPMENTAL PROFILE Submission Window																							
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				
	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	
	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											
	mCLASS EOY																																			
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 income declaration paperwork. 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 recurrence. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services. When deemed appropriate by the district, the district shall provide reasonable support and/or assistance for individuals

who have been subjected to harassment in the district's educational or work environment.

Engaging in harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Such disciplinary action will be consistent with any applicable collaborative agreement, district policy, and state and federal law. 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 antisocial behavior that has no place at school. It is the intent of this policy to make sure all members of our school community remain vigilant and consistent to help ensure that bullying behavior is actively resisted and stopped, and that we provide a safe school environment for all students. Acts of bullying, at any level, will not be tolerated, and will result in disciplinary action.

Cyberbullying

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

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.

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.

2024-2025 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:

<u>Rod Morrison</u> Name of Title IX Coordinator	<u>Robbin Perkins Askew</u> Name of Section 504 Coordinator
<u>Thorne Bay, Alaska</u> Office Location	<u>Naukati, Alaska</u> Office Location
<u>907-828-8254</u> Phone	<u>907-629-4121</u> Phone
<u>907-828-8257</u> Fax	<u>907-629-4122</u> Fax
<u>rmorrison@sisd.org</u> Email	<u>rperkins@sisd.org</u> 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.

Southeast Island School District

1010 Sandy Beach Road
Thorne Bay, Alaska 99919
(907) 828-8254

Teacher Handbook



2024-2025

VISION STATEMENT

Students are equipped to achieve their dreams and aspirations.

MISSION STATEMENT

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

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Southeast Island School District Administration

Superintendent	Rod Morrison
SISD Principal and Dean of Students	Shaine Nixon
Special Education Director	Robbin Perkins-Ashew
Executive Assistant/Human Resources Director	Chris Page Haufe
Business Manager	Lucienne Smith
Payroll Manager/Accounting/Fixed Assets	Karen Clark
District Office Admin Assistant: Travel/Purchasing/ Accts. Payable /Maintenance Data/Vehicles	Terri Kohn
District Office/Sp.Ed. Clerk/Migrant Recruiter/Recorder	Theresa Randall
Maintenance Director	Scott Randall
Technology Director	Everett Cook
Curriculum/Scheduling Department	Shaine Nixon/Robbin Perkins/Rod Morrison
District Registrar/Immunizations	Amy Jennings
State and Federal Programs Director/Grants Coordinator	Astrid Richard-Cook
Student Services and Testing Coordinator	Robbin Perkins-Askew
Activities Director	Amanda Blankenship
Title VI of the Civil Rights Act of 1964	Rod Morrison/ Chris Page Haufe
Title IX of the Education Amendments of 1962	Rod Morrison
Section 504 of the Rehabilitation Act of 1973	Robbin Perkins-Askew
Title II of the Americans with Disabilities Act of 1990	Rod Morrison

DISTRICT OFFICE PERSONNEL

P.O. Box 19569; 1010 SANDY BEACH ROAD
THORNE BAY, AK 99919

DEPARTMENT/STAFF	POSITION	PHONE*	FAX
ADMINISTRATION		828-8254	828-8257
Rod Morrison	Superintendent	907-617-4755 (cell)	
Shaine Nixon	SISD Principal/Dean of Students	828-3921	828-3901
Robbin Perkins	Assistant Dean of Students	629-4121	629-4122
Chris Page Haufe	Executive Assistant/Board Secretary	907-401-3126 (cell)	
BUSINESS		828-8254	828-8257
Lucienne Smith	Business Mgmt. Contractor	301-5050	888-241-8081
Karen Clark	Payroll & Accounting Manager/Accounts Receivable/Fixed Assets		
Terri Kohn	District Administrative Assistant (Maintenance Data/Travel/Purchasing/Accounts Payable/Vehicle Coordinator)		
Theresa Randall	Administrative Assistant (Amazon, Purchasing/AP Backup)		
FACILITIES, MAINTENANCE, AND FLEET		828-3411	828-8815
Scott Randall	Maintenance Director	828- 8254 254-3411 (cell)	828-8257
Toby King	Maintenance Technician	629-4121	629-4122
Alex Hert	Fleet Mechanic	254-3106 (cell)	
DISTRICT WIDE SERVICES			
Robbin Perkins	Special Services/Testing Coordinator & Special Education Director	629-4121	629-4122
Astrid Richard-Cook	State & Federal Programs/Grants	828-8254	828-8257
Theresa Randall	Migrant Education Recruiter/Recorder	828-8254	828-8257
Everett Cook	Technology Director	828-8254 x217	828-3901
Amanda Blankenship	Activities Director	ablankenship@sisd.org	
John Stevens	Archery Director	jstevens@sisd.org	
Amy Jennings	Registrar/Student Records/Immunization Coordinator	828-3921	828-3901
Mariia Taylor	Child Nutrition Program Director	828-8254	828-8257
Chris Page Haufe	Human Resource Director	401-3126	828-8257
Brandy Schmitz-Prefontaine	Greenhouse & Agriculture Program Manager	828-8254	828-8257
Ginger White	SUCCEED Teacher	828-8254	828-8257
BOARD MEMBERS			
Shannon Silverthorn	Board President	ssilverthorn@sisd.org	
Sandy Curtis	Board Clerk	scurtis@sisd.org	
Debbie Fehr		dfehr@sisd.org	
Molly Kimzey		mkimzey@sisd.org	
Tony Lovell		alovell@sisd.org	

* Department phone number (if any) listed in gray heading. If no number is listed next to an employee, call the department number. All phone numbers have 907 area code unless otherwise noted.

School Calendar

2024-2025 School Calendar																													
District Name: SOUTHEAST ISLAND SCHOOL DISTRICT														School: ALL SCHOOLS including AK-TRAILS Correspondence															
Approved By: SISD Board of Education & DEED Commissioner														Title: District-wide 2024-2025 School Calendar															
LEGEND		Aug-24							Sep-24							Oct-24													
C	School Closes	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	1	2	3	4	5	6	7			1	2	3	4	5							
H	Legal Holiday									H				W					M	M									
I	Inservice Day	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12							
M	Parent-Teacher Conf																												
	Meeting reqts	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19							
O	School Opens				NI	SI	LT							I								W							
S	Saturday School	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26							
T	Testing		I	I	W	W	W							W						E	W								
V	Vacation Day	25	26	27	28	29	30	31	29	30																			
W	Teacher Workday		O																										
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: 16							# of Student Days: 19													
	In-session day	# of Teacher Days: 9							# of Teacher Days: 19							# of Teacher Days: 21													
Nov-24							Dec-24							Jan-25							Feb-25								
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	1	2	3	4	5	6	7					1	2	3	4							1	
												W						H	V	V									
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
					I							W							W										
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
					W						V	V							W								W		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
							V	V	H	V	V						E						M	M					
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31							26			
	V	V	V	H	H		V	V											I							W			
# of Inservice Days: 1							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 0								
# of Student Days: 12							# of Student Days: 11							# of Student Days: 16							# of Student Days: 16								
# of Teacher Days: 14							# of Teacher Days: 13							# of Teacher Days: 19							# of Teacher Days: 18								
Mar-25							Apr-25							May-25							Jun-25								
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				1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
					I																			LT					
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
	V	V	V	V	V																								
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30							
					W										H														
30	31																												
# of Inservice Days: 1							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 0								
# of Student Days: 13							# of Student Days: 18							# of Student Days: 16							# of Student Days: 5								
# of Teacher Days: 15							# of Teacher Days: 20							# of Teacher Days: 18							# of Teacher Days: 6								

146 Student Days
142 days:
Grades 1-12: 7 hours + lunch (8 am - 3:30 pm)
Grade K: 5 hours, 5 minutes + lunch (schedule set by school)

4 days (P/T conferences 10/2, 10/3, 2/19, 2/20):
Grades K-12: 5 hours + lunch

172 Teacher Working Days
146 student days: 7.75 hours/day
7 inservice days: 7 hours/day
19 workdays: 6 hours/day

* The lead teacher days are part of the Lead Teacher contracts
 ** The new teacher and SpEd inservice days are extra-duty days

SISD Schools and Demographics

School	# of Teachers	Est # of Students (includes Pre-K)	Interesting Facts!
Thorne Bay	4	68	Largest school in the district Greenhouse and Wood-Fired Boilers
Howard Valentine Coffman Cove	2	16	Wood boilers, Largest Greenhouse, Orchard & Chicken Coop
Naukati	2	18	Wood boilers, Greenhouse
Hollis	2	11	Nearest to the Ferry, Chicken Coop, Greenhouse, Wood boilers
Barry Craig Stewart Kasaan	2	24	Only Native Village in the District, Greenhouse, Wood boiler, Chicken Coop
Port Alexander	1.5	15	Located on Southern tip of Baranof Island, Accessible only by Float Plane or Boat
Whale Pass	2	10	Wood boiler, Greenhouse, Chicken Coop
AK-TRAILS Correspondence/Home School Program	1	20	Provides Individualized Instruction/Support for Students and Families
Special Education	3		Serves all the SISD Students

4-day School Week & Teacher Work Hours

SISD will operate a 4-day school week with additional teacher workdays and inservice days during the 2024-2025 school year. Teachers are contracted to work the following days:

Type	# Days	Contracted Hours
Student In-session Days	146	7.75
Workdays	18	6
Inservice Days	8	7

Working hours for student in-session days for teachers:

7:45 am - 4:00 pm with a 30-minute duty-free lunch

Working hours for Workdays: 9:00 am - 3:30 pm with a 30-minute duty-free lunch

Working hours for Inservice Days: 9:00 am - 4:30 pm with a 30-minute duty-free lunch

*Workday and Inservice Day hours are subject to change as needed to accommodate special meetings/in-services, etc. Changes to the working hours schedule may be approved by the principal.

SISD Curriculum Model

SISD standards are based on State of Alaska Standards

With the exception of Thorne Bay, all SISD schools have one to two teachers for most subjects. Integration of content areas is a necessity for effective learning and planning.

**Direct Instruction
Practical Application
Simulation
Real Life Connections**

We have textbooks and ancillary resource materials in the majority of content areas. These resources are centralized and located at Thorne Bay School. The Curriculum Department curriculum@sisd.org handles staff requests for curricular materials. (907) 828-8254

Students must master content in seven areas: math (state tested), reading (state tested), writing (state tested), science (state tested), social studies, health/physical education, work skills, and technology. Other subjects may be taught as well such as high school electives, art, music, shop, etc.

For more detailed information go to <https://www.sisd.org/page/curriculum>

Retention

The School Board recognizes that research indicates very few children benefit from being retained. The superintendent or designee shall promote alternatives to retention. Early intervention, cooperation between the teacher and the parents, and regularly scheduled reviews

of attempted interventions are our best defense against a step that seldom improves achievement. The exception can be with students who enter early as four year olds. These students are admitted with the expectation that they can perform with students a year older. These students will be monitored closely and evaluated each April.

A teacher believing that retention is necessary will facilitate a meeting to consider the child's academic, social, and emotional performance. This discussion with the admin and parents will begin in January. The retention meeting will take place no later than 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.

SISD Student Records Database

Student records are tracked on the PowerSchool database. Teachers access this database through their laptop computers. Teachers are required to use PowerTeacher Pro to record attendance daily and update grades on a bi-weekly basis at a minimum. This database generates crucial state reports. It is imperative that the student records are always up-to-date. State funding for count, special education funding, and other state determinations are based on the reports generated from this database.

*Please respond promptly to requests for information and due dates for data in a timely manner. By working together, we can assure our state reports are accurate and submitted on time.

PowerSchool/PowerTeacher Pro Student Information System (SIS) Responsibilities

Teachers: attendance, grade books, and report cards.

Lead Teachers: enrollment forms, gathering forms and data for Indian Education, migrant education, lunch program, and more.

Student Records (Amy Jennings): New student state identification numbers, and transcript requests in the summer

Student Records : All other data found in the PowerSchool/PowerTeacher Pro Student Information System (SIS). All questions about the database should be directed to the district office first. Transcript requests go to the registrar (Amy Jennings) during the school year and the district office during the summer. Please follow the organizational outline found in the student record folders.

State Reports (Rod Morrison, Astrid Richard-Cook, Chris Page Haufe, Robbin Perkins-Askew, and Everett Cook, Amy Jennings)

Curriculum Department (Rod Morrison, Shaine Nixon, Robbin Perkins-Ashew, and Lead Teachers.

*Note: Refer all enrollments and transfers to the lead teacher or principal.

*Note: Student records staff - The District Office and Registrar are the only ones who can print off official transcripts. The teacher using the database may print unofficial transcripts at any time.

Amy Jennings – (907) 828-3921
Chris Page Haufe - (907) 401-3126
DO – (907) 828-8254

Access to the PowerSchool/PowerTeacher Pro Student Information System (SIS) will depend on your responsibilities. This protects the integrity of the database by avoiding mistakes or duplicate data entries.

Report Cards

Report cards are an integral section of the SIS. At four regular intervals report cards are completed and sent home. Parent-teacher conferences are then held the week after the end of the 1st and 3rd quarters. Optional parent teacher conferences can be scheduled at any time during the school year on an as needed basis.

SISD recognizes grades chronologically for state reporting purposes. Students must achieve a minimum proficiency of at least a 60% to pass a grade level unless otherwise specified in their IEP. Summer school opportunities may be offered to students who fail to meet their current grade level standards or are at risk of not meeting their future grade level standards.

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.

High School and Graduation Requirements

SISD requires 24 credits for our students to graduate. AK-TRAILS Correspondence/Homeschool Program requires a total of 21 credits to graduate. We have semester-based classes. Students must maintain a 60% average. Below 60% is not passing.

We have highly-qualified teachers instructing many high school subjects through distance education (Zoom, Google Meets, Edgenuity, etc.). Spanish, Sciences, upper level language arts & math classes as well as other courses are offered according to student needs across the district. These needs are determined through the **High School Grad Plan** (see below) updated and reviewed by the site lead teacher and site principal at the end and beginning of each school year.

By the end of the first quarter of a student's freshman year, a team composed of the Principal, and Lead Teacher, parents, students, and staff will meet to create the student's HS Grad Plan. This plan will identify student goals and a timeline to ensure graduation requirements will be met by May 1st of the graduation year. The primary teacher and the student will review the HS Grad Plan annually.

During the student's senior year, the plan will be reviewed quarterly with the Lead Teacher and student. Parents will be notified if the student is not on track for a timely graduation at the point the child falls behind schedule.

Teachers are required to work with the lead teacher or principal to ensure high school student schedules are sent to scheduling@sisd.org a minimum of:

- one month prior to the end of the previous school year for 1st semester
- one month prior to the beginning of the 2nd semester.

Students with an IEP or a 504 Plan may have accommodations or modifications to meet these requirements.

Graduation Requirements for Students Enrolled in All Schools Except AK-TRAILS Statewide Correspondence/Homeschool

Subject	Units of Credit
Language Arts* Composition – 1 credit World Literature – 1 credit American Literature – 1 credit British Literature – 1 credit * with prior approval, one of the courses may be replaced with a college-level English/Language Arts course	4 credits
Social Studies U.S. History – 1 credit World History – 1 credit Civics/Government - .5 credits Alaska History - .5 credits **	3 credits
Math Algebra 1 – 1 credit	3.5 credits
Science	3 credits
Work Skills Careers & Portfolio - .5 credits	0.5 credits
Physical Education	1 credit
Health	1 credit
Electives Strong recommendation to take at least one credit of World Language	8 credits
Total	24 credits

Graduation Requirements for Students Enrolled in AK-TRAILS Statewide Correspondence/Homeschool Program

<u>Subject</u>	<u>Unit of Credit</u>
Language Arts	4 credits
Social Studies	3 credits (0.5 credit AK History / see **Note below)
Math	3 credits
Science	2 credits
Health	0.5 credits
Physical Education	0.5 credits
Electives	8 credits
Total	21 credits

Middle School

Middle school is divided into 7th and 8th grade.

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.

Students are not permitted to earn high school credit while in middle school. There may be exceptions, which must be approved by the Teacher, Pincipal and the Superintendent.

Students taking courses with high school students will not necessarily receive high school credit.

Elementary School

Elementary includes grades Pre-K through 6.

Students will be assessed throughout the school year in multiple ways. Formative assessment techniques will be used when determining if a student is Developing (D), Needs Improvement (N), Proficient (P), or Outstanding (O). Students with special education services may be held to a different standard according to their IEP.

Students progress at different rates. For this reason, teachers have checkpoints to determine where a student is in a content area compared to their chronological age. Check point meetings with parents will occur at least at the end of the first and third quarter. During this time an in-depth look at the student's assessments, performance on exams, classroom work and ability should be reviewed.

Assessments

Teachers are expected to use multiple types of assessment in their daily instruction. We use multiple and authentic assessments to determine if students have learned the standards they are taught. There are three principle types of assessment: skills, analytical, and contextual.

Many students show a preference for the type of assessment to which they are most suited. While it is beneficial to assess students in their comfort zone, it is also important to increase their ability to show what they have learned in multiple formats. To this end, each teacher may choose the type of assessment they are to use for each target and each student, remembering to focus on each student's individual needs while still exposing them to multiple types of assessments.

Formative Assessment

Formative assessment is a range of formal and informal assessment procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student attainment.

Additional information about assessments and those required by the AK Department of Education and Early Development can be found at this link:

<https://education.alaska.gov/assessments>

Summative Assessment

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.

These forms of assessment follow units taught within curriculum based courses.

Grade Books

Teachers are expected to track daily student progress. Teachers are required to use PowerTeacher Pro to record attendance daily and update grades on a bi-weekly basis at a minimum.

Curriculum Review Schedule

(Updated June 2024)

Subject	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
ELA	K-12			K-12	
Math		K-12			
Science			K-12		
Social Studies				K-12	
Health/PE			K-12		
Technology		K-12			
CTE		6-12			

- Review means a curriculum committee will review and recommend for adoption the following year.

District Related

Prom

Every spring SISD tries to host a district-wide prom. All schools are invited. Fly-in sites are not brought in solely for prom. The district makes an effort to line up academic events with prom so that all high school students are able to attend. This will not always be possible.

Local ASCs have historically been asked to contribute a small sum to assist with the cost of prom (varies from year to year). Fundraisers and tickets also help to fund the event. Volunteers are always needed.

High school students are permitted to attend prom. Each school site must provide transportation to prom and a chaperone for the dance.

Regular School Day Hours for 4-Day School Week

Pre K - ½ day or site discretion

Kindergarten – 5 hours + 5 minutes of instructional time - does not include recess/lunch

1th-12th grades – 7.0 hours of instructional time - does not include lunch

Number of days in school year: 146 (152 including inservice days)

Suspension Data

Please refer all incidents to your school's lead teacher and/or principal.

<https://docs.google.com/document/d/1alwJDigJTsrrV7vZVqu28omSVtpBYWc/edit?usp=sharing&ouid=100354284586388920459&rtpof=true&sd=true>

[Suspension/Expulsion Data Collection Handbook](#)

Travel

Travel arrangements will be made through the district office (Terri Kohn) – (907) 828-8254. Each staff member is responsible to complete the top portion of the travel authorization form found on the SISD website. The staff member requesting travel is also responsible for obtaining their supervisor's signature on this form.

Each staff member can receive per diem for travel that requires an overnight stay. (Requires prior approval through district office)

If a plane is sent out to your site and is in route, do NOT cancel the flight due to weather. The companies charge us for flights if we turn them around for weather. If the pilot decides to turn around, we do not pay anything. In the event that the plane lands, parents will determine if their children fly.

District Vehicle Use

District vehicles serve a dual purpose (a) as transportation for itinerant staff, including staff doing official district business and (b) to transport students to/from varied approved activities.

The following guidelines will clarify district vehicle use:

- All District vehicles are to be parked in Thorne Bay during summer vacation months (unless a prior plan is developed with the Maintenance/Fleet Director, Scott Randall).
- District vehicles are to be parked at the school, District Office, or bus barn overnight. District vehicles are not to be parked at the driver's home overnight without the Superintendent's approval.
- Itinerant employees will drive vehicles for work-related purposes only; side trips for personal or non-district related business are not permitted with the exception of the stop being in the route of the scheduled trip.
- Affixing permanent stickers or decals on any district vehicle is not allowed unless done by the maintenance department.
- Any safety or traffic violation will be the responsibility of the driver. District will not pay for any fines or violations that occur from irresponsible driving and or poor daily vehicle inspection.
- All individuals driving a district vehicle must be on the approved driver's list (current paperwork, 21 years of age, driver's license no less than 3 years [and current], must have Alaska driver's license within 90 days of residency in state).
- Accident reporting: must notify transportation director (Alex Hert) in writing within 24 hours (or next business day) of the accident (even if there was no damage to vehicle or persons).
- Cleanliness: school district vehicles must be kept in a reasonably clean state (free from trash, debris, etc.)
- Individuals driving district vehicles must abide by all state laws (speeding, seat belts, etc.).
- No firearms, drugs, and/or alcohol are to be in school district vehicles at any time. Smoking or the use of tobacco products is not allowed in any district owned or rented/leased vehicles.
- No animals are to be transported in district vehicles without prior superintendent approval.

- No students are to be transported in a district vehicle unless they are enrolled in SISD. This includes infants and toddlers (with the exception of pre-elementary children enrolled). Principal/Parent permission is required for the transportation of all students.

Travel to Trainings and Workshops

When Employees Are Required To Attend In Person:

Certified or classified employees will be required to attend training and workshops in person.

Certified employees who live on the Prince of Wales Island (POW) road system may use their own transportation to participate in required in-person trainings and workshops, but will not be reimbursed for mileage, or with the permission of the Superintendent or designee may drive a district site vehicle to these trainings.

The assigned district office staff will arrange all air travel from fly-in sites for employees to participate in required in-person training and workshops.

When Employees Are Not Required To Attend In Person:

Employees working at fly-in sites will participate in district required training and workshops via video conference.

Classified and certified employees working at sites on the POW road system may participate in these trainings and workshops in person or via video conference (with administrator's approval), but will not be reimbursed for mileage.

The Superintendent may pre-approve exceptions to the guidelines listed above.

Physical Exams

Teachers are required to obtain a physical by the end of the first month of employment with the district. Physical forms are located on the SISD web site at www.sisd.org. Submit your physical forms to Chris Page Haufe at the district office. Forms are kept in each teacher's confidential medical file at the district office.

Leave Information

An electronic leave application form must be completed in your TalentEd account prior to taking personal or admin leave. If sick leave is taken, this form must be filled as soon as the employee is able.

Personal Leave

Each teacher shall be entitled to three (3) work days of leave with full pay during each school year, accumulating to a maximum of five (5) workdays. Upon termination, all personal leave days will be cashed out. A maximum of two (2) personal leave days may be carried over each year; the remaining days will be cashed out at \$200 per day.

Personal leave days will be prorated for teachers employed for less than the standard contract.

No more than one (1) day of personal leave may be used in conjunction with holidays or scheduled vacations. Personal leave may not be used during the first or last week in session of a school year, during teacher work days, the day before or after winter break, during inservice days, during state-wide testing windows, or during parent/teacher conference periods. Personal leave days MUST be approved in advance by the employee's direct supervisor. Exceptions may be approved by the Superintendent.

Sick Days

Each full time teacher receives 1.33 sick days per calendar month or each major portion of each calendar month of actual service. Sick leave may be used for personal injury or illness, for the serious injury, illness, or death of an immediate family member, for parental leave, and for reasons of personal necessity as defined in Board Policy 4161.2.

Note: 180 sick days equals 2% additional salary in retirement years.

Emergency Leave

The DISTRICT agrees that ten (10) work days including travel time will be charged to sick leave in the event of death, serious injury, or serious illness in the immediate family. Immediate family also includes in-laws, grandparents, foster and stepchildren, and foster and stepparents. Additional leave time will be charged to personal leave and then to uncompensated leave.

Administrative Leave

With superintendent approval, staff may use administrative leave to attend workshops, conferences or other district business. This leave is not charged to the teacher's personal leave but must be kept track of on the BlackMountain certified daily timecard.

Others

Jury, parental leave for adoption/birth, sabbatical, association, and various types of uncompensated leave are also available per the Collective Agreement. Additionally, Family & Medical Leave Act Leave and Alaska Family Leave Act Leave are available for eligible employees with qualifying leave.

Video Conferencing

SISD uses video as a method of communication. Secondary courses can be taught over video equipment via distance delivery. The district office, committees and other groups may use the video equipment to hold meetings.

Continued Education

The DISTRICT is sensitive to the needs of teachers to grow professionally. Upon prior approval of the Superintendent or designee, a teacher shall receive reimbursement (as set out below) for up to one thousand dollars (\$1,000.00) per year for courses, tests, and workshops taken.

Reimbursements

- A. Reimbursed courses must be directly related to the educational goals of the teacher and the DISTRICT and attainment of Alaska State Standards.
- B. Reimbursement will be based upon documented costs, passing the course, or the test up to the yearly contractual amount.

The process for receiving reimbursement is as follows:

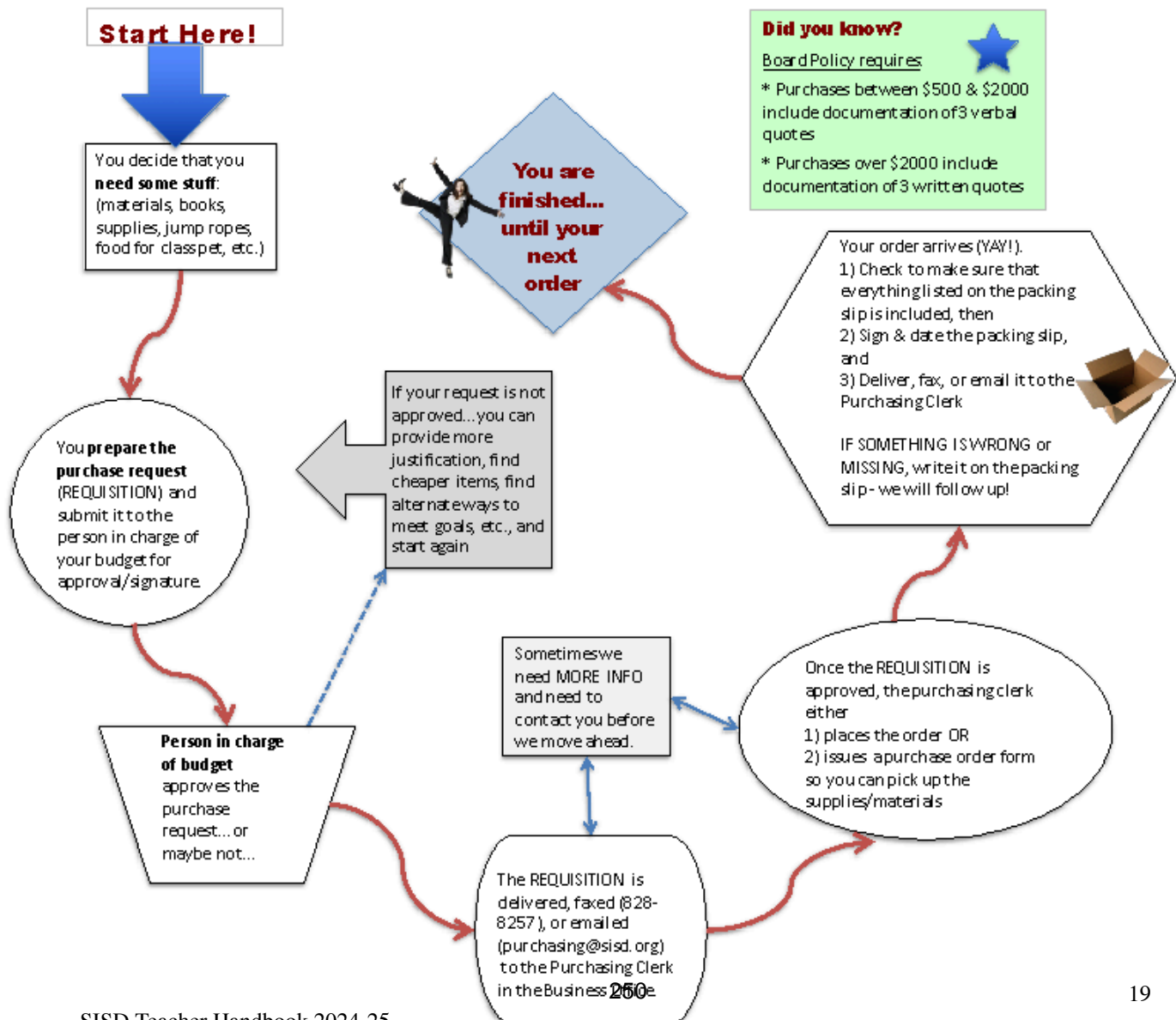
- 1) Receive permission for the course using the course approval form
- 2) Enroll in the course and complete it with satisfactory scores.
- 3) Submit receipts and a final report card/transcript to the district office for a reimbursement check.

*Course Approval Form is located on the district web site at www.sisd.org

Lane Change

Each spring, teachers are required to submit a completed lane change form by June 1st if they expect to advance on the salary schedule. This form can be found in TalentEd Available Forms. The request for salary schedule advancement must be submitted to the district office (sent to HR – Chris Page Haufe) by October 1 along with all relevant official transcripts (or a copy of the request for such transcripts).

Purchasing



Some General Policies:

1. We require that all purchase requests be approved before anything is purchased. **If you buy something without a purchase approval, we may write a nice note thanking you for your personal donation to the kids in the district.**
2. **When something shows up, we need to know.** We are committed to paying our bills on time and in full. This builds credibility with our vendors and helps the local businesses pay their bills. **(Sometimes they will even donate things since we are such good customers....)** But we won't pay a bill unless we received what was ordered and the order was in good shape. Sending the packing tickets or shipping invoices is very important. If you lose the paperwork, don't worry! Just email /call or fax to let us know that you got what you wanted so we can pay the vendor!
3. **We may need more information, so please include your contact info on the Purchase Request.** We are not going to ask if you need it. Of course you need it. You wouldn't make the request if you didn't need it. We may need to know if something else would work just as good, or if you want to wait if the item is out of stock, or if a different color or size is OK. We also will try to find the best method of shipping. The more details you can give us on the request, the more we can help.

We want to do our part by making good business decisions and having a purchase system that is efficient, all while meeting our obligations for accountability and staying within our budgets. Any ideas you have to help make your jobs easier are worth talking about.

Employee Meals

Southeast Island School District (SISD) requires that all meals eaten from the school cafeteria be either purchased in advance or subtracted from an employee's monthly paycheck. You can complete a form in TalentEd that authorizes SISD personnel to deduct from your paycheck the cost of any meals that you eat, which have not been paid for in advance.

ASC/Community Relations

State statute mandates that Rural Education Attendance Areas (REAA's) establish Advisory School Councils (ASC's) in each community with more than 50 permanent residents. The role and function of ASC's is outlined in SISD School Board policy (Article 8000, which can be found at www.sisd.org by selecting the Board Policy button under the scrolling picture). To establish a positive and collaborative school/community relationship benefits student social growth and achievement.

Certified Teacher Evaluation

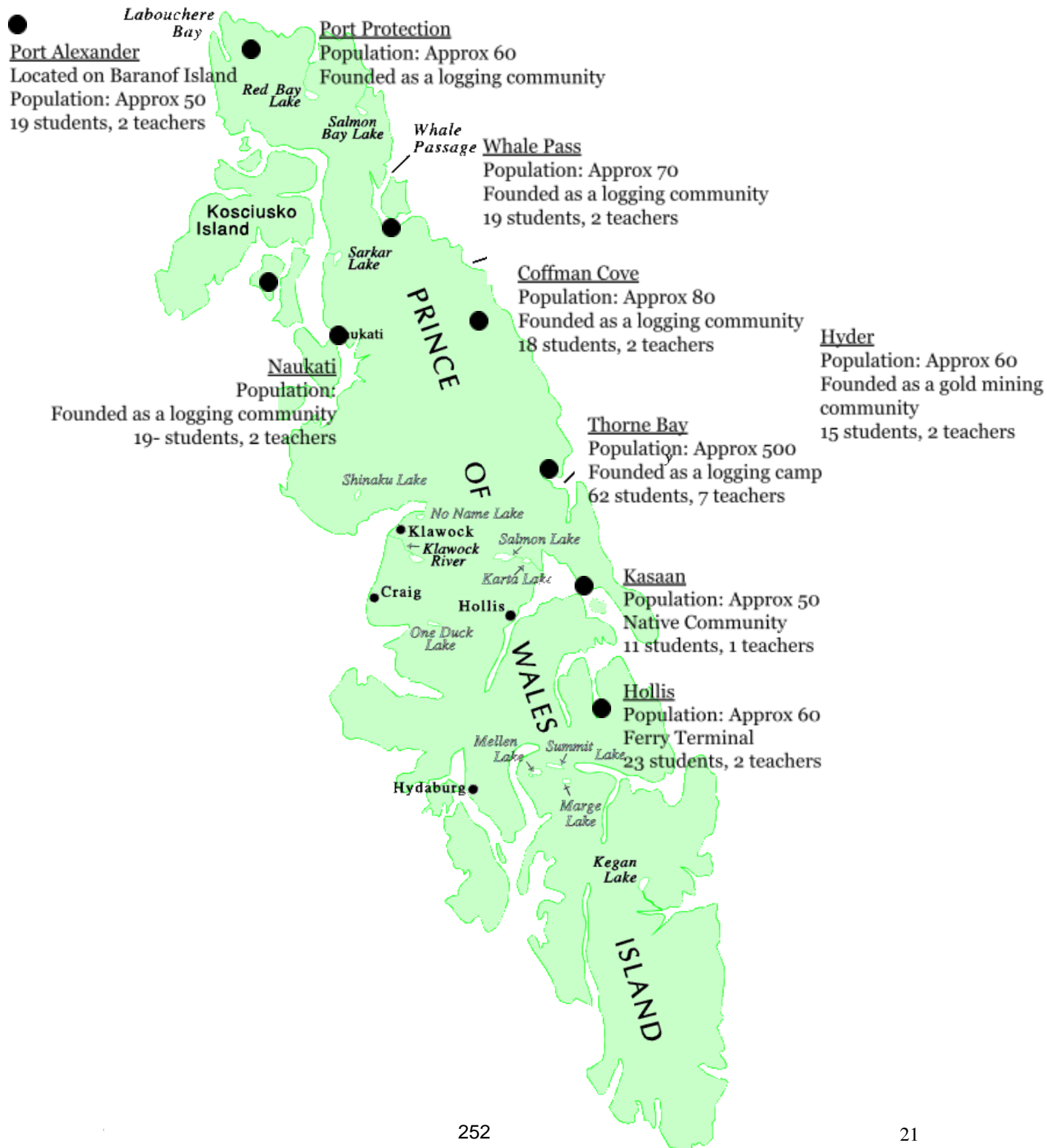
This document is found on the district website at www.sisd.org under "Quick Links" -"Forms and Files"

Housing

If a teacher is living in a housing unit provided by the district, the appropriate rent amount is taken directly from the monthly check. SISD housing units range from \$200-\$850 a month depending upon the unit. See the 2024-2027 Collective Agreement for Rental Rates for more

details. Staff housing is not furnished and the district will not replace any furniture that was originally in the unit should it become non-usable. No district-provided furniture/equipment may be sold to others by the tenant and may not be discarded without prior approval from the maintenance director.

Communities



Appendix A: Notice of Non-Discrimination

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 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:

Rod Morrison
Name of Title IX Coordinator

Robbin Perkins-Askew
Name of Section 504 Coordinator

Superintendent
Title

Student Services Director
Title

SISD District Office
Office Location

Naukati School Office
Office Location

907/828-8254
Phone

907/629-4121
Phone

907/828-8257
Fax

907/629-4122
Fax

rmorrison@sisd.org
Email

rperkins@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 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.

**Southeast Island School District
FY 2026 – 2031 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	C	<p>Thorne Bay K-12 School Mechanical Control Upgrade</p> <p>This project will replace the failing 25+ year old pneumatic HVAC controls at the school with a modern DDC control system for greater reliability and energy efficiency.</p>	X	\$1,496,950
2	D	<p>Thorne Bay K-12 School Fire Suppression System Replacement</p> <p>This project will replace badly corroded and failing thin wall sprinkler piping, and make other needed repairs to the fire school’s fire suppression system.</p>	X	\$1,375,904
3	C	<p>Thorne Bay K-12 School Underground Storage Tank Replacement</p> <p>This project will replace two 2000-gal underground fuel tanks that serve the main school and multi-purpose This project will replace two 2000-gal underground fuel tanks that serve the main school and multi-purpose buildings. These are single wall steel fuel tanks that have been in the ground for over 25 years.</p>	X	\$1,126,953
4	C	<p>Barry Craig Stewart Kasaan School and Whale Pass School Renovation</p> <p>These buildings have deteriorated due to age and the harsh Southeast Alaskan climate. The renovation projects will require significant upgrades to the building envelope, including the roof, exterior walls, and foundation. Interior spaces will be modernized to create safe, efficient, and accessible learning environments. Up-to-date electrical, plumbing, and heating systems will be installed or repaired. Additional work includes addressing moisture-related issues.</p>		\$500,000
5	C	<p>Port Alexander School upgrades</p> <p>The domestic water piping in the school is 40 years old. The school’s water has tested with unacceptably elevated levels of lead and copper. This project will replace the domestic water system in the school to make the water safe for students to drink. The roofing at the school building has reached the end of its lifespan and requires replacement. The district was able to replace a portion of the school roof prior to funding becoming available. This project will recover district funds used for already</p>		\$634,867

**Southeast Island School District
FY 2026 – 2031 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		replaced roofing, and install new metal roofing on the remaining portion of the school roof.		
6	C	Thorne Bay School Roof replacement The roofing at the school building has reached the end of its lifespan and requires replacement.		\$ 4,020,847
7	C	Thorne Bay K-12 School Flooring Replacement This project is for recovery of funds expended to replace extremely worn carpet and resilient flooring in both the main school and multi-purpose buildings. The carpet had become a trip hazard, and was not an appropriate material in the cafeteria.		\$71,549
FY 2026 TOTAL				\$9,227,070

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

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

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

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
FY 2030 TOTAL				\$TBD

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
FY 2031 TOTAL				\$TBD

Southeast Island School District
FY 2026 – 2031 Six-Year Capital Improvement Plan

Adopted August 21, 2024 at a duly convened meeting of the Southeast Island School District at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

Superintendent

Date

School Board President

Date

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

Form #05-19-051



Call for Resolutions - Response Due by Oct. 5, 2024

Tiffany Jackson <tjackson@asb.org>
Reply-To: asb@asb.org
To: cpage@sisd.org

Thu, Aug 1, 2024 at 6:07 AM



August 1, 2024

Re: Call for Resolutions (Response due by Oct. 5, 2024)

AASB is soliciting resolutions, resolution amendments and comments from local school boards for consideration at the 2024 Annual Conference on Nov. 7-10 at the Hilton Hotel in Anchorage. These resolutions guide our association for the coming year beginning November 11, 2024. They also guide our advocacy and positions during the upcoming legislative session.

AASB asks each school board to carefully review the resolutions packet. It is critically important our resolutions adequately address the issues facing school boards and public education, so please consider the issues confronting your district, and potentially other districts across the state.

The following reference documents may be viewed online or downloaded:

- [2025 Draft #2 Where We Stand \(pdf\)](#)
- [2025 Draft #2 Where we Stand \(Word\)](#)

- [2024 Table of Sunsetting Resolutions/Proposed Sunsetting Resolutions](#)
- [AASB 2024 Resolution Process and Timeline](#)
- [AASB Resolution Submission Form](#)

These documents can be accessed at aasb.org/call-for-resolutions

At its July 2024 meeting, the AASB Board of Directors reviewed the current resolutions scheduled to sunset. The Board has recommended sunsetting some of these resolutions, as well as a number of resolutions not scheduled to sunset this year, to streamline and consolidate them.

Efforts were made this year to consolidate some resolutions to enhance their efficiency and effectiveness for the advocacy team. Consequently, the resolutions being consolidated are recommended for sunsetting, with a new resolution number assigned to the consolidated resolution. Additionally, a few new resolutions have been put forward by the Board of Directors for the membership's consideration.

Without a resolution, AASB cannot take a position if approached by the legislature or other parties. As school districts review the resolutions and consider any suggested new resolutions or amendments to current ones, AASB recommends that districts consider if there are any topics that are not currently covered by any AASB resolutions.

To comment on or suggest changes to the resolutions, AASB requests that your board schedule time to discuss the resolutions at a regular meeting and vote by official board action. According to AASB bylaws, the deadline for the AASB office to receive your comments and proposals is **Saturday, October 5, 2024**.

We require all submissions of comments, new resolutions, or amended resolutions be submitted digitally via Google form by October 5, 2024. To submit a comment, new resolution, or amendment, click the button below:

Submit Resolutions

All resolutions received will be compiled, and a complete set of resolutions that includes proposals from districts will be sent back to your board 20 days before the annual conference, by October 19, 2024.

If you have any questions regarding the resolutions, please email Tiffany Jackson at tjackson@aasb.org or call 907-463-1666.

Two webinars are scheduled to review the Resolutions Process:

- The first will be Wednesday, August 28 at noon AST – [Register Here](#)
- A repeat of the first webinar will occur on Wednesday, September 11 at noon AST – [Register Here](#)

Webinars will be hosted by Tiffany Jackson to review the process and answer any questions.

Thank you for your board's continued commitment to providing every student with an excellent education, every day! We look forward to receiving your comments, amendments, and resolutions.

Sincerely,

Dana Mock, Resolutions Committee Chair

AASB's Mission

To advocate for children and youth by assisting school boards in providing quality public education, focused on student achievement, through effective local governance.

aasb.org | [email](#) | (907) 463-1660



Association of Alaska School Boards | [1111 W. 9th Street](#) | Juneau, AK 99801 US

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2024

JULY

18-21 AASB Board of Directors Summer Meeting — Kotzebue, Alaska

SEPTEMBER

14-15 Fall Boardsmanship Academy — Pike's Waterfront Lodge, Fairbanks

OCTOBER

2-3 Maintenance Employees Conference — The Lakefront Anchorage

NOVEMBER

7-10 AASB's 71st Annual Conference & Youth Leadership Institute — Hilton Anchorage

11 AASB Board of Directors Meeting — Hilton Anchorage

DECEMBER

12-13 Executive Administrative Assistants Training — Hotel Captain Cook, Anchorage

13-14 Winter Boardsmanship Academy — Hotel Captain Cook, Anchorage

2025

FEBRUARY

7-10 Legislative Fly-In and Youth Advocacy Institute — Elizabeth Peratrovich Hall,
Juneau



2025

APRIL

25 AASB Board of Directors Meeting — The Lakefront Anchorage

26-27 Spring Boardsmanship Academy — The Lakefront Anchorage

JULY

TBD AASB Board of Directors Summer Meeting — TBD

SEPTEMBER

20-21 Fall Boardsmanship Academy — Marriott Anchorage Downtown

OCTOBER

8-9 Maintenance Employees Conference — Clarion Suites, Anchorage

NOVEMBER

13-16 AASB's 72nd Annual Conference & Youth Leadership Institute — Hilton Anchorage

17 AASB Board of Directors Meeting — Hilton Anchorage

DECEMBER

11-12 Executive Administrative Assistants Training — Embassy Suites, Anchorage

12-13 Winter Boardsmanship Academy — Embassy Suites, Anchorage

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 ²⁶² • Exemplary Stakeholder Nominations

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
