



**SOUTHEAST ISLAND SCHOOL DISTRICT  
BOARD OF EDUCATION**  
Work Session  
Wednesday, February 19, 2025

**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: 4:30 PM

LOCATION: Howard Valentine Coffman Cove School and via Zoom  
618 Howard Valentine Drive  
Coffman Cove, Alaska 99918

VIRTUAL URL:

<https://us02web.zoom.us/j/84251244334?pwd=Y5raa6ZUB9Aw9vYt9cDeR6gmjT1qYL.1>

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# Self-Assessment: SISD Board of Education 2025

Please complete this self-assessment survey by Thursday, February 13, 2025. All responses will be compiled for review during the February 19, 2025 work session.

## Board/Superintendent Relations

The Board...

1. Promptly communicates all expectations, compliments, concerns, or criticisms of the school system to the superintendent with the expectation of feedback when appropriate.

*Mark only one oval.*

1   2   3   4   5

Uns:      Excellent

2. Refrains from infringing on the superintendent's area of administration and follows administrative procedures.

*Mark only one oval.*

1   2   3   4   5

Uns:      Excellent

3. 3. Refrains from public criticism of the superintendent.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

4. 4. Provides, through policy, a clear set of expectations of performance and personal qualities against which the superintendent will be measured annually.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

5. 5. Considers the superintendent's recommendations in every decision.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

6. Comments regarding board/superintendent relations

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## Board Meetings

The Board...

7. 6. Conducts all board meetings efficiently and effectively.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

8. 7. Provides opportunities for public participation in board meetings.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

9. 8. Makes a sincere effort to be informed on all agenda items prior to meetings.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

10. 9. Adheres to its adopted bylaws and ethics.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

11. Comments regarding board meetings

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**Community Relations**

The Board...

12. 10. Refrains from committing to a position on an issue before all relevant facts are presented.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

13. 11. Actively promotes the school district to other groups and the public in general.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

14. 12. Refrains from speaking for the board on issues which the board has no official position.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

15. 13. Supports the president in his/her role as spokesperson for the board.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

16. 14. Follows the established procedure for disseminating information to the public.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

17. 15. Strives to maintain an open dialogue with its local and state governmental/tribal leaders.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

18. Comments regarding community relations

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### Board Qualities

The Board...

19. 16. Strives to improve boardsmanship skills.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

20. 17. Weighs all decisions in terms of what is best for the students of the district.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

21. 18. Is independent and open-minded and respects the decisions of the individual board members and administrators on various issues.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

22. 19. Possesses knowledge of the educational process and needs of all communities served by the district.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

23. 20. Displays a sincere and unselfish interest in public education, which develops and contributes to the growth of students.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

24. 21. Works through differences and disagreements amongst themselves rather than allowing these issues to be neglected and allowed to continue.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

25. Comments regarding board qualities

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### Instructional Program

The Board...

26. 22. Understands the local instructional program and the curriculum goals of the district.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

27. 23. Discusses student achievement, test score and other necessary data.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

28. 24. Provides a quality educational program imposing high individual academic standards for each student.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

29. Comments regarding the instructional program

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## Financial Management

The Board...

30. 25. Understands the basic principles of school finance, including state, federal, and local sources of revenue.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

31. 26. Provides for public input during the budgetary process, as well as formal and informal opportunities for employees to have input.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

32. 27. Monitors the financial status of the district monthly.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

33. Comments regarding financial management

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## Policy Development

The Board...

34. 28. Cooperatively establishes policies with the administration for the operation of the district.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

35. 29. Allows public input into the policy development process.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

36. 30. Provides for periodic policy review and revision as appropriate.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

37. 31. Follows state laws regarding the development of policies and the amendment of policies.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

38. Comments regarding policy development

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**Goal Setting and Planning**

The Board...

39. 32. Establishes clearly identified goals based on the assessed needs of the Board.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

40. 33. Plans and implements activities to address the needs identified in the assessment process.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

41. 34. Reviews and revises annually the board/district long-range plan.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

42. 35. Adopts a process and timeline for the preparation of the budget.

*Mark only one oval.*

1 2 3 4 5

Uns:      Excellent

43. Comments regarding goal setting and planning

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### Additional Comments

44. Any additional comments

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# Chaperone Guidelines for School Trips

Southeast Island School District

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## 1. General Expectations

Chaperones play a vital role in ensuring student safety and maintaining appropriate behavior during school-sponsored trips. As a chaperone, you are expected to:

- Serve as a responsible and positive role model for students.
- Adhere to all school district policies and guidelines.
- Supervise students in a fair, respectful, and professional manner.
- Immediately report any concerns or policy violations to the trip coordinator.
- Abstain from alcohol, drugs, or tobacco use during the trip.

## 2. Supervision Responsibilities

- Chaperones must remain with their assigned student group at all times unless otherwise directed.
- Enforce curfews, attendance checks, and activity schedules as outlined by the school.
- Maintain appropriate boundaries; avoid one-on-one situations with students whenever possible.
- Encourage students to use designated common areas for socializing instead of individual rooms.

## 3. Hotel Room Policies

### Room Assignments:

- Students will be assigned rooms based on gender identity in accordance with school policy.
- Chaperones will **not** share hotel rooms with students unless they are the student's legal guardian.
- Chaperones will be assigned separate rooms but should stay on the same floor as students for supervision.

### Room Checks & Curfew Enforcement:

- **Two-adult rule:** Room checks should always be conducted by two chaperones when possible.
- **Knock & announce:** Chaperones should always knock before entering a student room.
- **No unsupervised entry:** A chaperone should never enter a student's room alone unless in an emergency.

- **Doors should remain open** if a chaperone needs to speak with students inside a room.
- **Curfew enforcement:** Students must be in their assigned rooms by the designated curfew.
- **Hall monitoring:** Chaperones should monitor hallways after curfew to ensure compliance.

#### **Student Conduct in Hotel Rooms:**

- No students of opposite genders are allowed in each other's rooms unless a chaperone is present.
- No loud music, disruptive behavior, or leaving rooms after curfew without permission.
- No inappropriate social media posting or photography in private areas.
- Students should report any room issues (e.g., maintenance problems or lost keys) to their chaperone.

#### **4. Communication Guidelines**

- Chaperones should use only **school-approved communication channels** to contact students.
- No one-on-one texting or private messaging between chaperones and students.
- In case of an emergency, chaperones must notify school officials immediately.

#### **5. Emergency & Incident Reporting**

- Chaperones must familiarize themselves with the school's emergency protocol.
- Any incidents of student misconduct, illness, injury, or rule violations should be documented and reported to the lead chaperone or school administrator.
- In case of a medical emergency, chaperones should contact emergency services and notify school officials as soon as possible.

#### **6. Code of Conduct for Chaperones**

- Maintain professionalism and avoid any behavior that could be misinterpreted as inappropriate.
- Refrain from using profanity, engaging in controversial discussions, or making inappropriate jokes.
- Respect student privacy while ensuring compliance with supervision policies.
- Follow all travel itinerary guidelines and ensure students are on time for scheduled activities.

#### **7. Acknowledgment & Agreement**

All chaperones must read, understand, and sign this document before participating in a school trip.

**By signing below, I agree to follow the chaperone guidelines and uphold the safety and well-being of all students in my care.**

**Chaperone Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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This document helps ensure a safe and structured environment for students while on school trips. Let me know if you'd like to add any specific details or adjust the policies!

DRAFT

## 1. Room Assignments & Adult Accommodations

- **Chaperones should never share a hotel room with students**, except in cases where a parent/legal guardian is rooming with their own child. The exception would be in two room suites.
- **Students should be assigned rooms based on gender identity** and in alignment with school policies.
- **Chaperones should stay in separate rooms on the same floor as students** for easy supervision.
- If feasible, school officials may book a “**chaperone room**” **adjacent to student rooms** to monitor behavior effectively.

## 2. Room Check Procedures

- **Two-adult rule**: Whenever possible, two adults should conduct room checks together.
- **Knock and announce**: Chaperones should always knock and wait for a response before entering a student room.
- **No entering student rooms alone**: Chaperones should avoid being in a student’s room unless another adult or multiple students are present.
- **Doors should remain open**: If a chaperone needs to enter a student’s room (e.g., for an emergency or room check), the door should be left open.

## 3. Curfew & Supervision Rules

- **Strict curfew enforcement**: Schools usually set a specific **lights-out time**, and chaperones should check that all students are in their assigned rooms.
- **Hallway monitors**: Assigning chaperones to monitor hallways at night can help prevent students from leaving rooms without permission.
- **No room switching**: Students should not be allowed to switch rooms without approval from the lead chaperone or school staff.

## 4. Student Behavior & Privacy

- **Privacy policies**: Chaperones should respect students' privacy in their rooms (e.g., when changing or using the restroom).
- **No opposite-gender room visits**: Many schools enforce a policy prohibiting students from visiting rooms assigned to students of a different gender unless supervised in a common area.
- **Common areas for socializing**: Students should be encouraged to gather in supervised, designated common areas instead of individual rooms.

## 5. Communication & Emergency Protocols

- **Rooming list and contact info:** Chaperones should have a list of student room assignments and emergency contacts.
- **Student check-in system:** Some schools require students to text/call their chaperone upon returning to their rooms at night.
- **Emergency procedures:** Chaperones should have a plan for handling emergencies (e.g., medical issues, missing students, or misconduct).

## 6. Social Media & Electronics

- **No private messaging:** Chaperones should avoid one-on-one texting with students unless using a school-monitored communication platform.
- **No recording in private areas:** Students should be reminded that taking photos or videos in hotel rooms is prohibited to protect privacy.

## 7. Reporting Responsibilities

- **Mandatory reporting:** Chaperones must report any incidents of misconduct, suspected abuse, or rule violations to school officials immediately.
- **Incident documentation:** Any significant issues should be documented and reported per school policy.