

Regular Meeting
Tuesday, June 8, 2021 6:00 PM

MS/HS Library
109 Charles W St
Petersburg, AK 99833

Agenda

1. **CALL TO ORDER**
2. **DETERMINE QUORUM**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **STUDENT REPRESENTATIVE REPORT**
6. **CORRESPONDENCE**
7. **COMMENTS FROM AUDIENCE UNRELATED TO AGENDA ITEMS**
8. **COMMENTS FROM AUDIENCE RELATED TO AGENDA ITEMS**
9. **COMMENTS FROM BOARD MEMBERS**
10. **CONSENT AGENDA**
 1. MAY, 2021, Monthly accounting report, bills, payroll, and electronic fund transfers, ASB trial balance and P-Card statements in the amount of \$1,100,972.38
 2. MAY. 11, 2021, regular board meeting minutes
 3. PERSONNEL ACTION REPORT
11. **ADMINISTRATIVE REPORTS**
 1. Superintendent's report
Presenter: Superintendent Kludt-Painter
 2. Elementary Principal's Report
Presenter: Principal Heather Conn
 3. MS/HS Principal's Report
Presenter: Principal Rick Dormer
 4. Director of Activities Report
Presenter: Director of Activities Jamie Cabral
12. **SCHOOL BOARD COMMITTEE REPORTS**
13. **SPECIAL RECOGNITION - Teacher's with Masters Degrees**
14. **OLD BUSINESS**
15. **NEW BUSINESS**
 1. Action Item: Budget Presentation FY22
 2. Action Item: New Hire
 3. Action Item: BP 5127 Graduation Ceremonies and Activities
 4. Informational: Comparison of Fall and Spring MAP data
 5. Informational: School Handbooks
 6. Informational: American Rescue Plan (ARP) update
16. **ADDITIONAL COMMENTS FROM BOARD MEMBERS**
17. **UPCOMING DATES AND MEETING ANNOUNCEMENTS**
18. **FUTURE AGENDA ITEMS**
19. **OTHER NEW BUSINESS**
20. **ADJOURNMENT**

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
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Fund: 100 GENERAL FUND

100.100.100.000.315	\$738,544.00	\$74,653.15	\$562,808.15	\$175,735.85	\$176,709.33	(\$973.48)
CERTIFICATED TEACHER						-0.13%
100.100.100.000.323	\$0.00	\$322.89	\$322.89	(\$322.89)	\$0.00	(\$322.89)
AIDES						0.00%
100.100.100.000.329	\$6,000.00	\$1,430.00	\$6,190.00	(\$190.00)	\$0.00	(\$190.00)
SUBSTITUTES/TEMPORARIES						-3.17%
100.100.100.000.363	\$5,000.00	\$506.00	\$3,907.13	\$1,092.87	\$1,170.34	(\$77.47)
WORKERS COMPENSATION						-1.55%
100.100.100.000.364	\$172,000.00	\$13,022.31	\$122,336.19	\$49,663.81	\$39,066.92	\$10,596.89
INSURANCE-HEALTH/LIFE						6.16%
100.100.100.000.365	\$220,531.00	\$7,398.24	\$68,710.47	\$151,820.53	\$22,194.71	\$129,625.82
RETIREMENT CONTRIBUTION-TRS						58.78%
100.100.100.000.367	\$10,000.00	\$1,065.00	\$7,821.82	\$2,178.18	\$2,422.94	(\$244.76)
MEDICARE TAX						-2.45%
100.100.100.000.368	\$112.00	\$49.60	\$84.32	\$27.68	\$0.00	\$27.68
SOCIAL SECURITY TAX						24.71%
100.100.100.000.421	\$1,500.00	\$0.00	\$407.24	\$1,092.76	\$0.00	\$1,092.76
STAFF TRANSPORTATION						72.85%
100.100.100.000.426	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
STUDENT TRANSPORTATION						100.00%
100.100.100.000.450	\$45,000.00	\$0.00	\$0.00	\$45,000.00	\$47,044.00	(\$2,044.00)
SUPPLIES, MATERIALS & MEDIA						-4.54%
100.100.100.000.451	\$8,222.00	\$175.24	\$3,275.72	\$4,946.28	\$2,098.93	\$2,847.35
TEACHING SUPPLIES						34.63%
100.100.100.000.474	\$10,000.00	\$5,172.05	\$5,172.05	\$4,827.95	\$11,986.10	(\$7,158.15)
CURRICULUM ADOPTION						-71.58%
100.100.100.000.476	\$7,000.00	\$148.93	\$4,992.58	\$2,007.42	\$0.00	\$2,007.42
COPIER SUPPLIES						28.68%
100.100.100.000.491	\$16,700.00	\$8,247.50	\$14,773.29	\$1,926.71	\$0.00	\$1,926.71
DUES AND FEES						11.54%
100.100.100.001.451	\$1,416.00	\$798.14	\$798.14	\$617.86	\$0.00	\$617.86
ENGLISH SUPPLIES						43.63%
100.100.100.002.451	\$1,000.00	\$0.00	\$999.00	\$1.00	\$0.00	\$1.00
MATH SUPPLIES						0.10%
100.100.100.003.451	\$1,515.00	\$209.03	\$1,585.79	(\$70.79)	\$24.29	(\$95.08)

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
SCIENCE SUPPLIES						-6.28%
100.100.100.004.451	\$800.00	\$322.68	\$423.66	\$376.34	\$83.88	\$292.46
SOCIAL STUDIES SUPPLIES						36.56%
100.100.100.005.451	\$1,191.00	\$491.52	\$1,208.01	(\$17.01)	\$0.00	(\$17.01)
PILP SUPPLIES						-1.43%
100.100.100.007.451	\$500.00	\$0.00	\$347.20	\$152.80	\$0.00	\$152.80
PE SUPPLIES						30.56%
100.100.100.008.451	\$5,008.00	\$256.99	\$2,658.38	\$2,349.62	\$2,770.99	(\$421.37)
MUSIC SUPPLIES						-8.41%
100.100.100.009.451	\$2,398.00	\$397.76	\$1,779.96	\$618.04	\$618.10	(\$0.06)
ART/JEWELRY/PHOTO SUPPLIES						0.00%
100.100.100.020.451	\$250.00	\$64.93	\$187.28	\$62.72	\$0.00	\$62.72
HEALTH SUPPLIES						25.09%
100.100.100.021.451	\$400.00	\$0.00	\$254.53	\$145.47	\$0.00	\$145.47
SPANISH SUPPLIES						36.37%
100.100.160.000.315	\$80,623.00	\$8,093.58	\$60,842.22	\$19,780.78	\$19,780.78	\$0.00
CERTIFICATED TEACHER						0.00%
100.100.160.000.329	\$480.00	\$0.00	\$0.00	\$480.00	\$0.00	\$480.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.160.000.363	\$615.00	\$53.60	\$417.30	\$197.70	\$131.01	\$66.69
WORKERS COMPENSATION						10.84%
100.100.160.000.364	\$24,640.00	\$2,053.28	\$18,479.52	\$6,160.48	\$6,159.84	\$0.64
INSURANCE-HEALTH/LIFE						0.00%
100.100.160.000.365	\$24,109.00	\$828.15	\$7,453.36	\$16,655.64	\$2,484.47	\$14,171.17
RETIREMENT CONTRIBUTION-TRS						58.78%
100.100.160.000.367	\$900.00	\$109.91	\$815.79	\$84.21	\$264.49	(\$180.28)
MEDICARE TAX						-20.03%
100.100.160.300.451	\$2,000.00	\$291.00	\$1,687.37	\$312.63	\$585.55	(\$272.92)
CULINARY SUPPLIES						-13.65%
100.100.160.309.451	\$1,500.00	\$917.30	\$1,468.30	\$31.70	\$0.00	\$31.70
FOOD SCIENCE/CULINARY						2.11%
100.100.160.310.451	\$1,600.00	\$0.00	\$1,500.00	\$100.00	\$0.00	\$100.00
SHOP SUPPLIES						6.25%
100.100.200.000.315	\$76,197.00	\$7,724.75	\$57,522.75	\$18,674.25	\$18,674.25	\$0.00
CERTIFICATED TEACHER						0.00%
100.100.200.000.323	\$103,500.00	\$16,438.72	\$103,923.62	(\$423.62)	\$2,773.57	(\$3,197.19)

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
AIDES						
100.100.200.000.329	\$5,000.00	\$280.00	\$3,655.27	\$1,344.73	\$0.00	\$1,344.73
SUBSTITUTES/TEMPORARIES						
100.100.200.000.363	\$1,216.00	\$163.81	\$1,154.27	\$61.73	\$140.24	26.89%
WORKERS COMPENSATION						
100.100.200.000.364	\$52,587.00	\$5,217.65	\$46,911.02	\$5,675.98	\$6,159.84	(\$78.51)
INSURANCE-HEALTH/LIFE						
100.100.200.000.365	\$22,760.00	\$781.83	\$7,036.47	\$15,723.53	\$2,345.49	(\$483.86)
RETIREMENT CONTRIBUTION-TRS						
100.100.200.000.366	\$22,925.00	\$2,586.64	\$18,152.16	\$4,772.84	\$992.51	58.78%
RETIREMENT CONTRIBUTION-PERS						
100.100.200.000.367	\$2,287.00	\$341.64	\$2,266.97	\$20.03	\$284.71	16.49%
MEDICARE TAX						
100.100.200.000.368	\$1,510.00	\$0.00	\$1,274.54	\$235.46	\$0.00	(\$264.68)
SOCIAL SECURITY TAX						
100.100.200.000.451	\$4,167.00	\$524.49	\$4,184.52	(\$17.52)	\$0.00	-11.57%
HS SPED SUPPLIES						
100.100.300.000.315	\$66,783.00	\$8,755.88	\$66,803.00	(\$20.00)	\$0.00	\$235.46
CERTIFICATED TEACHER						
100.100.300.000.323	\$28,500.00	\$3,934.94	\$27,437.30	\$1,062.70	\$673.78	15.59%
AIDES						
100.100.300.000.329	\$500.00	\$112.13	\$594.25	(\$94.25)	\$0.00	(\$17.52)
SUBSTITUTES/TEMPORARIES						
100.100.300.000.363	\$731.00	\$84.79	\$651.06	\$79.94	\$4.46	-0.42%
WORKERS COMPENSATION						
100.100.300.000.364	\$24,950.00	\$2,771.84	\$24,979.20	(\$29.20)	\$0.00	(\$20.00)
INSURANCE-HEALTH/LIFE						
100.100.300.000.365	\$19,898.00	\$911.34	\$8,202.06	\$11,695.94	\$0.00	-0.03%
RETIREMENT CONTRIBUTION-TRS						
100.100.300.000.366	\$7,872.00	\$645.69	\$5,843.84	\$2,028.16	\$148.23	1.36%
RETIREMENT CONTRIBUTION-PERS						
100.100.300.000.367	\$1,374.00	\$175.60	\$1,285.22	\$88.78	\$9.77	(\$94.25)
MEDICARE TAX						
100.100.300.000.368	\$31.00	\$0.00	\$22.11	\$8.89	\$0.00	-0.12%
SOCIAL SECURITY TAX						
100.100.300.000.451	\$4,400.00	\$0.00	\$1,922.52	\$2,477.48	\$0.00	\$11,695.94
						58.78%
						\$1,879.93
						23.88%
						\$79.01
						5.75%
						\$8.89
						28.68%
						\$2,477.48

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
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TEACHING SUPPLIES							
100.100.350.000.315	\$38,224.00	\$3,987.38	\$28,886.42	\$9,337.58	\$9,337.13	\$0.45	56.31%
CERTIFICATED TEACHER							
100.100.350.000.363	\$292.00	\$27.23	\$205.79	\$86.21	\$64.32	\$21.89	0.00%
WORKERS COMPENSATION							
100.100.350.000.364	\$1,500.00	\$125.00	\$1,125.00	\$375.00	\$375.00	\$0.00	7.50%
INSURANCE-HEALTH/LIFE							
100.100.350.000.365	\$11,380.00	\$390.92	\$3,518.28	\$7,861.72	\$1,172.75	\$6,688.97	0.00%
RETIREMENT CONTRIBUTION-TRS							
100.100.350.000.367	\$550.00	\$59.63	\$435.15	\$114.85	\$140.83	(\$25.98)	58.78%
MEDICARE TAX							
100.100.350.000.472	\$4,680.00	\$2,008.46	\$4,431.83	\$248.17	\$1,090.60	(\$842.43)	-4.72%
LIBRARY BOOKS							
100.100.350.000.473	\$242.76	\$0.00	\$242.76	\$0.00	\$0.00	\$0.00	-18.00%
PERIODICALS							
100.100.350.000.479	\$1,277.25	\$0.00	\$1,277.25	\$0.00	\$0.00	\$0.00	0.00%
OTHER SUPPLIES AND MATERIALS							
100.100.400.000.479	\$4,000.00	\$1,711.75	\$3,178.02	\$821.98	\$0.00	\$821.98	0.00%
SECONDARY PRINCIPAL SUPPLIES AND MATERIALS							
100.100.400.000.491	\$600.00	\$614.00	\$799.00	(\$199.00)	\$0.00	(\$199.00)	20.55%
DUES AND FEES							
100.100.450.000.324	\$53,624.00	\$8,447.90	\$53,153.45	\$470.55	\$772.35	(\$301.80)	-33.17%
SUPPORT STAFF							
100.100.450.000.329	\$500.00	\$0.00	\$444.40	\$55.60	\$0.00	\$55.60	-0.56%
SUBSTITUTES/TEMPORARIES							
100.100.450.000.363	\$475.00	\$57.94	\$391.47	\$83.53	\$0.00	\$83.53	11.12%
WORKERS COMPENSATION							
100.100.450.000.364	\$16,639.00	\$1,194.24	\$16,537.74	\$101.26	\$0.00	\$101.26	17.59%
INSURANCE-HEALTH/LIFE							
100.100.450.000.366	\$14,775.00	\$1,167.09	\$10,954.94	\$3,820.06	\$0.00	\$3,820.06	0.61%
RETIREMENT CONTRIBUTION-PERS							
100.100.450.000.367	\$794.00	\$123.60	\$771.61	\$22.39	\$0.00	\$22.39	25.85%
MEDICARE TAX							
100.100.450.000.368	\$31.00	\$0.00	\$23.21	\$7.79	\$0.00	\$7.79	2.82%
SOCIAL SECURITY TAX							
100.100.450.000.433	\$2,100.00	\$171.64	\$1,702.05	\$397.95	\$0.00	\$397.95	25.13%

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
						% Remaining Bud
COMMUNICATIONS						18.95%
100.100.450.000.434	\$1,400.00	\$0.00	\$380.50	\$1,019.50	\$944.50	\$75.00
POSTAGE						5.36%
100.100.450.000.454	\$2,175.00	\$1,068.72	\$1,734.68	\$440.32	\$593.99	(\$153.67)
OFFICE SUPPLIES						-7.07%
100.100.700.000.316	\$5,000.00	\$1,852.00	\$1,852.00	\$3,148.00	\$0.00	\$3,148.00
CERTIFICATED EXTRA DUTY PAY						62.96%
100.100.700.000.329	\$2,000.00	\$1,120.00	\$1,680.00	\$320.00	\$140.00	\$180.00
SUBSTITUTES/TEMPORARIES						9.00%
100.100.700.000.363	\$263.02	\$19.68	\$23.39	\$239.63	\$0.93	\$238.70
WORKERS COMPENSATION						90.75%
100.100.700.000.365	\$17,355.27	\$138.41	\$138.41	\$17,216.86	\$0.00	\$17,216.86
RETIREMENT CONTRIBUTION-TRS						99.20%
100.100.700.000.366	\$341.54	\$0.00	\$0.00	\$341.54	\$0.00	\$341.54
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.700.000.367	\$291.70	\$41.61	\$49.73	\$241.97	\$2.03	\$239.94
MEDICARE TAX						82.26%
100.100.700.000.368	\$1,178.00	\$0.00	\$0.00	\$1,178.00	\$0.00	\$1,178.00
SOCIAL SECURITY TAX						100.00%
100.100.700.000.421	\$517.00	\$0.00	\$516.90	\$0.10	\$0.00	\$0.10
STAFF TRANSPORTATION						0.02%
100.100.700.000.426	\$29.00	\$0.00	\$29.23	(\$0.23)	\$0.00	(\$0.23)
STUDENT TRANSPORTATION						-0.79%
100.100.700.000.433	\$1,200.00	\$97.05	\$932.13	\$267.87	\$0.00	\$267.87
COMMUNICATIONS						22.32%
100.100.700.000.479	\$16,235.00	\$0.00	\$12,082.48	\$4,152.52	\$0.00	\$4,152.52
OTHER SUPPLIES AND MATERIALS						25.58%
100.100.700.000.490	\$547.00	\$0.00	\$499.00	\$48.00	\$0.00	\$48.00
OTHER EXPENSES						8.78%
100.100.700.000.491	\$3,320.00	\$0.00	\$3,320.00	\$0.00	\$0.00	\$0.00
DUES AND FEES						0.00%
100.100.700.110.316	\$3,513.00	\$0.00	\$3,513.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.110.322	\$1,405.00	\$0.00	\$1,405.00	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.110.363	\$37.83	\$0.00	\$37.91	(\$0.08)	\$0.00	(\$0.08)

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WORKERS COMPENSATION							-0.21%
100.100.700.110.365	\$441.00	\$0.00	\$441.24	(\$0.24)	\$0.00	(\$0.24)	
RETIREMENT CONTRIBUTION-TRS							-0.05%
100.100.700.110.366	\$309.06	\$0.00	\$309.06	\$0.00	\$0.00	\$0.00	
RETIREMENT CONTRIBUTION-PERS							0.00%
100.100.700.110.367	\$68.16	\$0.00	\$68.16	\$0.00	\$0.00	\$0.00	
MEDICARE TAX							0.00%
100.100.700.110.426	\$5,373.35	\$0.00	\$5,372.80	\$0.55	\$0.00	\$0.55	
XCOUNTRY TRANSPORTATION							0.01%
100.100.700.110.479	\$3,067.00	\$0.00	\$3,056.96	\$10.04	\$0.00	\$10.04	
XCOUNTRY SUPPLIES AND MATERIALS							0.33%
100.100.700.110.491	\$132.00	\$0.00	\$132.00	\$0.00	\$0.00	\$0.00	
XCOUNTRY DUES AND FEES							0.00%
100.100.700.120.322	\$4,628.00	\$0.00	\$4,628.00	\$0.00	\$0.00	\$0.00	
NON-CERT SPECIALIST/EXTRA DUTY							0.00%
100.100.700.120.363	\$34.59	\$0.00	\$34.59	\$0.00	\$0.00	\$0.00	
WORKERS COMPENSATION							0.00%
100.100.700.120.367	\$67.12	\$0.00	\$67.12	\$0.00	\$0.00	\$0.00	
MEDICARE TAX							0.00%
100.100.700.120.368	\$287.00	\$0.00	\$286.93	\$0.07	\$0.00	\$0.07	
SOCIAL SECURITY TAX							0.02%
100.100.700.120.426	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	
SWIM TRANSPORTATION							0.00%
100.100.700.120.479	\$160.00	\$0.00	\$160.00	\$0.00	\$0.00	\$0.00	
SWIM SUPPLIES AND MATERIALS							0.00%
100.100.700.120.491	\$1,580.00	\$0.00	\$1,580.00	\$0.00	\$0.00	\$0.00	
SWIM DUES AND FEES							0.00%
100.100.700.130.316	\$4,546.00	\$0.00	\$4,546.00	\$0.00	\$0.00	\$0.00	
CERTIFICATED EXTRA DUTY PAY							0.00%
100.100.700.130.322	\$1,818.00	\$0.00	\$0.00	\$1,818.00	\$0.00	\$1,818.00	
NON-CERT SPECIALIST/EXTRA DUTY							100.00%
100.100.700.130.329	\$1,000.00	\$0.00	\$923.00	\$77.00	\$0.00	\$77.00	
SUBSTITUTES/TEMPORARIES							7.70%
100.100.700.130.363	\$36.00	\$0.00	\$36.22	(\$0.22)	\$0.00	(\$0.22)	
WORKERS COMPENSATION							-0.61%
100.100.700.130.365	\$612.00	\$0.00	\$611.81	\$0.19	\$0.00	\$0.19	

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RETIREMENT CONTRIBUTION-TRS							0.03%
100.100.700.130.366	\$0.00	\$0.00	\$8.82	(\$8.82)	\$0.00	(\$8.82)	0.00%
RETIREMENT CONTRIBUTION-PERS							0.00%
100.100.700.130.367	\$78.00	\$0.00	\$77.75	\$0.25	\$0.00	\$0.25	0.32%
MEDICARE TAX							\$0.40
100.100.700.130.368	\$35.00	\$0.00	\$34.60	\$0.40	\$0.00	\$0.40	1.14%
SOCIAL SECURITY TAX							\$0.42
100.100.700.130.426	\$4,446.00	\$0.00	\$4,445.58	\$0.42	\$0.00	\$0.42	0.01%
GIRLS BB TRANSPORTATION							\$0.45
100.100.700.130.479	\$2,562.00	\$0.00	\$2,561.55	\$0.45	\$0.00	\$0.45	0.02%
GIRLS BB SUPPLIES AND MATERIALS							\$144.00
100.100.700.130.491	\$144.00	\$0.00	\$0.00	\$144.00	\$0.00	\$144.00	100.00%
GIRLS BB DUES AND FEES							\$0.00
100.100.700.140.316	\$4,753.00	\$0.00	\$4,753.00	\$0.00	\$0.00	\$0.00	0.00%
CERTIFICATED EXTRA DUTY PAY							\$0.00
100.100.700.140.322	\$1,901.00	\$0.00	\$1,901.00	\$0.00	\$0.00	\$0.00	0.00%
NON-CERT SPECIALIST/EXTRA DUTY							\$0.00
100.100.700.140.329	\$360.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	0.00%
SUBSTITUTES/TEMPORARIES							\$0.00
100.100.700.140.363	\$50.32	\$0.00	\$50.32	\$0.00	\$0.00	\$0.00	0.00%
WORKERS COMPENSATION							\$0.00
100.100.700.140.365	\$604.49	\$0.00	\$604.49	\$0.00	\$0.00	\$0.00	0.00%
RETIREMENT CONTRIBUTION-TRS							\$0.01
100.100.700.140.366	\$4.40	\$0.00	\$4.39	\$0.01	\$0.00	\$0.01	0.23%
RETIREMENT CONTRIBUTION-PERS							\$0.00
100.100.700.140.367	\$98.02	\$0.00	\$98.02	\$0.00	\$0.00	\$0.00	0.00%
MEDICARE TAX							(\$0.36)
100.100.700.140.368	\$17.00	\$0.00	\$17.36	(\$0.36)	\$0.00	(\$0.36)	-2.12%
SOCIAL SECURITY TAX							\$0.00
100.100.700.140.426	\$7,220.00	\$0.00	\$7,220.00	\$0.00	\$0.00	\$0.00	0.00%
VB TRANSPORTATION							\$0.54
100.100.700.140.479	\$1,652.00	\$0.00	\$1,651.46	\$0.54	\$0.00	\$0.54	0.03%
VB SUPPLIES AND MATERIALS							\$0.00
100.100.700.140.491	\$132.00	\$0.00	\$132.00	\$0.00	\$0.00	\$0.00	0.00%
VB DUES AND FEES							\$0.00
100.100.700.150.316	\$827.00	\$827.00	\$827.00	\$0.00	\$0.00	\$0.00	0.00%

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
CERTIFICATED EXTRA DUTY PAY							0.00%
100.100.700.150.363	\$0.00	\$5.48	\$5.48	(\$5.48)	\$0.00	(\$5.48)	0.00%
WORKERS COMPENSATION							0.00%
100.100.700.150.365	\$0.00	\$103.89	\$103.89	(\$103.89)	\$0.00	(\$103.89)	0.00%
RETIREMENT CONTRIBUTION-TRS							0.00%
100.100.700.150.367	\$0.00	\$11.63	\$11.63	(\$11.63)	\$0.00	(\$11.63)	0.00%
MEDICARE TAX							0.00%
100.100.700.150.491	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	0.00%
STUDENT GOVT DUES AND FEES							0.00%
100.100.700.160.322	\$413.00	\$0.00	\$413.00	\$0.00	\$0.00	\$0.00	0.00%
NON-CERT SPECIALIST/EXTRA DUTY							0.00%
100.100.700.160.363	\$12.00	\$0.00	\$2.74	\$9.26	\$0.00	\$9.26	77.17%
WORKERS COMPENSATION							0.17%
100.100.700.160.367	\$6.00	\$0.00	\$5.99	\$0.01	\$0.00	\$0.01	0.17%
MEDICARE TAX							1.50%
100.100.700.160.368	\$26.00	\$0.00	\$25.61	\$0.39	\$0.00	\$0.39	1.50%
SOCIAL SECURITY TAX							0.00%
100.100.700.160.491	\$80.00	\$0.00	\$80.00	\$0.00	\$0.00	\$0.00	0.00%
CHEERLEADING DUES AND FEES							0.00%
100.100.700.170.316	\$5,608.00	\$2,314.00	\$4,628.00	\$980.00	\$578.00	\$402.00	7.17%
CERTIFICATED EXTRA DUTY PAY							0.00%
100.100.700.170.322	\$165.00	\$0.00	\$0.00	\$165.00	\$0.00	\$165.00	100.00%
NON-CERT SPECIALIST/EXTRA DUTY							0.00%
100.100.700.170.329	\$0.00	\$420.00	\$420.00	(\$420.00)	\$0.00	(\$420.00)	0.00%
SUBSTITUTES/TEMPORARIES							0.00%
100.100.700.170.363	\$23.00	\$18.11	\$33.44	(\$10.44)	\$3.83	(\$14.27)	-62.04%
WORKERS COMPENSATION							0.00%
100.100.700.170.365	\$581.24	\$290.63	\$581.27	(\$0.03)	\$72.59	(\$72.62)	-12.49%
RETIREMENT CONTRIBUTION-TRS							0.00%
100.100.700.170.367	\$64.00	\$38.30	\$70.13	(\$6.13)	\$7.88	(\$14.01)	-21.89%
MEDICARE TAX							0.00%
100.100.700.170.426	\$20,000.00	\$4,687.28	\$11,457.22	\$8,542.78	\$13,235.24	(\$4,692.46)	-23.46%
TRACK TRANSPORTATION							0.00%
100.100.700.170.479	\$2,200.00	\$227.11	\$1,822.87	\$377.13	\$0.00	\$377.13	17.14%
TRACK SUPPLIES AND MATERIALS							0.00%
100.100.700.170.491	\$245.00	\$0.00	\$0.00	\$245.00	\$0.00	\$245.00	0.00%

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
						% Remaining Bud
TRACK DUES AND FEES						100.00%
100.100.700.180.316	\$827.00	\$827.00	\$827.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.180.363	\$0.00	\$5.48	\$5.48	(\$5.48)	\$0.00	(\$5.48)
WORKERS COMPENSATION						0.00%
100.100.700.180.365	\$0.00	\$103.88	\$103.88	(\$103.88)	\$0.00	(\$103.88)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.180.367	\$0.00	\$11.62	\$11.62	(\$11.62)	\$0.00	(\$11.62)
MEDICARE TAX						0.00%
100.100.700.190.316	\$2,480.00	\$0.00	\$0.00	\$2,480.00	\$1,240.00	\$1,240.00
CERTIFICATED EXTRA DUTY PAY						50.00%
100.100.700.190.363	\$20.00	\$0.00	\$0.00	\$20.00	\$8.21	\$11.79
WORKERS COMPENSATION						58.95%
100.100.700.190.365	\$0.00	\$0.00	\$0.00	\$0.00	\$155.74	(\$155.74)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.190.367	\$0.00	\$0.00	\$0.00	\$0.00	\$16.63	(\$16.63)
MEDICARE TAX						0.00%
100.100.700.190.479	\$1,162.00	\$0.00	\$1,162.22	(\$0.22)	\$0.00	(\$0.22)
MUSIC OTHER SUPPLIES						-0.02%
100.100.700.200.316	\$1,515.00	\$0.00	\$0.00	\$1,515.00	\$0.00	\$1,515.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.200.363	\$12.00	\$0.00	\$0.00	\$12.00	\$0.00	\$12.00
WORKERS COMPENSATION						100.00%
100.100.700.205.479	\$2,000.00	\$0.00	\$1,011.99	\$988.01	\$0.00	\$988.01
E-SPORTS OTHER SUPPLIES AND MATERIALS						49.40%
100.100.700.210.322	\$6,076.00	\$3,038.00	\$6,076.00	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.210.363	\$41.00	\$20.12	\$40.24	\$0.76	\$0.00	\$0.76
WORKERS COMPENSATION						1.85%
100.100.700.210.366	\$668.36	\$334.18	\$668.36	\$0.00	\$0.00	\$0.00
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.210.367	\$88.00	\$44.06	\$88.12	(\$0.12)	\$0.00	(\$0.12)
MEDICARE TAX						-0.14%
100.100.700.210.368	\$188.00	\$94.18	\$188.36	(\$0.36)	\$0.00	(\$0.36)
SOCIAL SECURITY TAX						-0.19%
100.100.700.210.426	\$13,398.00	\$258.85	\$7,654.96	\$5,743.04	\$2,729.87	\$3,013.17

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description

Budget Range To Date YTD Balance Encumbrance % Remaining Bud

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
WRESTLING TRANSPORTATION						22.49%
100.100.700.210.479	\$6,112.00	\$3,433.14	\$3,747.93	\$2,364.07	\$1,598.25	\$765.82
WRESTLING SUPPLIES AND MATERIALS						12.53%
100.100.700.210.491	\$75.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
WRESTLING DUES AND FEES						100.00%
100.100.700.220.316	\$6,364.00	\$0.00	\$6,364.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.220.322	\$0.00	\$0.00	\$1,818.00	(\$1,818.00)	\$0.00	(\$1,818.00)
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.220.329	\$1,027.00	\$0.00	\$1,027.00	\$0.00	\$0.00	\$0.00
SUBSTITUTES/TEMPORARIES						0.00%
100.100.700.220.363	\$61.00	\$0.00	\$60.98	\$0.02	\$0.00	\$0.02
WORKERS COMPENSATION						0.03%
100.100.700.220.365	\$853.00	\$0.00	\$853.38	(\$0.38)	\$0.00	(\$0.38)
RETIREMENT CONTRIBUTION-TRS						-0.04%
100.100.700.220.366	\$8.79	\$0.00	\$8.79	\$0.00	\$0.00	\$0.00
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.220.367	\$128.00	\$0.00	\$128.42	(\$0.42)	\$0.00	(\$0.42)
MEDICARE TAX						-0.33%
100.100.700.220.368	\$147.00	\$0.00	\$147.24	(\$0.24)	\$0.00	(\$0.24)
SOCIAL SECURITY TAX						-0.16%
100.100.700.220.426	\$6,096.00	\$0.00	\$6,096.08	(\$0.08)	\$0.00	(\$0.08)
BOYS BB TRANSPORTATION						0.00%
100.100.700.220.479	\$772.00	\$0.00	\$772.27	(\$0.27)	\$0.00	(\$0.27)
BOYS BB SUPPLIES AND MATERIALS						-0.03%
100.100.700.220.491	\$134.00	\$0.00	\$0.00	\$134.00	\$0.00	\$134.00
BOYS BB DUES AND FEES						100.00%
100.100.700.230.316	\$827.00	\$413.50	\$413.50	\$413.50	\$0.00	\$413.50
CERTIFICATED EXTRA DUTY PAY						50.00%
100.100.700.230.363	\$0.00	\$2.74	\$2.74	(\$2.74)	\$0.00	(\$2.74)
WORKERS COMPENSATION						0.00%
100.100.700.230.365	\$0.00	\$51.93	\$51.93	(\$51.93)	\$0.00	(\$51.93)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.230.367	\$0.00	\$5.65	\$5.65	(\$5.65)	\$0.00	(\$5.65)
MEDICARE TAX						0.00%
100.100.700.240.316	\$4,133.00	\$2,066.50	\$4,133.00	\$0.00	\$413.00	(\$413.00)

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
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CERTIFICATED EXTRA DUTY PAY						-9.99%
100.100.700.240.322	\$992.00	\$496.00	\$992.00	\$0.00	\$165.00	(\$165.00)
NON-CERT SPECIALIST/EXTRA DUTY						-16.63%
100.100.700.240.329	\$1,000.00	\$660.00	\$1,080.00	(\$80.00)	\$0.00	(\$80.00)
SUBSTITUTES/TEMPORARIES						-8.00%
100.100.700.240.363	\$37.00	\$21.35	\$41.10	(\$4.10)	\$3.83	(\$7.93)
WORKERS COMPENSATION						-21.43%
100.100.700.240.365	\$519.00	\$259.55	\$519.10	(\$0.10)	\$51.87	(\$51.97)
RETIREMENT CONTRIBUTION-TRS						-10.01%
100.100.700.240.367	\$82.00	\$45.30	\$86.87	(\$4.87)	\$7.96	(\$12.83)
MEDICARE TAX						-15.65%
100.100.700.240.368	\$61.50	\$63.61	\$94.36	(\$32.86)	\$10.23	(\$43.09)
SOCIAL SECURITY TAX						-70.07%
100.100.700.240.426	\$24,000.00	\$2,857.05	\$11,066.01	\$12,933.99	\$11,685.15	\$1,248.84
BASEBALL TRANSPORTATION						5.20%
100.100.700.240.479	\$4,300.00	\$477.23	\$3,801.71	\$498.29	\$0.00	\$498.29
BASEBALL SUPPLIES AND MATERIALS						11.59%
100.200.100.000.314	\$29,200.00	\$2,833.30	\$23,833.00	\$5,367.00	\$4,666.61	\$700.39
CERT DIRECTOR/COORD/MANAGER						2.40%
100.200.100.000.315	\$371,658.00	\$41,616.57	\$283,411.53	\$88,246.47	\$89,496.47	(\$1,250.00)
CERTIFICATED TEACHER						-0.34%
100.200.100.000.329	\$3,000.00	\$1,120.00	\$3,270.00	(\$270.00)	\$0.00	(\$270.00)
SUBSTITUTES/TEMPORARIES						-9.00%
100.200.100.000.363	\$2,890.00	\$301.81	\$2,129.00	\$761.00	\$623.64	\$137.36
WORKERS COMPENSATION						4.75%
100.200.100.000.364	\$97,407.00	\$7,450.25	\$66,143.27	\$31,263.73	\$20,865.34	\$10,398.39
INSURANCE-HEALTH/LIFE						10.68%
100.200.100.000.365	\$119,493.00	\$4,143.79	\$37,228.80	\$82,264.20	\$11,837.99	\$70,426.21
RETIREMENT CONTRIBUTION-TRS						58.94%
100.200.100.000.367	\$5,000.00	\$631.28	\$4,267.83	\$732.17	\$1,289.71	(\$557.54)
MEDICARE TAX						-11.15%
100.200.100.000.368	\$120.00	\$13.02	\$81.22	\$38.78	\$0.00	\$38.78
SOCIAL SECURITY TAX						32.32%
100.200.100.000.451	\$4,789.00	\$448.28	\$3,310.74	\$1,478.26	\$2,010.00	(\$531.74)
TEACHING SUPPLIES						-11.10%
100.200.100.000.474	\$15,000.00	\$7,482.48	\$7,997.68	\$7,002.32	\$10,414.03	(\$3,411.71)

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
CURRICULUM ADOPTION						-22.74%
100.200.100.000.476	\$8,000.00	\$604.31	\$5,707.50	\$2,292.50	\$0.00	\$2,292.50
COPIER SUPPLIES						28.66%
100.200.100.001.451	\$750.00	\$0.00	\$689.51	\$60.49	\$0.00	\$60.49
MS ENGLISH SUPPLIES						8.07%
100.200.100.002.451	\$750.00	\$0.00	\$135.00	\$615.00	\$0.00	\$615.00
MS MATH SUPPLIES						82.00%
100.200.100.003.451	\$1,000.00	\$0.00	\$474.11	\$525.89	\$0.00	\$525.89
MS SCIENCE SUPPLIES						52.59%
100.200.100.004.451	\$750.00	\$0.00	\$496.05	\$253.95	\$0.00	\$253.95
MS SOCIAL STUDIES SUPPLIES						33.86%
100.200.100.008.451	\$2,111.00	\$1,686.24	\$1,990.12	\$120.88	\$0.00	\$120.88
MS MUSIC SUPPLIES						5.73%
100.200.100.009.451	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00
MS ART/JEWELRY/PHOTO SUPPLIES						0.00%
100.200.100.016.451	\$1,100.00	\$128.88	\$1,106.16	(\$6.16)	\$0.00	(\$6.16)
6TH TEACHING SUPPLIES						-0.56%
100.200.100.019.451	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
ROBOTICS						100.00%
100.200.200.000.315	\$47,422.00	\$6,076.83	\$36,691.47	\$10,730.53	\$11,480.53	(\$750.00)
CERTIFICATED TEACHER						-1.58%
100.200.200.000.323	\$58,000.00	\$9,923.87	\$53,821.01	\$4,178.99	\$1,395.93	\$2,783.06
AIDES						4.80%
100.200.200.000.329	\$1,000.00	\$0.00	\$140.00	\$860.00	\$0.00	\$860.00
SUBSTITUTES/TEMPORARIES						86.00%
100.200.200.000.363	\$755.00	\$107.64	\$640.58	\$114.42	\$85.29	\$29.13
WORKERS COMPENSATION						3.86%
100.200.200.000.364	\$37,636.00	\$3,636.72	\$27,532.90	\$10,103.10	\$2,012.16	\$8,090.94
INSURANCE-HEALTH/LIFE						21.50%
100.200.200.000.365	\$14,043.00	\$486.45	\$4,373.26	\$9,669.74	\$1,459.35	\$8,210.39
RETIREMENT CONTRIBUTION-TRS						58.47%
100.200.200.000.366	\$12,851.00	\$1,521.16	\$9,763.72	\$3,087.28	\$548.29	\$2,538.99
RETIREMENT CONTRIBUTION-PERS						19.76%
100.200.200.000.367	\$1,400.00	\$222.79	\$1,262.17	\$137.83	\$179.41	(\$41.58)
MEDICARE TAX						-2.97%
100.200.200.000.368	\$556.00	\$0.00	\$493.85	\$62.15	\$0.00	\$62.15

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
						% Remaining Bud
SOCIAL SECURITY TAX						11.18%
100.200.200.000.451	\$4,190.00	\$444.55	\$4,084.03	\$105.97	\$24.99	\$80.98
MS SPED SUPPLIES						1.93%
100.200.450.000.324	\$30,005.00	\$3,930.83	\$29,461.31	\$543.69	\$596.10	(\$52.41)
SUPPORT STAFF						-0.17%
100.200.450.000.329	\$800.00	\$0.00	\$264.98	\$535.02	\$0.00	\$535.02
SUBSTITUTES/TEMPORARIES						66.88%
100.200.450.000.363	\$234.00	\$26.03	\$205.64	\$28.36	\$0.00	\$28.36
WORKERS COMPENSATION						12.12%
100.200.450.000.364	\$24,639.00	\$2,737.68	\$24,639.36	(\$0.36)	\$0.00	(\$0.36)
INSURANCE-HEALTH/LIFE						0.00%
100.200.450.000.366	\$8,301.00	\$644.78	\$6,261.48	\$2,039.52	\$0.00	\$2,039.52
RETIREMENT CONTRIBUTION-PERS						24.57%
100.200.450.000.367	\$439.00	\$47.83	\$345.91	\$93.09	\$0.00	\$93.09
MEDICARE TAX						21.21%
100.200.450.000.368	\$31.00	\$0.00	\$16.43	\$14.57	\$0.00	\$14.57
SOCIAL SECURITY TAX						47.00%
100.200.450.000.433	\$1,800.00	\$95.93	\$953.00	\$847.00	\$0.00	\$847.00
COMMUNICATIONS						47.06%
100.200.450.000.434	\$1,300.00	\$0.00	\$297.90	\$1,002.10	\$1,002.10	\$0.00
POSTAGE						0.00%
100.200.450.000.454	\$1,700.00	\$318.79	\$1,657.02	\$42.98	\$17.62	\$25.36
OFFICE SUPPLIES						1.49%
100.200.700.000.316	\$3,456.00	\$827.00	\$827.00	\$2,629.00	\$0.00	\$2,629.00
CERTIFICATED EXTRA DUTY PAY						76.07%
100.200.700.000.322	\$5,383.00	\$827.00	\$827.00	\$4,556.00	\$0.00	\$4,556.00
NON-CERT SPECIALIST/EXTRA DUTY						84.64%
100.200.700.000.329	\$1,664.00	\$827.00	\$1,711.00	(\$47.00)	\$0.00	(\$47.00)
SUBSTITUTES/TEMPORARIES						-2.82%
100.200.700.000.363	\$66.00	\$16.44	\$23.26	\$42.74	\$0.00	\$42.74
WORKERS COMPENSATION						64.76%
100.200.700.000.364	\$0.00	\$106.92	\$106.92	(\$106.92)	\$0.00	(\$106.92)
INSURANCE-HEALTH/LIFE						0.00%
100.200.700.000.365	\$0.00	\$212.20	\$212.20	(\$212.20)	\$0.00	(\$212.20)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.200.700.000.366	\$0.00	\$181.93	\$181.93	(\$181.93)	\$0.00	(\$181.93)

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Budget Balance

Account Number / Description

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-PERS						0.00%
100.200.700.000.367	\$40.00	\$32.78	\$45.60	(\$5.60)	\$0.00	(\$5.60)
MEDICARE TAX						-14.00%
100.200.700.000.368	\$55.00	\$0.00	\$54.81	\$0.19	\$0.00	\$0.19
SOCIAL SECURITY TAX						0.35%
100.200.700.000.479	\$1,162.00	\$0.00	\$1,157.80	\$4.20	\$550.00	(\$545.80)
MS SUPPLIES AND MATERIALS						-46.97%
100.300.100.000.315	\$958,827.00	\$123,431.85	\$821,083.83	\$137,743.17	\$140,250.17	(\$2,507.00)
CERTIFICATED TEACHER						-0.26%
100.300.100.000.323	\$10,000.00	\$3,073.60	\$10,268.66	(\$268.66)	\$417.15	(\$685.81)
AIDES						-6.86%
100.300.100.000.329	\$12,000.00	\$3,220.00	\$11,770.73	\$229.27	\$240.00	(\$10.73)
SUBSTITUTES/TEMPORARIES						-0.09%
100.300.100.000.363	\$6,568.00	\$862.91	\$5,779.90	\$788.10	\$938.19	(\$150.09)
WORKERS COMPENSATION						-2.29%
100.300.100.000.364	\$241,146.00	\$23,114.02	\$196,192.28	\$44,953.72	\$29,040.52	\$15,913.20
INSURANCE-HEALTH/LIFE						6.60%
100.300.100.000.365	\$319,239.00	\$12,085.24	\$100,241.30	\$218,997.70	\$17,615.41	\$201,382.29
RETIREMENT CONTRIBUTION-TRS						63.08%
100.300.100.000.366	\$1,297.00	\$456.19	\$795.66	\$501.34	\$207.37	\$293.97
RETIREMENT CONTRIBUTION-PERS						22.67%
100.300.100.000.367	\$14,000.00	\$1,806.98	\$11,588.41	\$2,411.59	\$1,951.49	\$460.10
MEDICARE TAX						3.29%
100.300.100.000.368	\$1,070.00	\$108.50	\$738.82	\$331.18	\$6.20	\$324.98
SOCIAL SECURITY TAX						30.37%
100.300.100.000.451	\$31,294.76	\$6,480.26	\$31,052.16	\$242.60	\$838.21	(\$595.61)
TEACHING SUPPLIES						-1.90%
100.300.100.000.474	\$20,000.00	\$2,466.38	\$19,686.20	\$313.80	\$19.18	\$294.62
CURRICULUM ADOPTION						1.47%
100.300.100.000.476	\$13,000.00	\$391.24	\$8,046.92	\$4,953.08	\$0.00	\$4,953.08
COPIER SUPPLIES						38.10%
100.300.100.010.451	\$500.00	\$0.00	\$488.72	\$11.28	\$0.00	\$11.28
B MARTIN SUPPLIES						2.26%
100.300.100.011.451	\$500.00	\$0.00	\$499.86	\$0.14	\$0.00	\$0.14
M BROCK SUPPLIES						0.03%
100.300.100.012.451	\$500.00	\$43.32	\$500.00	\$0.00	\$0.00	\$0.00

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date:

5/31/2021

Account Number / Description

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
K CURTISS SUPPLIES							0.00%
100.300.100.013.451	\$500.00	\$83.68	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
E WARMACK SUPPLIES							0.00%
100.300.100.014.451	\$500.00	\$117.42	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
G KOWALSKI SUPPLIES							0.00%
100.300.100.015.451	\$972.00	\$436.11	\$906.12	\$65.88	\$65.97	(\$0.09)	-0.01%
D SULLIVAN SUPPLIES							
100.300.100.018.451	\$1,162.00	\$590.38	\$776.75	\$385.25	\$0.00	\$385.25	33.15%
COVID TEACHING SUPPLIES							
100.300.100.029.451	\$500.00	\$0.00	\$495.99	\$4.01	\$0.00	\$4.01	0.80%
H MULLEN SUPPLIES							
100.300.100.030.451	\$500.00	\$0.00	\$491.33	\$8.67	\$0.00	\$8.67	1.73%
E WILLIS SUPPLIES							
100.300.100.031.451	\$911.24	\$552.47	\$733.13	\$178.11	\$75.96	\$102.15	11.21%
S VANDERVEST SUPPLIES							
100.300.100.032.451	\$500.00	\$0.00	\$490.06	\$9.94	\$0.00	\$9.94	1.99%
M MIDKIFF SUPPLIES							
100.300.100.033.451	\$500.00	\$0.00	\$284.32	\$215.68	\$215.00	\$0.68	0.14%
S PAWUK SUPPLIES							
100.300.100.034.451	\$500.00	\$0.00	\$494.27	\$5.73	\$0.00	\$5.73	1.15%
V MILLER SUPPLIES							
100.300.100.035.451	\$2,760.00	\$0.00	\$2,759.63	\$0.37	\$0.00	\$0.37	0.01%
ES PE SUPPLIES							
100.300.200.000.315	\$136,097.00	\$17,173.64	\$121,563.00	\$14,534.00	\$14,247.00	\$287.00	0.21%
CERTIFICATED TEACHER							
100.300.200.000.323	\$194,651.00	\$27,743.36	\$183,510.22	\$11,140.78	\$3,840.71	\$7,300.07	3.75%
AIDES							
100.300.200.000.329	\$15,000.00	\$1,538.60	\$12,372.58	\$2,627.42	\$344.81	\$2,282.61	15.22%
SUBSTITUTES/TEMPORARIES							
100.300.200.000.363	\$2,707.00	\$316.50	\$2,260.08	\$446.92	\$122.08	\$324.84	12.00%
WORKERS COMPENSATION							
100.300.200.000.364	\$112,294.00	\$12,195.03	\$104,903.46	\$7,390.54	\$0.00	\$7,390.54	6.58%
INSURANCE-HEALTH/LIFE							
100.300.200.000.365	\$40,050.00	\$1,638.90	\$14,750.18	\$25,299.82	\$1,789.42	\$23,510.40	58.70%
RETIREMENT CONTRIBUTION-TRS							
100.300.200.000.366	\$53,133.00	\$3,996.36	\$38,084.82	\$15,048.18	\$1,692.09	\$13,356.09	

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud	Budget Balance
RETIREMENT CONTRIBUTION-PERS						25.14%	
100.300.200.000.367	\$5,000.00	\$653.42	\$4,444.36	\$555.64	\$267.28	\$288.36	
MEDICARE TAX						5.77%	
100.300.200.000.368	\$1,140.00	\$95.39	\$908.89	\$231.11	\$21.38	\$209.73	
SOCIAL SECURITY TAX						18.40%	
100.300.200.000.451	\$8,037.00	\$3,679.65	\$7,913.80	\$123.20	\$121.86	\$1.34	
ES SPED SUPPLIES						0.02%	
100.300.200.036.451	\$1,608.00	\$444.55	\$1,607.69	\$0.31	\$0.00	\$0.31	
PRESCHOOL TEACHING SUPPLIES						0.02%	
100.300.300.000.315	\$81,003.00	\$6,968.58	\$59,717.22	\$21,285.78	\$19,780.78	\$1,505.00	
CERTIFICATED TEACHER						1.86%	
100.300.300.000.323	\$1,422.00	\$0.00	\$1,422.00	\$0.00	\$0.00	\$0.00	
AIDES						0.00%	
100.300.300.000.329	\$4,600.00	\$0.00	\$1,971.45	\$2,628.55	\$291.67	\$2,336.88	
SUBSTITUTES/TEMPORARIES						50.80%	
100.300.300.000.363	\$563.00	\$47.81	\$451.47	\$111.53	\$135.98	(\$24.45)	
WORKERS COMPENSATION						-4.34%	
100.300.300.000.364	\$3,000.00	\$250.00	\$2,250.00	\$750.00	\$750.00	\$0.00	
INSURANCE-HEALTH/LIFE						0.00%	
100.300.300.000.365	\$24,109.00	\$828.15	\$7,453.35	\$16,655.65	\$2,484.47	\$14,171.18	
RETIREMENT CONTRIBUTION-TRS						58.78%	
100.300.300.000.366	\$382.00	\$0.00	\$381.47	\$0.53	\$0.00	\$0.53	
RETIREMENT CONTRIBUTION-PERS						0.14%	
100.300.300.000.367	\$1,400.00	\$104.68	\$947.74	\$452.26	\$297.70	\$154.56	
MEDICARE TAX						11.04%	
100.300.300.000.368	\$351.00	\$0.00	\$122.24	\$228.76	\$0.00	\$228.76	
SOCIAL SECURITY TAX						65.17%	
100.300.300.000.451	\$1,800.00	\$45.00	\$1,845.19	(\$45.19)	\$0.00	(\$45.19)	
TEACHING SUPPLIES						-2.51%	
100.300.350.000.315	\$38,224.00	\$5,487.37	\$30,386.33	\$7,837.67	\$9,337.12	(\$1,499.45)	
CERTIFICATED TEACHER						-3.92%	
100.300.350.000.323	\$1,328.00	\$0.00	\$1,328.40	(\$0.40)	\$0.00	(\$0.40)	
AIDES						-0.03%	
100.300.350.000.329	\$500.00	\$0.00	\$100.00	\$400.00	\$0.00	\$400.00	
SUBSTITUTES/TEMPORARIES						80.00%	
100.300.350.000.363	\$271.00	\$37.17	\$226.63	\$44.37	\$64.33	(\$19.96)	

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
WORKERS COMPENSATION						-7.37%
100.300.350.000.364	\$3,369.00	\$125.00	\$2,493.86	\$875.14	\$375.00	\$500.14
INSURANCE-HEALTH/LIFE						14.85%
100.300.350.000.365	\$11,380.00	\$390.91	\$3,518.19	\$7,861.81	\$1,172.74	\$6,689.07
RETIREMENT CONTRIBUTION-TRS						58.78%
100.300.350.000.366	\$293.00	\$0.00	\$292.26	\$0.74	\$0.00	\$0.74
RETIREMENT CONTRIBUTION-PERS						0.25%
100.300.350.000.367	\$576.00	\$81.37	\$473.75	\$102.25	\$140.82	(\$38.57)
MEDICARE TAX						-6.70%
100.300.350.000.368	\$31.00	\$0.00	\$6.20	\$24.80	\$0.00	\$24.80
SOCIAL SECURITY TAX						80.00%
100.300.350.000.472	\$4,383.40	\$2,076.01	\$4,345.67	\$37.73	\$19.60	\$18.13
LIBRARY BOOKS						0.41%
100.300.350.000.473	\$270.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00
PERIODICALS						0.00%
100.300.350.000.479	\$1,346.60	\$0.00	\$1,346.60	\$0.00	\$0.00	\$0.00
OTHER SUPPLIES AND MATERIALS						0.00%
100.300.400.000.479	\$4,000.00	\$2,208.51	\$4,004.25	(\$4.25)	\$0.00	(\$4.25)
ES PRINCIPAL SUPPLIES AND MATERIALS						-0.11%
100.300.400.000.491	\$600.00	\$0.00	\$600.00	\$0.00	\$0.00	\$0.00
DUES AND FEES						0.00%
100.300.450.000.323	\$0.00	\$87.35	\$87.35	(\$87.35)	\$0.00	(\$87.35)
AIDES						0.00%
100.300.450.000.324	\$30,000.00	\$3,942.40	\$29,366.59	\$633.41	\$441.36	\$192.05
SUPPORT STAFF						0.64%
100.300.450.000.329	\$1,300.00	\$0.00	\$1,049.48	\$250.52	\$0.00	\$250.52
SUBSTITUTES/TEMPORARIES						19.27%
100.300.450.000.363	\$231.00	\$26.69	\$210.05	\$20.95	\$0.00	\$20.95
WORKERS COMPENSATION						9.07%
100.300.450.000.364	\$24,639.00	\$2,737.68	\$24,639.36	(\$0.36)	\$0.00	(\$0.36)
INSURANCE-HEALTH/LIFE						0.00%
100.300.450.000.366	\$8,301.00	\$647.34	\$6,240.67	\$2,060.33	\$0.00	\$2,060.33
RETIREMENT CONTRIBUTION-PERS						24.82%
100.300.450.000.367	\$435.00	\$50.20	\$354.66	\$80.34	\$0.00	\$80.34
MEDICARE TAX						18.47%
100.300.450.000.368	\$81.00	\$0.00	\$60.73	\$20.27	\$0.00	\$20.27

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
SOCIAL SECURITY TAX						25.02%
100.300.450.000.433	\$2,100.00	\$171.64	\$1,702.05	\$397.95	\$0.00	\$397.95
COMMUNICATIONS						18.95%
100.300.450.000.434	\$1,400.00	\$0.00	\$344.35	\$1,055.65	\$1,055.65	\$0.00
POSTAGE						0.00%
100.300.450.000.454	\$835.00	\$678.44	\$834.58	\$0.42	\$0.00	\$0.42
OFFICE SUPPLIES						0.05%
100.500.100.000.362	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
UNEMPLOYMENT INSURANCE						100.00%
100.500.100.000.363	\$0.00	\$110.19	\$190.41	(\$190.41)	\$0.00	(\$190.41)
WORKERS COMPENSATION						0.00%
100.500.100.000.367	\$0.00	\$108.68	\$180.82	(\$180.82)	\$0.00	(\$180.82)
MEDICARE TAX						0.00%
100.500.100.000.369	\$37,000.00	\$11,655.39	\$31,778.47	\$5,221.53	\$0.00	\$5,221.53
OTHER EMPLOYEE BENEFITS						14.11%
100.500.100.000.418	\$11,700.00	\$0.00	\$11,187.84	\$512.16	\$0.00	\$512.16
DISTRICT WIDE PROFESSIONAL DEVELOPMENT						4.38%
100.500.100.000.440	\$6,300.00	\$0.00	\$1,575.00	\$4,725.00	\$0.00	\$4,725.00
PURCHASED SERVICES DISTRICT WIDE						75.00%
100.500.100.000.474	\$18,000.00	\$0.00	\$15,567.40	\$2,432.60	\$0.00	\$2,432.60
CURRICULUM ADOPTION						13.51%
100.500.100.350.479	\$0.00	\$0.00	\$708.75	(\$708.75)	\$0.00	(\$708.75)
COVID PPE SUPPLIES AND MATERIALS						0.00%
100.500.200.000.315	\$45,510.00	\$5,167.50	\$34,507.50	\$11,002.50	\$11,002.50	\$0.00
CERTIFICATED TEACHER						0.00%
100.500.200.000.363	\$339.00	\$34.22	\$236.52	\$102.48	\$72.87	\$29.61
WORKERS COMPENSATION						8.73%
100.500.200.000.364	\$7,895.00	\$657.88	\$5,920.92	\$1,974.08	\$1,973.64	\$0.44
INSURANCE-HEALTH/LIFE						0.01%
100.500.200.000.365	\$21,292.00	\$460.64	\$4,110.33	\$17,181.67	\$1,381.92	\$15,799.75
RETIREMENT CONTRIBUTION-TRS						74.21%
100.500.200.000.367	\$608.00	\$72.14	\$479.38	\$128.62	\$152.38	(\$23.76)
MEDICARE TAX						-3.91%
100.500.200.000.418	\$9,260.00	\$4,750.00	\$8,480.00	\$780.00	\$780.00	\$0.00
OTHER PROFESSIONAL SERVICES						0.00%
100.500.200.000.421	\$8,410.00	\$1,334.57	\$8,285.76	\$124.24	\$0.00	\$124.24

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Remaining Bud
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STAFF TRANSPORTATION							1.48%
100.500.300.000.365	\$54,573.00	\$0.00	\$0.00	\$54,573.00	\$0.00	\$54,573.00	100.00%
RETIREMENT CONTRIBUTION-TRS							
100.500.300.000.366	\$13,157.00	\$0.00	\$0.00	\$13,157.00	\$0.00	\$13,157.00	100.00%
RETIREMENT CONTRIBUTION-PERS							
100.500.350.000.315	\$0.00	\$1,500.00	\$1,500.00	(\$1,500.00)	\$0.00	(\$1,500.00)	0.00%
CERTIFICATED TEACHER							
100.500.350.000.318	\$91,747.00	\$7,523.17	\$75,087.70	\$16,659.30	\$15,046.30	\$1,613.00	1.76%
CERTIFICATED SPECIALISTS							
100.500.350.000.324	\$41,500.00	\$3,072.00	\$36,710.40	\$4,789.60	\$3,379.20	\$1,410.40	3.40%
SUPPORT STAFF							
100.500.350.000.329	\$5,000.00	\$92.00	\$3,063.99	\$1,936.01	\$0.00	\$1,936.01	38.72%
SUBSTITUTES/TEMPORARIES							
100.500.350.000.363	\$1,079.00	\$82.21	\$830.41	\$248.59	\$99.65	\$148.94	13.80%
WORKERS COMPENSATION							
100.500.350.000.364	\$3,000.00	\$225.00	\$2,775.00	\$225.00	\$225.00	\$0.00	0.00%
INSURANCE-HEALTH/LIFE							
100.500.350.000.365	\$27,550.00	\$938.63	\$9,368.22	\$18,181.78	\$1,877.26	\$16,304.52	59.18%
RETIREMENT CONTRIBUTION-TRS							
100.500.350.000.366	\$11,340.00	\$675.84	\$8,076.29	\$3,263.71	\$0.00	\$3,263.71	28.78%
RETIREMENT CONTRIBUTION-PERS							
100.500.350.000.367	\$2,000.00	\$179.98	\$1,727.53	\$272.47	\$218.17	\$54.30	2.72%
MEDICARE TAX							
100.500.350.000.368	\$310.00	\$5.70	\$189.97	\$120.03	\$0.00	\$120.03	38.72%
SOCIAL SECURITY TAX							
100.500.350.000.417	\$47,000.00	\$0.00	\$42,246.28	\$4,753.72	\$4,897.50	(\$143.78)	-0.31%
TECHNOLOGY SUPPORT							
100.500.350.000.433	\$137,280.00	\$11,872.30	\$115,181.20	\$22,098.80	\$0.00	\$22,098.80	16.10%
COMMUNICATIONS							
100.500.350.000.440	\$66,219.00	\$9,980.69	\$63,983.20	\$2,235.80	\$2,202.13	\$33.67	0.05%
PURCHASED SERVICES							
100.500.350.000.446	\$19,000.00	\$0.00	\$16,676.32	\$2,323.68	\$0.00	\$2,323.68	12.23%
PROPERTY INSURANCE							
100.500.350.000.450	\$9,000.00	\$224.70	\$4,641.28	\$4,358.72	\$0.00	\$4,358.72	48.43%
SUPPLIES, MATERIALS & MEDIA							
100.500.350.000.475	\$134,000.00	\$20,521.62	\$123,320.17	\$10,679.83	\$19,637.56	(\$8,957.73)	

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
TECHNOLOGY SUPPLIES						-6.68%
100.500.400.000.313	\$179,838.00	\$17,836.49	\$166,201.44	\$13,636.56	\$14,836.52	(\$1,199.96)
PRINCIPAL						-0.67%
100.500.400.000.363	\$1,296.00	\$118.13	\$1,165.26	\$130.74	\$98.26	\$32.48
WORKERS COMPENSATION						2.51%
100.500.400.000.364	\$61,599.00	\$4,619.87	\$50,818.57	\$10,780.43	\$4,619.87	\$6,160.56
INSURANCE-HEALTH/LIFE						10.00%
100.500.400.000.365	\$53,883.00	\$1,850.88	\$20,359.90	\$33,523.10	\$1,850.90	\$31,672.20
RETIREMENT CONTRIBUTION-TRS						58.78%
100.500.400.000.367	\$2,581.00	\$258.63	\$2,409.85	\$171.15	\$215.12	(\$43.97)
MEDICARE TAX						-1.70%
100.500.600.000.321	\$65,600.00	\$5,466.66	\$60,133.31	\$5,466.69	\$5,466.69	\$0.00
NON-CERT DIRECTOR/COORD/MANAGR						0.00%
100.500.600.000.324	\$26,000.00	\$3,079.20	\$21,335.82	\$4,664.18	\$3,379.20	\$1,284.98
SUPPORT STAFF						4.94%
100.500.600.000.325	\$203,600.00	\$19,587.34	\$189,470.83	\$14,129.17	\$15,382.60	(\$1,253.43)
MAINTENANCE/CUSTODIAL						-0.62%
100.500.600.000.329	\$4,000.00	\$0.00	\$578.54	\$3,421.46	\$0.00	\$3,421.46
SUBSTITUTES/TEMPORARIES						85.54%
100.500.600.000.363	\$10,230.00	\$862.91	\$8,619.64	\$1,610.36	\$0.00	\$1,610.36
WORKERS COMPENSATION						15.74%
100.500.600.000.364	\$50,148.00	\$4,684.30	\$45,337.77	\$4,810.23	\$250.00	\$4,560.23
INSURANCE-HEALTH/LIFE						9.09%
100.500.600.000.366	\$75,500.00	\$4,968.31	\$50,068.86	\$25,431.14	\$0.00	\$25,431.14
RETIREMENT CONTRIBUTION-PERS						33.68%
100.500.600.000.367	\$4,338.00	\$390.54	\$3,762.29	\$575.71	\$0.00	\$575.71
MEDICARE TAX						13.27%
100.500.600.000.368	\$2,526.00	\$0.00	\$2,286.57	\$239.43	\$0.00	\$239.43
SOCIAL SECURITY TAX						9.48%
100.500.600.000.418	\$15,000.00	\$619.68	\$8,817.39	\$6,182.61	\$4,279.00	\$1,903.61
OTHER PROFESSIONAL SERVICES						12.69%
100.500.600.000.431	\$30,000.00	\$2,299.57	\$22,270.83	\$7,729.17	\$0.00	\$7,729.17
WATER AND SEWER						25.76%
100.500.600.000.432	\$33,000.00	\$4,213.80	\$28,671.73	\$4,328.27	\$0.00	\$4,328.27
GARBAGE						13.12%
100.500.600.000.433	\$980.00	\$57.48	\$569.43	\$410.57	\$0.00	\$410.57

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
COMMUNICATIONS						41.89%
100.500.600.000.436	\$135,000.00	\$13,689.03	\$111,688.78	\$23,311.22	\$0.00	\$23,311.22
ENERGY - ELECTRICITY						17.27%
100.500.600.000.438	\$168,000.00	\$19,131.91	\$144,845.61	\$23,154.39	\$0.00	\$23,154.39
ENERGY - HEATING OIL						13.78%
100.500.600.000.440	\$110,000.00	\$6,682.81	\$27,841.48	\$82,158.52	\$65,559.50	\$16,599.02
PURCHASED SERVICES						15.09%
100.500.600.000.446	\$92,411.00	\$0.00	\$92,410.96	\$0.04	\$0.00	\$0.04
PROPERTY INSURANCE						0.00%
100.500.600.000.452	\$103,951.00	\$12,368.66	\$58,052.37	\$45,898.63	\$40,214.18	\$5,684.45
MAINTENANCE/CONSTR SUPPLIES						5.47%
100.500.600.000.453	\$28,700.00	\$7,337.97	\$23,894.92	\$4,805.08	\$4,612.00	\$193.08
JANITORIAL SUPPLIES						0.67%
100.500.600.000.458	\$4,000.00	\$263.80	\$2,818.24	\$1,181.76	\$0.00	\$1,181.76
VEHICLE GAS AND OIL						29.54%
100.500.600.000.479	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
MAINTENANCE OTHER SUPPLIES AND MATERIALS						100.00%
100.500.600.000.491	\$5,000.00	\$0.00	\$4,339.80	\$660.20	\$449.00	\$211.20
DUES AND FEES						4.22%
100.500.600.350.440	\$0.00	\$0.00	(\$5,565.00)	\$5,565.00	\$0.00	\$5,565.00
COVID PURCHASED SERVICES						0.00%
100.500.600.350.452	\$3,395.00	\$0.00	\$3,395.39	(\$0.39)	\$0.00	(\$0.39)
COVID-19 MX SUPPLIES						-0.01%
100.500.600.350.453	\$3,692.00	\$1,538.51	\$3,230.69	\$461.31	\$0.00	\$461.31
COVID-19 CUSTODIAL SUPPLIES						12.49%
100.500.700.000.314	\$46,500.00	\$3,872.17	\$38,721.70	\$7,778.30	\$7,744.35	\$33.95
CERT DIRECTOR/COORD/MANAGER						0.07%
100.500.700.000.363	\$337.24	\$25.65	\$269.10	\$68.14	\$51.29	\$16.85
WORKERS COMPENSATION						5.00%
100.500.700.000.364	\$14,168.00	\$1,026.64	\$10,266.40	\$3,901.60	\$2,053.28	\$1,848.32
INSURANCE-HEALTH/LIFE						13.05%
100.500.700.000.365	\$5,526.00	\$483.21	\$4,832.06	\$693.94	\$966.41	(\$272.47)
RETIREMENT CONTRIBUTION-TRS						-4.93%
100.500.700.000.367	\$640.00	\$53.19	\$529.75	\$110.25	\$104.85	\$5.40
MEDICARE TAX						0.84%
100.500.700.000.510	\$33,448.00	\$0.00	\$0.00	\$33,448.00	\$0.00	\$33,448.00

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date:

5/31/2021

Account Number / Description

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance
EQUIPMENT						100.00%
100.500.900.000.554	\$90,000.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$0.00
TRANS TO CAPITAL PROJECT FD						0.00%
100.500.900.000.556	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00
TRANS TO STUDENT TRANSPORTA						0.00%
100.600.510.000.311	\$146,120.00	\$12,885.00	\$126,735.00	\$19,385.00	\$16,707.10	\$2,677.90
SUPERINTENDENT						1.83%
100.600.510.000.324	\$51,764.00	\$5,666.66	\$47,597.64	\$4,166.36	\$4,166.69	(\$0.33)
SUPPORT STAFF						0.00%
100.600.510.000.363	\$1,442.00	\$124.53	\$1,239.85	\$202.15	\$110.65	\$91.50
WORKERS COMPENSATION						6.35%
100.600.510.000.364	\$33,800.00	\$2,816.60	\$30,732.60	\$3,067.40	\$2,816.60	\$250.80
INSURANCE-HEALTH/LIFE						0.74%
100.600.510.000.365	\$41,135.00	\$1,413.00	\$15,543.00	\$25,592.00	\$1,413.00	\$24,179.00
RETIREMENT CONTRIBUTION-TRS						58.78%
100.600.510.000.366	\$10,732.00	\$916.67	\$7,333.36	\$3,398.64	\$0.00	\$3,398.64
RETIREMENT CONTRIBUTION-PERS						31.67%
100.600.510.000.367	\$2,720.00	\$272.62	\$2,564.04	\$155.96	\$242.25	(\$86.29)
MEDICARE TAX						-3.17%
100.600.510.000.368	\$822.00	\$0.00	\$822.38	(\$0.38)	\$0.00	(\$0.38)
SOCIAL SECURITY TAX						-0.05%
100.600.510.000.414	\$14,000.00	\$1,008.00	\$12,886.05	\$1,113.95	\$0.00	\$1,113.95
LEGAL SERVICES						7.96%
100.600.510.000.433	\$1,100.00	\$90.83	\$905.08	\$194.92	\$0.00	\$194.92
COMMUNICATIONS						17.72%
100.600.510.000.434	\$1,000.00	\$0.00	\$250.85	\$749.15	\$245.95	\$503.20
POSTAGE						50.32%
100.600.510.000.454	\$1,000.00	\$0.00	\$476.20	\$523.80	\$0.00	\$523.80
OFFICE SUPPLIES						52.38%
100.600.510.000.476	\$5,000.00	\$14.64	\$3,040.34	\$1,959.66	\$0.00	\$1,959.66
COPIER SUPPLIES						39.19%
100.600.510.000.479	\$5,000.00	\$0.00	\$3,995.51	\$1,004.49	\$0.00	\$1,004.49
SUPERINTENDENT OTHER SUPPLIES AND MATERIALS						20.09%
100.600.510.000.491	\$18,551.00	\$2,989.00	\$18,540.83	\$10.17	\$0.00	\$10.17
DUES AND FEES						0.05%
100.600.511.000.421	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	(\$125.00)

Petersburg School District

Expenditure Budget Balance Report

Fiscal Year: 2020-2021

Summary Only

From Date: 5/1/2021

To Date: 5/31/2021

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
BOARD- STAFF TRANSPORTATION						0.00%
100.600.511.000.479	\$3,319.00	\$323.62	\$1,482.42	\$1,836.58	\$369.80	\$1,466.78
BOE OTHER SUPPLIES AND MATERIALS						44.19%
100.600.550.000.321	\$101,136.00	\$9,723.67	\$91,960.65	\$9,175.35	\$11,556.95	(\$2,381.60)
NON-CERT DIRECTOR/COORD/MANAGR						-2.35%
100.600.550.000.324	\$2,550.00	\$0.00	\$2,236.80	\$313.20	\$1,267.20	(\$954.00)
SUPPORT STAFF						-37.41%
100.600.550.000.363	\$692.00	\$64.40	\$657.77	\$34.23	\$0.00	\$34.23
WORKERS COMPENSATION						4.95%
100.600.550.000.364	\$25,563.00	\$2,130.28	\$23,433.08	\$2,129.92	\$0.00	\$2,129.92
INSURANCE-HEALTH/LIFE						8.33%
100.600.550.000.366	\$27,359.00	\$1,809.21	\$19,901.35	\$7,457.65	\$0.00	\$7,457.65
RETIREMENT CONTRIBUTION-PERS						27.26%
100.600.550.000.367	\$1,400.00	\$135.14	\$1,297.50	\$102.50	\$0.00	\$102.50
MEDICARE TAX						7.32%
100.600.550.000.368	\$160.00	\$0.00	\$138.70	\$21.30	\$0.00	\$21.30
SOCIAL SECURITY TAX						13.31%
100.600.550.000.412	\$41,000.00	\$0.00	\$41,000.00	\$0.00	\$0.00	\$0.00
AUDITING & ACCOUNTING SERVICES						0.00%
100.600.550.000.418	\$8,400.00	\$0.00	\$8,397.95	\$2.05	\$0.00	\$2.05
OTHER PROFESSIONAL SERVICES						0.02%
100.600.550.000.447	\$62,864.00	\$0.00	\$62,799.87	\$64.13	\$0.00	\$64.13
LIABILITY INSURANCE						0.10%
100.600.550.000.454	\$1,900.00	\$0.00	\$503.09	\$1,396.91	\$1,300.00	\$96.91
OFFICE SUPPLIES						5.10%
100.600.550.000.491	\$9,100.00	\$128.14	\$8,839.47	\$260.53	\$0.00	\$260.53
DUES AND FEES						2.86%
100.600.550.000.495	(\$16,500.00)	\$0.00	(\$11,462.10)	(\$5,037.90)	\$0.00	(\$5,037.90)
INDIRECT COST RECOVERY						30.53%
Fund 100 Total:	\$8,762,025.01	\$866,135.13	\$6,639,505.28	\$2,122,519.73	\$1,101,551.75	\$1,020,967.98
Grand Total:	\$8,762,025.01	\$866,135.13	\$6,639,505.28	\$2,122,519.73	\$1,101,551.75	\$1,020,967.98

End of Report

Petersburg School District

Reprint Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2021 To Date: 05/31/2021

From Check: To Check:

From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
46980	05/31/2021	CUMPS, JULIAN	\$84.97	15	Printed	Payroll	<input type="checkbox"/>		
46981	05/31/2021	HARRINGTON, RYAN	\$258.58	15	Printed	Payroll	<input type="checkbox"/>		
46982	05/31/2021	RIIHIMAKI, JODY	\$1,367.75	15	Printed	Payroll	<input checked="" type="checkbox"/>	05/31/2021	
46983	05/31/2021	TRAUTMAN, VICTOR	\$1,172.74	15	Printed	Payroll	<input type="checkbox"/>		
46984	05/31/2021	VANDERVEST, SHANNON L	\$6,036.14	15	Printed	Payroll	<input type="checkbox"/>		
46985	05/31/2021	PENNINGTON, AUGUST	\$2,878.81	15	Printed	Payroll	<input type="checkbox"/>		
46986	05/31/2021	COLE, KIMBERLEE	\$110.82	15	Printed	Payroll	<input type="checkbox"/>		
46987	05/31/2021	PERKINS, KEITH R	\$120.05	15	Printed	Payroll	<input type="checkbox"/>		
46988	05/31/2021	SANDHOFER, THEODORE	\$129.29	15	Printed	Payroll	<input type="checkbox"/>		
46989	05/31/2021	WEGENER, CAROL L	\$317.46	15	Printed	Payroll	<input type="checkbox"/>		
70296	05/03/2021	PILOT PUBLISHING-01896	\$50.80	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70297	05/03/2021	POWERSCHOOL GROUP LLC	\$7,020.33	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70298	05/03/2021	SAMANTHA MARIFERN	\$125.00	1174	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70299	05/10/2021	ALASKA MARINE LINES-00120	\$802.62	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70300	05/10/2021	AT&T MOBILITY-00004	\$782.95	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70301	05/10/2021	ETHAN BRYNER	\$10.60	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70302	05/10/2021	GAME TIME	\$2,000.00	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70303	05/10/2021	GCI COMMUNICATION CORP-00953	\$2,288.00	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70304	05/10/2021	HAMMER & WIKAN-01038	\$653.12	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70305	05/10/2021	INSTRUMENTALIST MAGAZINE	\$237.00	1175	Printed	Expense	<input type="checkbox"/>		
70306	05/10/2021	JIM ENGELL-01243	\$17.40	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70307	05/10/2021	KCDA PURCHASING COOPERATIVE-01318	\$1,283.71	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70308	05/10/2021	MUSICIAN'S FRIEND, INC-01647	\$657.68	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	

Petersburg School District

Reprint Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2021 **To Date:** 05/31/2021

From Check: **To Check:**

From Voucher: **To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
70309	05/10/2021	RING CENTRAL INC	\$2,960.36	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70310	05/10/2021	SCHOOL CONNECT, LLC	\$5,665.80	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70311	05/10/2021	SEDOR, WIENDLANDT, EVENS,-02211	\$1,008.00	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70312	05/10/2021	SILVERBACK LEARNING SOLUTIONS, INC	\$2,989.00	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70313	05/10/2021	STIKINE SERVICES-02326	\$200.00	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70314	05/10/2021	THYSSENKRUPP ELEVATOR CORPORATION	\$619.68	1175	Printed	Expense	<input type="checkbox"/>		
70315	05/10/2021	US FOODS, INC.	\$12,398.73	1175	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70316	05/13/2021	ALASKA MARINE LINES-00120	\$174.69	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70317	05/13/2021	AMERICAN FAST FREIGHT, INC	\$834.16	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70318	05/13/2021	ANDREA FITTJE	\$34.50	1177	Printed	Expense	<input type="checkbox"/>		
70319	05/13/2021	BRENDA LOUISE	\$3.00	1177	Printed	Expense	<input type="checkbox"/>		
70320	05/13/2021	DAVE OWENS-01802	\$51.00	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70321	05/13/2021	J.W. PEPPER & SON, INC.-01192	\$458.55	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70322	05/13/2021	JAIMIE CABRAL-01202	\$100.78	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70323	05/13/2021	JENNIFER PAYNE	\$63.00	1177	Printed	Expense	<input type="checkbox"/>		
70324	05/13/2021	LEAH OLSEN	\$63.00	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70325	05/13/2021	MAVIS WORTHINGTON-01553	\$78.00	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70326	05/13/2021	MELANIE FRENTZ	\$1.50	1177	Printed	Expense	<input type="checkbox"/>		
70327	05/13/2021	MELISSA MOORE-01576	\$60.00	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70328	05/13/2021	Monique Davis	\$31.50	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70329	05/13/2021	PETERSBURG MEDICAL CENTER-01892	\$1,011.00	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	

Petersburg School District

Reprint Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2021 To Date: 05/31/2021

From Check: To Check:

From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
70330	05/13/2021	PETERSBURG PARKS & RECREATIO-01895	\$190.00	1177	Printed	Expense	<input type="checkbox"/>		
70331	05/13/2021	UNUM LIFE INSURANCE COMPANY OF-02556	\$650.22	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70332	05/13/2021	XEROX CORPORATION-02716	\$1,159.12	1177	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70333	05/19/2021	ALASKA MARINE LINES-00120	\$237.62	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70334	05/19/2021	APEX LEARING, INC	\$8,087.50	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70335	05/19/2021	COMMON GROUNDS-00561	\$206.75	1178	Printed	Expense	<input type="checkbox"/>		
70336	05/19/2021	CYNTHIA FRY-00628	\$816.68	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70337	05/19/2021	EMPLOYMENT SECURITY-TAX-00822	\$2,322.27	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70338	05/19/2021	HEIDI CABRAL	\$252.00	1178	Printed	Expense	<input type="checkbox"/>		
70339	05/19/2021	MARINA WHITACRE	\$117.81	1178	Printed	Expense	<input type="checkbox"/>		
70340	05/19/2021	METROPOLITAN MUSIC-01585	\$590.00	1178	Printed	Expense	<input type="checkbox"/>		
70341	05/19/2021	MIKALAI POTRZUSKI	\$160.00	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70342	05/19/2021	PUBLIC EDUCATION HEALTH TRUST-01982	\$221,529.70	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70343	05/19/2021	RACHEL ETCHER-00843	\$252.00	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70344	05/19/2021	SCANDIA HOUSE-02144	\$672.00	1178	Printed	Expense	<input type="checkbox"/>		
70345	05/19/2021	TRADING UNION, INC., THE-02510	\$15.25	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70346	05/19/2021	US FOODS, INC.	\$6,999.47	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70347	05/19/2021	USI NORTHWEST	\$3,250.00	1178	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70348	05/19/2021	XELLO INC	\$4,050.00	1178	Printed	Expense	<input type="checkbox"/>		
70349	05/25/2021	APEA-00222	\$1,508.07	1183	Printed	Payroll Ded	<input type="checkbox"/>		
70350	05/25/2021	ATP-00262	\$3,283.43	1183	Printed	Payroll Ded	<input checked="" type="checkbox"/>	05/31/2021	
70351	05/25/2021	THE HARTFORD-02444	\$5,919.55	1183	Printed	Payroll Ded	<input type="checkbox"/>		

Petersburg School District

Reprint Check Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2021 To Date: 05/31/2021

From Check: To Check:

From Voucher: To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
70352	05/25/2021	STATE OF ALASKA-02310	\$34,233.97	1184	Printed	Payroll Ded	<input type="checkbox"/>		
70353	05/28/2021	STATE OF ALASKA-02310	\$64,753.99	1185	Printed	Payroll Ded	<input type="checkbox"/>		
70354	05/26/2021	AFLAC-00068	\$344.37	1187	Printed	Expense	<input type="checkbox"/>		
70355	05/26/2021	ALASKA BOILER AND BURNER, LLC	\$5,962.81	1187	Printed	Expense	<input type="checkbox"/>		
70356	05/26/2021	ALASKA MARINE LINES-00120	\$392.28	1187	Printed	Expense	<input type="checkbox"/>		
70357	05/26/2021	ALICE CUMPS	\$132.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70358	05/26/2021	ARROWHEAD LP GAS-00236	\$75.00	1187	Printed	Expense	<input type="checkbox"/>		
70359	05/26/2021	CORWIN PRESS, INC	\$4,725.00	1187	Printed	Expense	<input type="checkbox"/>		
70360	05/26/2021	HAMMER & WIKAN-01038	\$110.71	1187	Printed	Expense	<input type="checkbox"/>		
70361	05/26/2021	JIM ENGELL-01243	\$92.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70362	05/26/2021	PROVIDENT LIFE AND ACCIDENT I-01978	\$252.64	1187	Printed	Expense	<input type="checkbox"/>		
70363	05/26/2021	STIKINE SERVICES-02326	\$28,474.00	1187	Printed	Expense	<input type="checkbox"/>		
70364	05/26/2021	THOMAS THOMPSON-02471	\$132.00	1187	Printed	Expense	<input checked="" type="checkbox"/>	05/31/2021	
70365	05/26/2021	US FOODS, INC.	\$8,544.01	1187	Printed	Expense	<input type="checkbox"/>		
Total Amount:			\$467,706.29						

End of Report

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2021 **To Date:** 05/31/2021

From Voucher: **To Voucher:**

Account: XX3970

Date	Description	Amount	Posted to G/L	AP	Box
05/06/2021	FIRST BANK-00894	\$5.00	1176	Posted to G/L	<input type="checkbox"/>
05/06/2021	REVTRAK INC.-02052	\$123.14	1176	Posted to G/L	<input type="checkbox"/>
05/27/2021	DrumFIT USA CORPORATION	\$675.00	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$1,445.74	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	ALASKA POWER & TELEPHONE-00125	\$109.48	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$603.35	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$386.54	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	PETERSBURG BOROUGH-01881	\$263.80	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	ALASKA POWER & TELEPHONE-00125	\$57.48	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$128.88	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$43.32	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$436.11	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$1,096.96	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$744.55	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$176.62	1179	Posted to G/L	<input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$69.96	1179	Posted to G/L	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

	From Date:	05/01/2021	To Date:	05/31/2021
	From Voucher:		To Voucher:	
05/27/2021	AMAZON.COM-00164	\$38.36	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$89.17	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$184.30	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$402.14	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	Gander Publishing	\$444.55	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	Gander Publishing	\$444.55	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	Gander Publishing	\$889.12	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$1,557.54	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$1,217.74	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	BLOMSTER HUS	\$1,505.00	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$913.51	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	BLOMSTER HUS	\$1,295.00	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	HAMMER & WIKAN-01038	\$155.01	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$83.68	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$232.18	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	-\$157.62	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$410.89	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$104.93	1179	Posted to G/L AP <input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

	From Date:	05/01/2021	To Date:	05/31/2021
	From Voucher:		To Voucher:	
05/27/2021	Gander Publishing	\$444.55	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	BANK OF AMERICA-00165	\$335.52	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$149.97	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	EPS/SCHOOL SPECIALTY INTERVEN-00827	\$7,332.51	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$153.91	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$77.77	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	THE MATH LEARNING CENTER	\$154.00	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$210.44	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$353.16	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$146.67	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$414.73	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$319.22	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$220.19	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$776.19	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$39.50	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$25.69	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	EPS/SCHOOL SPECIALTY INTERVEN-00827	\$5,172.05	1179	Posted to G/L AP <input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

	From Date:	05/01/2021	To Date:	05/31/2021
	From Voucher:		To Voucher:	
05/27/2021	AMAZON.COM-00164	\$932.32	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	FOLLETT SCHOOL SOLUTIONS, INC.-00907	\$1,076.14	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$125.13	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$451.00	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$451.24	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$1,363.35	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$351.27	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$267.40	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$249.59	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$1,466.14	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$422.74	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	SEESAW LEARNING, INC	\$577.50	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$12.78	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$960.79	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$3.69	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	FOLLETT SCHOOL SOLUTIONS, INC.-00907	\$1,098.75	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	ALASKA POWER & TELEPHONE-00125	\$109.48	1179	Posted to G/L AP <input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

	From Date:	05/01/2021	To Date:	05/31/2021
	From Voucher:		To Voucher:	
05/27/2021	AMAZON.COM-00164	\$329.10	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	AMAZON.COM-00164	\$349.34	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	Lindamood Bell Learning	\$4,750.00	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$181.53	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	-\$167.64	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	PETERSBURG BOROUGH-01881	\$2,299.57	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	PETERSBURG BOROUGH-01881	\$4,213.80	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	ALASKA POWER & TELEPHONE-00125	\$57.48	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	PETERSBURG BOROUGH-01881	\$13,689.03	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	PETRO MARINE SERVICES-01909	\$19,131.91	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	PETERSBURG BOROUGH-01881	\$720.00	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	BANK OF AMERICA-00165	\$64.93	1179	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$150.00	1180	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$74.70	1180	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$65.00	1180	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$239.88	1180	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$8,208.00	1180	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$3,527.20	1180	Posted to G/L AP <input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

	From Date:	05/01/2021	To Date:	05/31/2021
	From Voucher:		To Voucher:	
05/27/2021	P-CARD PROGRAM-01850	\$42.98	1180	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$150.00	1180	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$3,727.00	1180	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$1,886.87	1180	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$2,500.00	1180	Posted to G/L AP <input type="checkbox"/>
05/28/2021	FIRST BANK-00894	\$417,413.00	1181	Posted to G/L PR <input type="checkbox"/>
05/28/2021	FIRST BANK-00894	\$4,750.00	1181	Posted to G/L PR <input type="checkbox"/>
05/28/2021	EFTPS-00804	\$51,396.08	1182	Posted to G/L PR <input type="checkbox"/>
05/28/2021	EFTPS-00804	\$535.43	1182	Posted to G/L PR <input type="checkbox"/>
05/28/2021	EFTPS-00804	\$7,854.11	1182	Posted to G/L PR <input type="checkbox"/>
05/28/2021	EFTPS-00804	\$535.43	1182	Posted to G/L PR <input type="checkbox"/>
05/28/2021	EFTPS-00804	\$7,854.11	1182	Posted to G/L PR <input type="checkbox"/>
05/27/2021	HAMMER & WIKAN-01038	\$40.91	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$60.22	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$174.97	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$51.58	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$32.00	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$138.00	1186	Posted to G/L AP <input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

	From Date:	From Voucher:	To Date:	To Voucher:	
05/27/2021	05/01/2021	\$69.00	05/31/2021		<input type="checkbox"/>
05/27/2021		\$80.00			<input type="checkbox"/>
05/27/2021		\$144.58			<input type="checkbox"/>
05/27/2021		\$22.23			<input type="checkbox"/>
05/27/2021		\$1,589.70			<input type="checkbox"/>
05/27/2021		\$1,748.07			<input type="checkbox"/>
05/27/2021		\$845.15			<input type="checkbox"/>
05/27/2021		\$1,919.78			<input type="checkbox"/>
05/27/2021		\$240.98			<input type="checkbox"/>
05/27/2021		\$262.18			<input type="checkbox"/>
05/27/2021		\$70.88			<input type="checkbox"/>
05/27/2021		\$87.36			<input type="checkbox"/>
05/27/2021		\$139.95			<input type="checkbox"/>
05/27/2021		\$51.92			<input type="checkbox"/>
05/27/2021		\$1,175.91			<input type="checkbox"/>
05/27/2021		\$46.47			<input type="checkbox"/>
05/27/2021		\$1,229.74			<input type="checkbox"/>
05/27/2021		\$16.02			<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

	From Date:	05/01/2021	To Date:	05/31/2021
	From Voucher:		To Voucher:	
05/27/2021	GRAINGER-00995	\$3,898.43	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	WALTER E. NELSON, CO.-02617	\$3,145.80	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$45.00	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$284.10	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$121.86	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$76.77	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$281.63	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$9.37	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$1,538.51	1186	Posted to G/L AP <input type="checkbox"/>
05/27/2021	NASSP/NHS/NJHS-01663	\$614.00	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$100.00	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$367.44	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$865.29	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$124.90	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$258.85	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$383.00	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$159.90	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$110.00	1188	Posted to G/L AP <input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

	From Date:	05/01/2021	To Date:	05/31/2021
	From Voucher:		To Voucher:	
05/27/2021	P-CARD PROGRAM-01850	\$5.00	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	-\$99.00	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$314.90	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$125.00	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$529.79	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$195.00	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$330.58	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$3,242.91	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	PETERSBURG REXALL DRUG-01898	\$78.83	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$104.00	1188	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$34.43	1189	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$122.72	1189	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$3,433.14	1189	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$203.09	1189	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$931.00	1189	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$423.20	1189	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$23.98	1189	Posted to G/L AP <input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$253.35	1189	Posted to G/L AP <input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2020-2021

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 05/01/2021 To Date: 05/31/2021

From Voucher: To Voucher:

Date	Account	Amount	Posted to G/L	AP	Box
05/27/2021	P-CARD PROGRAM-01850	\$223.88	1189	Posted to G/L	<input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$511.25	1189	Posted to G/L	<input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$636.00	1189	Posted to G/L	<input type="checkbox"/>
05/27/2021	P-CARD PROGRAM-01850	\$70.39	1189	Posted to G/L	<input type="checkbox"/>

Total for Fund:

162

Total Amount:

\$633,266.09

Total Amount:

\$633,266.09

End of Report



A part of BMO Financial Group

INVOICE

May 20, 2021

Petersburg School Dist
201 Charles W St Box 289
Petersburg, AK 99833

ATTN:

Invoice Number: 0703724-2105

Invoice Amount: \$ 142,799.79

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending May 20, 2021.

Your payment is due **June 16, 2021**.

Payment will be automatically withdrawn from your bank account if your organization has pre-arranged payment. If not, please remit payment by electronic means or by mailing a cheque for the Invoice amount to the appropriate address below. Payments must be sent with a detailed breakdown of how the payment needs to be applied, including the 16 digit card numbers and the total amount to be paid to each individual card.

BMO Harris Accounts		Diners Club Accounts	
Payment By Mail		Payment By Mail	
BMO Harris		Diners Club	
P.O. Box 5732		P.O. Box 5732	
Carol Stream, IL 60197-5732		Carol Stream, IL 60197-5732	
	Payment By Overnight Delivery		Payment By Overnight Delivery
FIS		FIS	
BMO Harris Bank Attn: Lockbox# 5732		BMO Harris Bank Attn: Lockbox# 5732	
270 Remington Blvd, Suite B		270 Remington Blvd, Suite B	
Bolingbrook, IL 60440		Bolingbrook, IL 60440	

If you have any questions regarding this invoice or supporting documents, please contact Corporate Client Services:

BMO Harris Accounts	Diners Club Accounts
By Phone: 1-855-825-9234	By Phone: 1-800-2-DINERS (1-800-234-6377)
By e-mail: corporate.clientservices@bmo.com (mailto:corporate.clientservices@bmo.com)	By e-mail: dinersclub.service@bmo.com (mailto:dinersclub.service@bmo.com)

Thank you for your continued business.

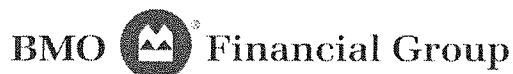
☞

Please attach a copy of this invoice or the information below this line with your cheque payment.

Petersburg School Dist
201 Charles W St Box 289
Petersburg, AK 99833

Invoice Number: 0703724-2105
Amount Paid: \$ 142,799.79
Payment Due Date: June 16, 2021

RUN DATE: 05/21/2021



Statement

Account Name: CABRAL, JAIME **Card Number:** xxxx-xxxx-xxxx-6626
Company Name: PETERSBURG SCHOOL DIST **Account Limit:** \$ 45,000.00
Employee ID: 7999995418021878
Statement Date (MM/DD/YYYY): 05/20/2021 **Currency:** U.S. DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments: \$ 0.00
Adjustments: \$ 0.00
Net Purchases: \$ 6,866.43
Cash Advance: \$ 0.00
Fees: \$ 0.00
Other Charges: \$ 0.00
New Account Balance: \$ 6,866.43

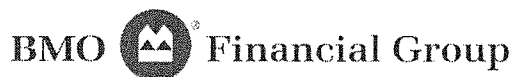
For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/23	04/26 376371501	BSN SPORTS LLC 8002277404 TX	\$ 511.25 035972	\$ 0.00	\$ 511.25
04/23	04/26 376371575	BSN SPORTS LLC 8002277404 TX	\$ 636.00 055623	\$ 0.00	\$ 636.00
04/24	04/26 376371500	SAFEWAY.COM #1818 907-228-1900 AK	\$ 32.33 034496	\$ 2.10	\$ 34.43
04/27	04/28 376621288	BSN SPORTS LLC 8002277404 TX	\$ 3,433.14 072721	\$ 0.00	\$ 3,433.14
04/27	04/28 376621287	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 122.72 059420	\$ 0.00 (e)	\$ 122.72
04/30	05/03 377079613	ALASKA SEAPLANES 9077893331 AK	\$ 334.00 026404	\$ 0.00 (e)	\$ 334.00
04/30	05/03 377079611	ALASKA SEAPLANES 9077893331 AK	\$ 334.00 057361	\$ 0.00 (e)	\$ 334.00
04/30	05/03 377079612	ALASKA SEAPLANES 9077893331 AK	\$ 398.00 043378	\$ 0.00 (e)	\$ 398.00
05/03	05/04 377175859	BSN SPORTS LLC 8002277404 TX	\$ 223.88 057278	\$ 0.00	\$ 223.88
05/07	05/10 377783320	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 253.35 086014	\$ 0.00 (e)	\$ 253.35
05/09	05/10 377783321	ALASKA SEAPLANES 9077893331 AK	\$ 12.60 042253	\$ 0.00 (e)	\$ 12.60
05/09	05/11 377918524	ALASKA A 0272182523392 8006545669 WA	\$ 211.60 086246	\$ 0.00	\$ 211.60
		Passenger Name Perkins/Keith			
		Ticket Number 0272182523392			

05/09	05/11 377918526	ALASKA A 0272182534941 8006545669 WA Passenger Name Perkins/Keith Ticket Number 0272182534941	\$ 203.09 056093	\$ 0.00	
05/09	05/11 377918522	ALASKA A 8006545669 WA	\$ 11.99 046613	\$ 0.00	\$ 11.99
05/09	05/11 377918523	ALASKA A 8006545669 WA	\$ 11.99 034295	\$ 0.00	\$ 11.99
05/09	05/11 377918525	ALASKA A 0272182523393 8006545669 WA Passenger Name Bartolaba/Michael Ticket Number 0272182523393	\$ 211.60 086246	\$ 0.00	\$ 211.60
05/12	05/13 378092068	ALASKA SEAPLANES 9077893331 AK	\$ -135.00	\$ 0.00 (e)	\$ -135.00
05/12	05/13 378092069	ALASKA SEAPLANES 9077893331 AK	\$ -12.60	\$ 0.00 (e)	\$ -12.60
05/15	05/17 378489492	SUBWAY 12666 JUNEAU AK	\$ 67.99 063292	\$ 2.40	\$ 70.39

TOTAL CREDITS xxxx-xxxx-xxxx-6626 **\$ -147.60**
TOTAL DEBITS xxxx-xxxx-xxxx-6626 **\$ 7,014.03**



Statement

Account Name: JOHNSTON, RALPH A **Card Number:** xxxx-xxxx-xxxx-6827
Company Name: PETERSBURG SCHOOL DIST **Account Limit:** \$ 48,000.00
Employee ID: 1033
Statement Date (MM/DD/YYYY): 05/20/2021 **Currency:** U.S. DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments: \$ 0.00
Adjustments: \$ 0.00
Net Purchases: \$ 17,960.38
Cash Advance: \$ 0.00
Fees: \$ 0.00
Other Charges: \$ 0.00
New Account Balance: \$ 17,960.38

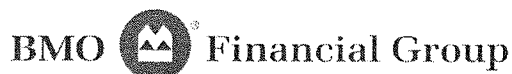
For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/20	04/21 375932001	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 644.71 000114	\$ 0.00 (e)	\$ 644.71
04/21	04/22 375992729	SAFETY ENVIRONMENTAL 603-876-4747 NH	\$ 1,538.51 063699	\$ 0.00 (e)	\$ 1,538.51
04/22	04/23 376123932	HIGH TIDE PARTS PETERSBURG AK	\$ 240.98 034455	\$ 0.00	\$ 240.98
04/23	04/26 376371738	GRAINGER 877-2022594 IL	\$ 459.34 064305	\$ 0.00	\$ 459.34
04/23	04/26 376371813	ALASKA FIBRE PETERSBURG AK	\$ 70.88 099260	\$ 0.00 (e)	\$ 70.88
04/27	04/28 376621607	SUPPLYHOUSE.COM 888-757-4774 NY	\$ 262.18 063924	\$ 0.00	\$ 262.18
04/27	04/28 376621606	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 15.55 022882	\$ 0.00 (e)	\$ 15.55
04/28	04/29 376681602	GRAINGER 877-2022594 IL	\$ 582.00 057723	\$ 0.00	\$ 582.00
04/29	04/29 376681601	AMZN MKTP US Z28CC1643 AMZN.COM/BILL WA	\$ 604.86 036425	\$ 61.99	\$ 666.85
04/29	04/30 376810411	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 29.96 020753	\$ 0.00 (e)	\$ 29.96
04/29	04/30 376810412	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 17.47 052129	\$ 0.00 (e)	\$ 17.47
04/29	04/30 376810488	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 7.99 011026	\$ 0.00 (e)	\$ 7.99
04/30	05/03 377079771	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 26.48 067620	\$ 0.00 (e)	\$ 26.48

04/30	05/03	LS TAMICO, INC PETERSBURG AK 377079772	\$ 16.02	\$ 0.00 (e)	\$ 16.02
			025707		
05/02	05/03	AMZN MKTP US RY4U59FI3 AMZN.COM/BILL WA 377079847	\$ 837.04	\$ 85.81	\$ 922.85
			034971		
05/03	05/04	GRAINGER 877-2022594 IL 377175881	\$ 1,748.07	\$ 0.00	\$ 1,748.07
			088288		
05/04	05/05	AMZN MKTP US HN35I1NZ3 AMZN.COM/BILL WA 377331404	\$ 79.23	\$ 8.13	\$ 87.36
			094447		
05/05	05/06	WALTER E NELSON CO OF 4258142665 WA 377393245	\$ 1,290.82	\$ 53.78	\$ 1,344.60
			094660		
05/07	05/10	WALTER E NELSON CO OF 4258142665 WA 377783482	\$ 1,729.16	\$ 72.04	\$ 1,801.20
			044758		
05/10	05/11	HAMMER & WIKAN #5828 PETERSBURG AK 377918565	\$ 131.27	\$ 0.00 (e)	\$ 131.27
			013512		
05/11	05/12	HAMMER & WIKAN #5828 PETERSBURG AK 377973137	\$ 56.90	\$ 0.00 (e)	\$ 56.90
			018290		
05/13	05/17	ROCKYS MARINE PETERSBURG AK 378489649	\$ 139.95	\$ 0.00 (e)	\$ 139.95
			074235		
05/13	05/17	PETERSBURG MOTORS PETERSBURG AK 378489648	\$ 51.92	\$ 0.00 (e)	\$ 51.92
			081724		
05/14	05/17	FLAGCO 800-9620956 GA 378489647	\$ 1,175.91	\$ 0.00 (e)	\$ 1,175.91
			038434		
05/14	05/17	HAMMER & WIKAN #5828 PETERSBURG AK 378489646	\$ 989.45	\$ 0.00 (e)	\$ 989.45
			057529		
05/17	05/18	GRAINGER 877-2022594 IL 378581012	\$ 133.61	\$ 0.00	\$ 133.61
			002151		
05/17	05/18	GRAINGER 877-2022594 IL 378581010	\$ 641.70	\$ 0.00	\$ 641.70
			015580		
05/17	05/18	GRAINGER 877-2022594 IL 378581011	\$ 1,460.73	\$ 0.00	\$ 1,460.73
			022487		
05/17	05/18	GRAINGER 877-2022594 IL 378581013	\$ 299.71	\$ 0.00	\$ 299.71
			030676		
05/17	05/18	GRAINGER 877-2022594 IL 378581014	\$ 278.22	\$ 0.00	\$ 278.22
			080287		
05/19	05/20	GRAINGER 877-2022594 IL 378802849	\$ 133.61	\$ 0.00	\$ 133.61
			017100		
05/19	05/20	GRAINGER 877-2022594 IL 378802850	\$ 1,796.00	\$ 0.00	\$ 1,796.00
			066895		
05/19	05/20	GRAINGER 877-2022594 IL 378802848	\$ 188.40	\$ 0.00	\$ 188.40
			073662		

TOTAL CREDITS	xxxx-xxxx-xxxx-6827	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-6827	\$ 17,960.38



Statement

Account Name: KLUDT-PAINTER, JON **Card Number:** xxxx-xxxx-xxxx-8382
Company Name: PETERSBURG SCHOOL DIST **Account Limit:** \$ 100,000.00
Employee ID: 7999995418021852
Statement Date (MM/DD/YYYY): 05/20/2021 **Currency:** U.S. DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments: \$ 0.00
Adjustments: \$ 0.00
Net Purchases: \$ 20,571.63
Cash Advance: \$ 0.00
Fees: \$ 0.00
Other Charges: \$ 0.00
New Account Balance: \$ 20,571.63

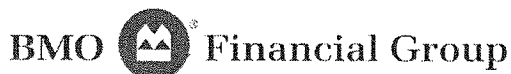
For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/20	04/21 375931606	GOVCONNECTION 800-8000014 NH	\$ 931.50 042711	\$ 0.00	\$ 931.50
04/20	04/21 375931603	AMZN MKTP US YE73B3243 AMZN.COM/BILL WA	\$ 144.95 002480	\$ 0.00	\$ 144.95
04/20	04/21 375931682	GOVCONNECTION 800-8000014 NH	\$ 7,276.50 030353	\$ 0.00	\$ 7,276.50
04/20	04/21 375931526	AMZN MKTP US 857RA8RT3 AMZN.COM/BILL WA	\$ 35.07 006276	\$ 0.00	\$ 35.07
04/20	04/21 375931604	AMAZON.COM ND7ZZ8RQ3 AMZN.COM/BILL WA	\$ 56.70 023772	\$ 0.00	\$ 56.70
04/20	04/21 375931602	AMAZON.COM RY4LR2TU3 AMZN.COM/BILL WA	\$ 80.12 028040	\$ 0.00	\$ 80.12
04/21	04/21 375931605	AMAZON.COM 9G0LG2F13 AMZN.COM/BILL WA	\$ 467.99 071836	\$ 0.00	\$ 467.99
04/21	04/22 375992573	CONNECTIONS UNLIMITED 6157270560 TN	\$ 3,527.20 001929	\$ 0.00	\$ 3,527.20
04/23	04/26 376371577	AMZN MKTP US 2L0G68DB3 AMZN.COM/BILL WA	\$ 29.99 006981	\$ 0.00	\$ 29.99
04/23	04/26 376371576	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 42.98 090000	\$ 0.00 (e)	\$ 42.98
04/24	04/26 376371578	APPLE.COM/US 800-676-2775 CA	\$ 1,380.00 066682	\$ 0.00	\$ 1,380.00
04/27	04/28 376621289	AMZN MKTP US TY6XM0WN3 AMZN.COM/BILL WA	\$ 21.89 060962	\$ 0.00	\$ 21.89
04/30	04/30 376810252	APPLE.COM/US 800-676-2775 CA	\$ 299.50 030085	\$ 0.00	\$ 299.50

04/30	04/30	APPLE.COM/US 800-676-2775 CA	\$ 649.50	\$ 0.00	\$ 649.50
	376810251		013249		
05/01	05/03	APPLE.COM/US 800-676-2775 CA	\$ 849.00	\$ 0.00	\$ 849.00
	377079614		096517		
05/03	05/04	SQ LYCEUM SOLUTIONS, GOSQ.COM AK	\$ 2,500.00	\$ 0.00	\$ 2,500.00
	377175861		083758		
05/04	05/04	APPLE.COM/US 800-676-2775 CA	\$ 549.00	\$ 0.00	\$ 549.00
	377175862		025443		
05/10	05/11	PAYPAL TECH4LEARNI 4029357733 CA	\$ 150.00	\$ 0.00	\$ 150.00
	377918542		015200		
05/11	05/12	OETC.ORG SALEM OR	\$ 150.00	\$ 0.00 (e)	\$ 150.00
	377972980		056450		
05/12	05/12	APPLE.COM/BILL 866-712-7753 CA	\$ 74.70	\$ 0.00 (e)	\$ 74.70
	377972979		058518		
05/13	05/14	LINKEDIN-566 9680706 LNKD.IN/BILL CA	\$ 239.88	\$ 0.00 (e)	\$ 239.88
	378221550		000862		
05/14	05/17	LIGHTSPEED TECHNOLOGIE 5036963408 OR	\$ 65.00	\$ 0.00	\$ 65.00
	378489493		011571		
05/18	05/18	AMZN MKTP US 2L3944I70 AMZN.COM/BILL WA	\$ 881.16	\$ 0.00	\$ 881.16
	378580972		003476		
05/20	05/20	AMZN MKTP US 2L9IR5RE2 AMZN.COM/BILL WA	\$ 169.00	\$ 0.00	\$ 169.00
	378802767		082045		

TOTAL CREDITS	xxxx-xxxx-xxxx-8382	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-8382	\$ 20,571.63



Statement

Account Name:	LOHR, ASHLEY	Card Number:	xxxx-xxxx-xxxx-3401
Company Name:	PETERSBURG SCHOOL DIST	Account Limit:	\$ 604.00
Employee ID:	AL		
Statement Date (MM/DD/YYYY):	05/20/2021	Currency:	U.S. DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

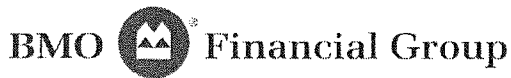
Payments:	\$ 0.00
Adjustments:	\$ 0.00
Net Purchases:	\$ 291.00
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 291.00

For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/26	04/27 376507237	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 98.80 086487	\$ 0.00 (e)	\$ 98.80
05/03	05/04 377175860	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 82.91 038359	\$ 0.00 (e)	\$ 82.91
05/10	05/11 377918541	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 99.92 052958	\$ 0.00 (e)	\$ 99.92
05/17	05/18 378580971	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 9.37 052670	\$ 0.00 (e)	\$ 9.37

TOTAL CREDITS	xxxx-xxxx-xxxx-3401	\$ 0.00
TOTAL DEBITS	xxxx-xxxx-xxxx-3401	\$ 291.00



Statement

Account Name: MORRISON, KAREN **Card Number:** xxxx-xxxx-xxxx-1328
Company Name: PETERSBURG SCHOOL DIST **Account Limit:** \$ 120,000.00
Employee ID: 7999995418021894
Statement Date (MM/DD/YYYY): 05/20/2021 **Currency:** U.S. DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments: \$ 0.00
Adjustments: \$ 0.00
Net Purchases: \$ 87,912.27
Cash Advance: \$ 0.00
Fees: \$ 0.00
Other Charges: \$ 0.00
New Account Balance: \$ 87,912.27

For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/20	04/21 375931844	AMZN MKTP US DA1QY4LX3 AMZN.COM/BILL WA	\$ 102.28 042408	\$ 0.00	\$ 102.28
04/20	04/21 375931846	AMZN MKTP US PC1P18JL3 AMZN.COM/BILL WA	\$ 617.63 086296	\$ 0.00	\$ 617.63
04/20	04/21 375931686	AMZN MKTP US 9K4V73C73 AMZN.COM/BILL WA	\$ 5.11 082703	\$ 0.00	\$ 5.11
04/20	04/21 375931683	AMZN MKTP US P19211103 AMZN.COM/BILL WA	\$ 232.18 003619	\$ 0.00	\$ 232.18
04/20	04/21 375931766	AMZN MKTP US OT78U92F3 AMZN.COM/BILL WA	\$ 12.96 011767	\$ 0.00	\$ 12.96
04/20	04/21 375931763	AMZN MKTP US 4K6A43723 AMZN.COM/BILL WA	\$ 5.98 016680	\$ 0.00	\$ 5.98
04/20	04/21 375931765	AMZN MKTP US MA5R436V3 AMZN.COM/BILL WA	\$ 29.97 054070	\$ 0.00	\$ 29.97
04/20	04/21 375931764	AMAZON.COM PP3KQ0HU3 AMZN.COM/BILL WA	\$ 126.92 046613	\$ 0.00	\$ 126.92
04/20	04/21 375931845	AMZN MKTP US 7Q7QP1C73 AMZN.COM/BILL WA	\$ 64.93 039959	\$ 0.00	\$ 64.93
04/20	04/21 375931843	AMZN MKTP US VK9F98R83 AMZN.COM/BILL WA	\$ 22.27 011308	\$ 0.00	\$ 22.27
04/20	04/21 375931684	AMZN MKTP US T80137A03 AMZN.COM/BILL WA	\$ 77.74 020275	\$ 0.00	\$ 77.74
04/20	04/21 375931842	AMZN MKTP US I13397SH3 AMZN.COM/BILL WA	\$ 17.97 040062	\$ 0.00	\$ 17.97
04/20	04/21 375931685	AMZN MKTP US 4Z1SS2Z13 AMZN.COM/BILL WA	\$ 83.24 074847	\$ 0.00	\$ 83.24

04/20	04/21 375931762	AMZN MKTP US S64TV3DR3 AMZN.COM/BILL WA	\$ 5.60 058460	\$ 0.00	\$ 5.60
04/21	04/21 375931922	AMZN MKTP US 2O1UM8GO3 AMZN.COM/BILL WA	\$ 8.10 054970	\$ 0.00	\$ 8.10
04/21	04/21 375931924	AMZN MKTP US 746DP5Y73 AMZN.COM/BILL WA	\$ 26.64 075516	\$ 0.00	\$ 26.64
04/21	04/21 375931921	AMZN MKTP US XR5YU4WP3 AMZN.COM/BILL WA	\$ 13.61 064523	\$ 0.00	\$ 13.61
04/21	04/21 375931923	AMZN MKTP US DP3GL56N3 AMZN.COM/BILL WA	\$ 28.43 021974	\$ 0.00	\$ 28.43
04/21	04/22 375992650	AMZN MKTP US MD7PH0N33 AMZN.COM/BILL WA	\$ 98.64 092579	\$ 0.00	\$ 98.64
04/21	04/22 375992649	AMZN MKTP US W50EP42P3 AMZN.COM/BILL WA	\$ 17.73 047970	\$ 0.00	\$ 17.73
04/21	04/22 375992651	AMZN MKTP US 4Q2G94063 AMZN.COM/BILL WA	\$ 80.01 069098	\$ 0.00	\$ 80.01
04/22	04/22 375992652	AMZN MKTP US 1G0CV7D53 AMZN.COM/BILL WA	\$ 19.47 013963	\$ 0.00	\$ 19.47
04/22	04/22 375992653	AMAZON.COM XZ5UG8KJ3 AMZN.COM/BILL WA	\$ 329.10 005328	\$ 0.00	\$ 329.10
04/22	04/22 375992727	AMZN MKTP US 8G7LE51A3 AMZN.COM/BILL WA	\$ 255.66 060597	\$ 0.00	\$ 255.66
04/22	04/23 376123930	AMZN MKTP US BJ98C7U23 AMZN.COM/BILL WA	\$ 84.03 059607	\$ 0.00	\$ 84.03
04/23	04/26 376371657	AMZN MKTP US TX2LV4HB3 AMZN.COM/BILL WA	\$ 142.65 050383	\$ 0.00	\$ 142.65
04/23	04/26 376371656	FOLLETT SCHOOL SOLUTIO 888-511-5114 IL	\$ 1,026.87 098545	\$ 71.88 (e)	\$ 1,098.75
04/23	04/26 376371734	AMZN MKTP US M53K39FS3 AMZN.COM/BILL WA	\$ 832.40 025478	\$ 0.00	\$ 832.40
04/23	04/26 376371655	FOLLETT SCHOOL SOLUTIO 888-511-5114 IL	\$ 1,005.74 055831	\$ 70.40 (e)	\$ 1,076.14
04/23	04/26 376371659	AMZN MKTP US SD16T17Q3 AMZN.COM/BILL WA	\$ 72.49 025038	\$ 0.00	\$ 72.49
04/23	04/26 376371658	AMZN MKTP US 6D2BX2YH3 AMZN.COM/BILL WA	\$ 89.17 062023	\$ 0.00	\$ 89.17
04/24	04/26 376371735	AMZN MKTP US Q78CX2X53 AMZN.COM/BILL WA	\$ 11.98 021321	\$ 0.00	\$ 11.98
04/26	04/27 376507239	AMAZON.COM E642F8LD3 AMZN.COM/BILL WA	\$ 48.68 027619	\$ 0.00	\$ 48.68
04/26	04/27 376507238	AMZN MKTP US 3F1L52503 AMZN.COM/BILL WA	\$ 12.78 026841	\$ 0.00	\$ 12.78
04/26	04/27 376507240	AMZN MKTP US SH6BZ69A3 AMZN.COM/BILL WA	\$ 9.49 073258	\$ 0.00	\$ 9.49
04/27	04/27 376507258	AMZN MKTP US HN2T901D3 AMZN.COM/BILL WA	\$ 1,032.17 055001	\$ 0.00	\$ 1,032.17
04/27	04/27 376507257	AMZN MKTP US 198EA37P3 AMZN.COM/BILL WA	\$ 10.98 012564	\$ 0.00	\$ 10.98
04/27	04/27 376507241	AMZN MKTP US JU6DM3CX3 AMZN.COM/BILL WA	\$ 9.56 071196	\$ 0.00	\$ 9.56

04/27	04/27	AMZN MKTP US 2H4EI6PV3 AMZN.COM/BILL WA	\$ 651.42	\$ 0.00	
	376507259		044417		
04/27	04/28	LINDAMOOD-BELL PROFESS 8055413836 CA	\$ 4,428.90	\$ 321.10 (e)	\$ 4,750.00
	376621365		023337		
04/27	04/28	AMZN MKTP US GW0NH2M23 AMZN.COM/BILL WA	\$ 101.97	\$ 0.00	\$ 101.97
	376621445		069644		
04/27	04/28	AMZN MKTP US P03AA0RR3 AMZN.COM/BILL WA	\$ 139.69	\$ 0.00	\$ 139.69
	376621369		058874		
04/27	04/28	SP GANDER PUBLISHING 8055415523 CA	\$ 2,072.51	\$ 150.26 (e)	\$ 2,222.77
	376621367		061881		
04/27	04/28	AMZN MKTP US FS0V855C3 AMZN.COM/BILL WA	\$ 548.12	\$ 0.00	\$ 548.12
	376621447		087078		
04/27	04/28	AMZN MKTP US X90UX3U33 AMZN.COM/BILL WA	\$ 7.98	\$ 0.00	\$ 7.98
	376621368		037850		
04/27	04/28	SEESAW FOR SCHOOLS SAN FRANCISCO CA	\$ 532.26	\$ 45.24 (e)	\$ 577.50
	376621529		067314		
04/27	04/28	AMZN MKTP US 8U5Y654F3 AMZN.COM/BILL WA	\$ 3.69	\$ 0.00	\$ 3.69
	376621446		084125		
04/27	04/28	AMZN MKTP US 8HORA3E03 AMZN.COM/BILL WA	\$ 9.56	\$ 0.00	\$ 9.56
	376621448		065033		
04/27	05/10	THE MATH LEARNING CENT 800-575-8130 OR	\$ 150.92	\$ 3.08	\$ 154.00
	377783480		073115		
04/28	04/28	AMAZON.COM HD2R60L73 AMZN.COM/BILL WA	\$ 548.84	\$ 0.00	\$ 548.84
	376621449		036847		
04/28	04/28	AMZN MKTP US TE7Q505R3 AMZN.COM/BILL WA	\$ 77.77	\$ 0.00	\$ 77.77
	376621528		030048		
04/28	04/28	AMZN MKTP US I05PO9AP3 AMZN.COM/BILL WA	\$ 386.54	\$ 0.00	\$ 386.54
	376621525		089375		
04/28	04/28	AMZN MKTP US 501QL2PR3 AMZN.COM/BILL WA	\$ 22.49	\$ 0.00	\$ 22.49
	376621526		056782		
04/28	04/28	AMZN MKTP US 6M9W73DE3 AMZN.COM/BILL WA	\$ 451.00	\$ 0.00	\$ 451.00
	376621527		069593		
04/28	04/28	AMAZON.COM 048DV8CO3 A AMZN.COM/BILL WA	\$ 185.38	\$ 0.00	\$ 185.38
	376621366		085732		
04/28	04/29	AMZN MKTP US WT3WR8EZ3 AMZN.COM/BILL WA	\$ 111.80	\$ 0.00	\$ 111.80
	376681445		003643		
04/28	04/29	AMZN MKTP US A95CO2VV3 AMZN.COM/BILL WA	\$ 98.37	\$ 0.00	\$ 98.37
	376681442		038268		
04/28	04/29	AMAZON.COM G79RS8KI3 AMZN.COM/BILL WA	\$ 25.66	\$ 0.00	\$ 25.66
	376681444		058367		
04/28	04/29	AMZN MKTP US LU0ZK97V3 AMZN.COM/BILL WA	\$ 53.40	\$ 0.00	\$ 53.40
	376681367		049249		
04/29	04/29	AMZN MKTP US 607KZ2X63 AMZN.COM/BILL WA	\$ 342.79	\$ 0.00	\$ 342.79
	376681443		069197		
04/29	04/29	AMZN MKTP US BJ1F407R3 AMZN.COM/BILL WA	\$ 36.78	\$ 0.00	\$ 36.78
	376681446		018658		
04/29	04/29	AMZN MKTP US 847J93S63 AMZN.COM/BILL WA	\$ 353.16	\$ 0.00	\$ 353.16
	376681522		025784		
04/29	04/29	AMZN MKTP US 9R8095WB3 AMZN.COM/BILL WA	\$ 98.47	\$ 0.00	\$ 98.47
	376681523		004666		

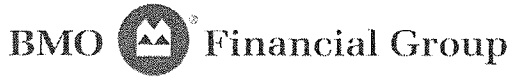
04/29	04/30	AMAZON.COM MU4X03O73 AMZN.COM/BILL WA	\$ 124.69	\$ 0.00	
	376810331		020750		
04/29	04/30	AMZN MKTP US T02UY1FR3 AMZN.COM/BILL WA	\$ 148.28	\$ 0.00	\$ 148.28
	376810330		033843		
04/29	04/30	AMAZON.COM 7E1P01VP3 A AMZN.COM/BILL WA	\$ 245.01	\$ 0.00	\$ 245.01
	376810328		041529		
04/29	04/30	DRUMFIT (USA) 5129651277 TX	\$ 138.57	\$ 11.43 (e)	\$ 150.00
	376810329		013385		
04/30	04/30	SSI EPSCC 800-225-5750 WI	\$ 11,892.05	\$ 612.51	\$ 12,504.56
	376810409		036836		
04/30	04/30	AMZN MKTP US BM5LW0F23 AMZN.COM/BILL WA	\$ 1,361.71	\$ 0.00	\$ 1,361.71
	376810332		043125		
04/30	04/30	AMZN MKTP US LE83Z3PO3 AMZN.COM/BILL WA	\$ 408.96	\$ 0.00	\$ 408.96
	376810408		009530		
04/30	05/03	ALASKA TELEPHONE COMPA 3603851733 WA	\$ 57.48	\$ 0.00	\$ 57.48
	377079689		017065		
04/30	05/03	AMZN MKTP US JH7ER3DT3 AMZN.COM/BILL WA	\$ 32.57	\$ 0.00	\$ 32.57
	377079693		080734		
04/30	05/03	ALASKA TELEPHONE COMPA 3603851733 WA	\$ 109.48	\$ 0.00	\$ 109.48
	377079690		049891		
04/30	05/03	ALASKA TELEPHONE COMPA 3603851733 WA	\$ 109.48	\$ 0.00	\$ 109.48
	377079691		084108		
04/30	05/03	AMZN MKTP US SP0LN1713 AMZN.COM/BILL WA	\$ 1,069.46	\$ 0.00	\$ 1,069.46
	377079768		014178		
04/30	05/03	ALASKA TELEPHONE COMPA 3603851733 WA	\$ 57.48	\$ 0.00	\$ 57.48
	377079692		037497		
05/01	05/03	AMZN MKTP US 5M76A4WG3 AMZN.COM/BILL WA	\$ 349.34	\$ 0.00	\$ 349.34
	377079769		056825		
05/03	05/04	AMZN MKTP US P53QN6NZ3 AMZN.COM/BILL WA	\$ 63.29	\$ 0.00	\$ 63.29
	377175863		003918		
05/04	05/04	AMZN MKTP US 8Q4XP8W53 AMZN.COM/BILL WA	\$ 159.92	\$ 0.00	\$ 159.92
	377175878		093859		
05/04	05/05	DRUMFIT (USA) 5129651277 TX	\$ 138.57	\$ 11.43 (e)	\$ 150.00
	377331400		077626		
05/04	05/05	DRUMFIT (USA) 5129651277 TX	\$ 346.42	\$ 28.58 (e)	\$ 375.00
	377331324		060975		
05/04	05/05	AMZN MKTP US 698AB4BK3 AMZN.COM/BILL WA	\$ 283.30	\$ 0.00	\$ 283.30
	377331323		089656		
05/05	05/05	AMZN MKTP US 2L5NT20K1 AMZN.COM/BILL WA	\$ 153.91	\$ 0.00	\$ 153.91
	377331402		074226		
05/05	05/05	AMZN MKTP US SS2KG24E3 AMZN.COM/BILL WA	\$ 1,178.81	\$ 0.00	\$ 1,178.81
	377331401		019972		
05/05	05/05	AMZN MKTP US W690A5W13 AMZN.COM/BILL WA	\$ 139.44	\$ 0.00	\$ 139.44
	377331322		064814		
05/05	05/05	AMZN MKTP US 8O5KX4DA3 AMZN.COM/BILL WA	\$ 234.83	\$ 0.00	\$ 234.83
	377331403		047386		
05/05	05/06	AMAZON.COM 2L2DR7PO1 A AMZN.COM/BILL WA	\$ 128.88	\$ 0.00	\$ 128.88
	377393088		033319		
05/05	05/06	AMAZON.COM 512GY2153 AMZN.COM/BILL WA	\$ 207.67	\$ 0.00	\$ 207.67
	377393163		061696		

05/05	05/06 377393166	AMAZON.COM AMZN.COM/BILL WA	\$ -142.97 000000	\$ -14.65 (e)	
05/05	05/06 377393165	AMZN MKTP US XP6048JL3 AMZN.COM/BILL WA	\$ 35.83 051134	\$ 3.67 (e)	\$ 39.50
05/05	05/06 377393164	AMZN MKTP US 2L5U98PF1 AMZN.COM/BILL WA	\$ 10.99 014787	\$ 0.00	\$ 10.99
05/06	05/06 377393243	AMZN MKTP US VI3MV9J43 AMZN.COM/BILL WA	\$ 249.59 026157	\$ 0.00	\$ 249.59
05/06	05/06 377393167	AMZN MKTP US NH36R7RO3 AMZN.COM/BILL WA	\$ 828.58 066299	\$ 84.93 (e)	\$ 913.51
05/06	05/06 377393244	AMZN MKTP US 2L3WE7GI1 AMZN.COM/BILL WA	\$ 376.76 063439	\$ 0.00	\$ 376.76
05/06	05/07 377526523	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 155.01 072945	\$ 0.00 (e)	\$ 155.01
05/06	05/07 377526524	AMZN MKTP US G679U0BK3 AMZN.COM/BILL WA	\$ 220.19 081603	\$ 0.00	\$ 220.19
05/07	05/10 377783400	AMZN MKTP US 3E5RB66O3 AMZN.COM/BILL WA	\$ 25.99 063293	\$ 0.00	\$ 25.99
05/07	05/10 377783401	AMZN MKTP US E12R00883 AMZN.COM/BILL WA	\$ 25.99 051909	\$ 0.00	\$ 25.99
05/08	05/10 377783404	GOPHER SPORT 8776997927 MN	\$ 116.54 067269	\$ 8.59 (e)	\$ 125.13
05/08	05/10 377783402	AMAZON.COM 2L3A08T80 AMZN.COM/BILL WA	\$ 111.55 021693	\$ 0.00	\$ 111.55
05/09	05/10 377783403	AMZN MKTP US 2L0F02AZ0 AMZN.COM/BILL WA	\$ 1,193.32 084298	\$ 0.00	\$ 1,193.32
05/10	05/11 377918545	AMAZON.COM 2L0RH01M0 AMZN.COM/BILL WA	\$ 170.03 042105	\$ 0.00	\$ 170.03
05/11	05/12 377972982	AMZN MKTP US 2L7OY4AZ2 AMZN.COM/BILL WA	\$ 14.23 040588	\$ 0.00	\$ 14.23
05/11	05/12 377973058	AMZN MKTP US 2L8KS3XF0 AMZN.COM/BILL WA	\$ 5.60 034088	\$ 0.00	\$ 5.60
05/11	05/12 377972983	AMZN MKTP US 2L8SC8AA2 AMZN.COM/BILL WA	\$ 592.36 026494	\$ 0.00	\$ 592.36
05/11	05/12 377972981	AMZN MKTP US 2L2JE8241 AMZN.COM/BILL WA	\$ 69.96 065847	\$ 0.00	\$ 69.96
05/11	05/12 377973057	AMZN MKTP US 2L8345KM1 AMZN.COM/BILL WA	\$ 12.67 024611	\$ 0.00	\$ 12.67
05/12	05/12 377973060	AMZN MKTP US 2L5PC1VZ0 AMZN.COM/BILL WA	\$ 7.58 039060	\$ 0.00	\$ 7.58
05/12	05/12 377973059	AMZN MKTP US 2L8YR6VN0 AMZN.COM/BILL WA	\$ 7.06 089797	\$ 0.00	\$ 7.06
05/12	05/13 378092229	AMZN MKTP US 2L8H21570 AMZN.COM/BILL WA	\$ 22.72 007847	\$ 0.00	\$ 22.72
05/12	05/13 378092151	AMZN MKTP US 2L3CG1162 AMZN.COM/BILL WA	\$ 5.25 072525	\$ 0.00	\$ 5.25
05/12	05/13 378092149	AMZN MKTP US 2L5OM79W1 AMZN.COM/BILL WA	\$ 16.26 048853	\$ 0.00	\$ 16.26
05/12	05/13 378092150	AMZN MKTP US 2L6UJ01P2 AMZN.COM/BILL WA	\$ 192.38 027012	\$ 0.00	\$ 192.38

05/12	05/13 378092147	AMZN MKTP US 2L62P80R2 AMZN.COM/BILL WA	\$ 10.50 025509	\$ 0.00	\$ 10.50
05/12	05/13 378092148	AMZN MKTP US 2L8FI69T1 AMZN.COM/BILL WA	\$ 68.12 099314	\$ 0.00	\$ 68.12
05/12	05/13 378092227	IN BLOMSTER HUS 907-7722566 AK	\$ 1,295.00 006547	\$ 0.00	\$ 1,295.00
05/12	05/13 378092230	AMZN MKTP US 2L5H26U81 AMZN.COM/BILL WA	\$ 175.60 031873	\$ 0.00	\$ 175.60
05/12	05/13 378092228	IN BLOMSTER HUS 907-7722566 AK	\$ 1,505.00 006341	\$ 0.00	\$ 1,505.00
05/12	05/13 378092071	PSN PETERSBURG UTILITY 866-917-7368 AK	\$ 21,186.20 045863	\$ 0.00 (e)	\$ 21,186.20
05/12	05/14 378221551	PETRO MARINE SERVICES 9077724251 AK	\$ 19,131.91 090606	\$ 0.00	\$ 19,131.91
05/13	05/13 378092307	AMZN MKTP US 2L8UQ6I21 AMZN.COM/BILL WA	\$ 5.95 071425	\$ 0.00	\$ 5.95
05/13	05/13 378092231	AMZN MKTP US 2L57Y4HU0 AMZN.COM/BILL WA	\$ 5.60 023610	\$ 0.00	\$ 5.60
05/13	05/13 378092308	AMZN MKTP US 2L9CQ4GC2 AMZN.COM/BILL WA	\$ 226.99 042229	\$ 0.00	\$ 226.99
05/13	05/14 378221628	AMZN MKTP US 2L3GH2XC2 AMZN.COM/BILL WA	\$ 25.69 039326	\$ 0.00	\$ 25.69
05/13	05/14 378221629	EXPEDIA 72097092233023 EXPEDIA.COM WA	\$ 181.53 090059	\$ 0.00	\$ 181.53
05/13	05/14 378221627	AIRBNB HMP4T5B8P9 4158005959 CA	\$ -167.64 000000	\$ 0.00	\$ -167.64
05/13	05/14 378221630	AMZN MKTP US 2L4965Q10 AMZN.COM/BILL WA	\$ 149.97 006176	\$ 0.00	\$ 149.97
05/14	05/14 378221631	AMZN MKTP US AMZN.COM/BILL WA	\$ -205.89 000000	\$ -21.10 (e)	\$ -226.99
05/14	05/17 378489571	AMAZON.COM 2L64105W2 AMZN.COM/BILL WA	\$ 21.98 034596	\$ 0.00	\$ 21.98
05/14	05/17 378489569	AMZN MKTP US AMZN.COM/BILL WA	\$ -1.37 000000	\$ -0.14 (e)	\$ -1.51
05/14	05/17 378489570	AMZN MKTP US 2L4RL66Q0 AMZN.COM/BILL WA	\$ 5.02 038700	\$ 0.00	\$ 5.02
05/14	05/17 378489572	AMZN MKTP US 2L96K7HO2 AMZN.COM/BILL WA	\$ 15.99 050434	\$ 0.00	\$ 15.99
05/17	05/18 378580990	AMAZON.COM 2L7798SD2 A AMZN.COM/BILL WA	\$ 114.46 044196	\$ 0.00	\$ 114.46
05/17	05/18 378580991	AMZN MKTP US 2L29G0UW0 AMZN.COM/BILL WA	\$ 11.24 049004	\$ 0.00	\$ 11.24
05/17	05/18 378580974	AMAZON.COM 2L85B1UM0 A AMZN.COM/BILL WA	\$ 57.97 000302	\$ 0.00	\$ 57.97
05/17	05/18 378580992	AMZN MKTP US 2L1YZ6US0 AMZN.COM/BILL WA	\$ 385.88 067047	\$ 0.00	\$ 385.88
05/18	05/18 378580993	AMZN MKTP US 2R17L2TC1 AMZN.COM/BILL WA	\$ 78.29 055673	\$ 0.00	\$ 78.29
05/19	05/20 378802770	AMAZON.COM 2R4NU3CH0 AMZN.COM/BILL WA	\$ 104.93 024900	\$ 0.00	\$ 104.93

05/19	05/20	AMAZON.COM 2R8LG91S1 A AMZN.COM/BILL WA	\$ 160.83	\$ 0.00	
	378802769		041902		
05/19	05/20	AMAZON.COM 2R5PX2CE0 A AMZN.COM/BILL WA	\$ 40.68	\$ 0.00	\$ 40.68
	378802768		003173		
05/20	05/20	AMZN MKTP US 2L7Y72RP2 AMZN.COM/BILL WA	\$ 360.93	\$ 0.00	\$ 360.93
	378802846		038275		

TOTAL CREDITS xxx-xxx-xxx-1328 **\$ -553.76**
TOTAL DEBITS xxx-xxx-xxx-1328 **\$ 88,466.03**



Statement

Account Name: WARD, IOANA **Card Number:** xxxx-xxxx-xxxx-5353
Company Name: PETERSBURG SCHOOL DIST **Account Limit:** \$ 1,500.00
Employee ID: 644
Statement Date (MM/DD/YYYY): 05/20/2021 **Currency:** U.S. DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments: \$ 0.00
Adjustments: \$ 0.00
Net Purchases: \$ 791.26
Cash Advance: \$ 0.00
Fees: \$ 0.00
Other Charges: \$ 0.00
New Account Balance: \$ 791.26

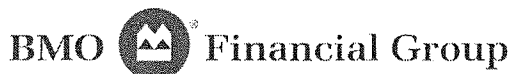
For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/23	04/26 376371579	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 44.84 088436	\$ 0.00 (e)	\$ 44.84
04/30	05/03 377079615	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 12.49 004099	\$ 0.00 (e)	\$ 12.49
05/04	05/05 377331320	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 40.90 076104	\$ 0.00 (e)	\$ 40.90
05/04	05/05 377331321	TRADING UNION PETERSBURG AK	\$ 43.69 056760	\$ 0.00 (e)	\$ 43.69
05/05	05/06 377393087	SQ JESSICA MILES GOSQ.COM AK	\$ 138.00 051145	\$ 0.00	\$ 138.00
05/06	05/07 377526522	SQ CHELAN PRODUCE CO PETERSBURG AK	\$ 69.00 056575	\$ 0.00	\$ 69.00
05/07	05/10 377783322	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 12.48 080505	\$ 0.00 (e)	\$ 12.48
05/07	05/10 377783324	SQ BLOMSTER HUS PETERSBURG AK	\$ 32.00 012718	\$ 0.00	\$ 32.00
05/07	05/10 377783323	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 65.50 093240	\$ 0.00 (e)	\$ 65.50
05/10	05/11 377918543	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 31.96 012739	\$ 0.00 (e)	\$ 31.96
05/10	05/11 377918544	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 28.43 056704	\$ 0.00 (e)	\$ 28.43
05/11	05/13 378092070	COASTAL COLD STORAGE I PETERSBURG AK	\$ 80.00 033612	\$ 0.00 (e)	\$ 80.00
05/14	05/17 378489494	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 87.25 084988	\$ 0.00 (e)	\$ 87.25

05/17	05/18	TRADING UNION PETERSBURG AK	\$ 68.11	\$ 0.00 (e)	\$ 68.11
	378580973		027361		
05/18	05/19	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 36.61	\$ 0.00 (e)	\$ 36.61
	378737211		008443		

TOTAL CREDITS xxxx-xxxx-xxxx-5353 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-5353 **\$ 791.26**



Statement

Account Name:	JOHNSON MCINTOSH, CARLEE	Card Number:	xxxx-xxxx-xxxx-6889
Company Name:	PETERSBURG SCHOOL DIST	Account Limit:	\$ 2,000.00
Employee ID:	7999995418021886		
Statement Date (MM/DD/YYYY):	05/20/2021	Currency:	U.S. DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments:	\$ 0.00
Adjustments:	\$ 0.00
Net Purchases:	\$ 46.47
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 46.47

For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
05/06	05/07 377525342	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 46.47 017806	\$ 0.00 (e)	\$ 46.47
			TOTAL CREDITS	xxxx-xxxx-xxxx-6889	\$ 0.00
			TOTAL DEBITS	xxxx-xxxx-xxxx-6889	\$ 46.47



Statement

Account Name: WORHATCH, CENA **Card Number:** xxxx-xxxx-xxxx-0225
Company Name: PETERSBURG SCHOOL DIST **Account Limit:** \$ 2,000.00
Employee ID: CW
Statement Date (MM/DD/YYYY): 05/20/2021 **Currency:** U.S. DOLLAR

Statement Summary:

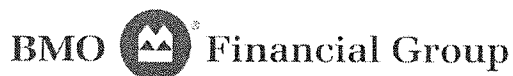
Report any items which do not agree with your records within 30 days of the statement date.

Payments: \$ 0.00
Adjustments: \$ 0.00
Net Purchases: \$ 549.96
Cash Advance: \$ 0.00
Fees: \$ 0.00
Other Charges: \$ 0.00
New Account Balance: \$ 549.96

For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/20	04/22 375992728	OFFICE DEPOT #1078 800-463-3768 WA	\$ 76.77 056078	\$ 0.00	\$ 76.77
04/21	04/21 375931925	SSI SCHOOL SPECIALTY 888-388-3224 WI	\$ 21.07 015977	\$ 1.16 (e)	\$ 22.23
04/28	04/29 376681524	VISTAPR VISTAPRINT.COM 866-8936743 MA	\$ 121.86 061601	\$ 0.00 (e)	\$ 121.86
05/12	05/13 378092309	MAGNETSTREET 6309091809 LA	\$ 284.10 086591	\$ 0.00	\$ 284.10
05/19	05/20 378802847	AK SCHOOL COUNSELOR AS 907-8834347 AK	\$ 45.00 025863	\$ 0.00	\$ 45.00
TOTAL CREDITS			xxxx-xxxx-xxxx-0225		\$ 0.00
TOTAL DEBITS			xxxx-xxxx-xxxx-0225		\$ 549.96



Statement

Account Name: SANDHOFER, MARSHA **Card Number:** xxxx-xxxx-xxxx-5794
Company Name: PETERSBURG SCHOOL DIST **Account Limit:** \$ 10,000.00
Employee ID: 7999995746002434
Statement Date (MM/DD/YYYY): 05/20/2021 **Currency:** U.S. DOLLAR

Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

Payments: \$ 0.00
Adjustments: \$ 0.00
Net Purchases: \$ 7,810.39
Cash Advance: \$ 0.00
Fees: \$ 0.00
Other Charges: \$ 0.00
New Account Balance: \$ 7,810.39

For your records only. No payment required.

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
04/22	04/23 376123931	ANCHORAGE DAILY NEWS L 9072574400 AK	\$ 159.90 094935	\$ 0.00	\$ 159.90
04/22	04/26 376371736	ALASKA A 0272180873663 8006545669 WA Passenger Name Willis/Dreiland Ticket Number 0272180873663	\$ 125.00 002652	\$ 0.00	\$ 125.00
04/25	04/26 376371737	ALASKA CAR RENTAL KETCHIKAN AK	\$ 258.85 036735	\$ 0.00	\$ 258.85
04/25	04/27 376506948	BUDGET KETCHIKAN KETCHIKAN AK	\$ 242.16 025092	\$ 15.74 (e)	\$ 257.90
04/25	04/27 376507261	BUDGET KETCHIKAN KETCHIKAN AK	\$ 255.30 029780	\$ 16.59 (e)	\$ 271.89
04/27	04/27 376507260	TCT ANDERSONS 800-328-9650 MN	\$ 366.71 050036	\$ 0.73	\$ 367.44
04/27	04/28 376621605	SUB WASHPOST 023426577 800-477-4679 DC	\$ 5.00 091181	\$ 0.00 (e)	\$ 5.00
04/28	04/30 376810410	NASSP PRODUCT & SERVIC 703-8600200 VA	\$ 579.25 071186	\$ 34.75 (e)	\$ 614.00
04/29	04/29 376681525	CS MONITOR DAILY 888-424-2535 MA	\$ 110.00 074051	\$ 0.00 (e)	\$ 110.00
04/29	04/29 376681526	NATIONAL REVIEW 386-246-0118 NY	\$ -99.00 000000	\$ 0.00 (e)	\$ -99.00
04/29	05/03 377079770	PETERSBURG REXALL DRUG PETERSBURG AK	\$ 78.83 073393	\$ 0.00 (e)	\$ 78.83
05/03	05/04 377175880	COLLEGEBOARD SAT ONLN. 212-7137789 NY	\$ 47.76 090091	\$ 4.24 (e)	\$ 52.00

05/03	05/04	COLLEGEBOARD SAT ONLN. 212-7137789 NY	\$ 47.76	\$ 4.24 (e)	
	377175879		008404		
05/08	05/10	EXTENDEDSTAY #9859 JUNEAU AK	\$ 330.58	\$ 0.00	\$ 330.58
	377783481		082256		
05/10	05/11	MIDNIGHTSUN CAR AND VA ANCHORAGE AK	\$ 100.00	\$ 0.00	\$ 100.00
	377918561		057168		
05/10	05/11	JUNEAU CAR RENTAL JUNEAU AK	\$ 190.00	\$ 0.00	\$ 190.00
	377918562		094262		
05/10	05/11	JUNEAU CAR RENTAL JUNEAU AK	\$ 3.00	\$ 0.00	\$ 3.00
	377918564		020004		
05/10	05/11	JUNEAU CAR RENTAL JUNEAU AK	\$ 190.00	\$ 0.00	\$ 190.00
	377918563		070560		
05/11	05/12	REMEMBER ME, LLC 8005874470 MD	\$ 816.31	\$ 48.98	\$ 865.29
	377973061		008974		
05/12	05/13	AIRBNB HMSCCAHWPE 4158005959 CA	\$ 3,242.91	\$ 0.00	\$ 3,242.91
	378092310		054339		
05/13	05/14	IN BLOMSTER HUS 907-7722566 AK	\$ 124.90	\$ 0.00	\$ 124.90
	378221705		022702		
05/15	05/17	JUNEAU CAR RENTAL JUNEAU AK	\$ 195.00	\$ 0.00	\$ 195.00
	378489573		004665		
05/18	05/18	SSI EPSCC 800-225-5750 WI	\$ 314.90	\$ 0.00 (e)	\$ 314.90
	378580994		068312		

TOTAL CREDITS xxxx-xxxx-xxxx-5794 **\$ -99.00**
TOTAL DEBITS xxxx-xxxx-xxxx-5794 **\$ 7,909.39**

Petersburg School District

Trial Balance
As of May 31, 2021

	DEBIT	CREDIT
1-0110 First Bank Checking	149,728.86	
1-0140 First Bank Gaming	1,600.27	
1-0160 ASB CD	0.00	
2-0020 Activity School Fee-5.00		0.00
2-0035 Activity Director		1,282.66
2-0040 Activity Pass Sales-Students		4,392.72
2-0045 Activities-Viking Store		1,111.07
2-0050 Shop Sales		19,784.48
2-0080 Art		195.00
2-0085 Artfest		1,892.35
2-0090 Assoc Student Body Government		7,082.15
2-0097 Baseball		1,085.23
2-0098 Baseball Field		251.00
2-0195 Class of 2014		634.50
2-0200 Class of 2015		183.49
2-0205 Class of 2016		0.00
2-0217 Class of 2017		0.00
2-0218 Class of 2018		0.00
2-0219 Class of 2019		0.00
2-0220 Class of 2020		0.00
2-0221 Class of 2021		2,003.18
2-0222 Class of 2022		1,687.28
2-0250 Close-Up		4,254.08
2-0260 Concessions		3,429.17
2-0280 Cross Country		1,376.07
2-0290 School wide play		4,777.42
2-0293 DDF		375.80
2-0294 Dig Pink		432.80
2-0295 Ed Camp		0.00
2-0297 Elementary Earth Club		58.00
2-0315 Elementary PIA		395.00
2-0320 Elementary School Store		2,102.85
2-0325 Elementary Stikine River		13,421.73
2-0330 Elementary Memory Book		1,684.98
2-0337 Track Improvement Project		1,958.28
2-0344 School Garden		4,895.19
2-0350 Gym Sign Advertisements		6,507.31
2-0370 Honor Society		37.17
2-0380 Honors English		100.90
2-0400 Integrated		36.68
2-0402 Interact Club (Rotary)		0.00
2-0405 Jazz Band-High School		5,160.12
2-0410 Jewelry		220.28
2-0417 LeConte Survey		819.68

	DEBIT	CREDIT
2-0420 Little Kid's Rock		310.53
2-0430 Little Norway Tournament		0.25
2-0440 Mark Fosse Award		193.60
2-0450 Marquee		197.49
2-0460 Mathematics		603.40
2-0500 MS Band		473.55
2-0510 MS Cheerleaders		389.59
2-0520 MS Robotics		1,873.83
2-0527 MS Student Council		2,987.71
2-0530 MS Tournament/Activities		337.08
2-0540 MS Yearbook and Pro		6,152.54
2-0550 Music-High School		543.29
2-0560 Natural Helpers		1,244.86
2-0580 Culinary Arts		548.57
2-0595 PHS Library		1,570.77
2-0597 Scholarships		0.00
2-0600 Principal - High School		860.82
2-0601 Principal - Middle School		125.07
2-0605 PIA Undisbursed Funds		840.00
2-0610 PTSA Scholarship		200.00
2-0612 EF Puerto Rico		50.13
2-0615 Raffle		1,173.28
2-0625 Region V Tournaments		2,296.77
2-0630 Rory Smith Scholarship		25.00
2-0634 MS Run Club		50.00
2-0640 Pixellot Advertisements		479.85
2-0647 Softball		440.52
2-0648 SPED Memorial Account		993.50
2-0650 Stereo Repair/Replacement		906.59
2-0655 Student Testing Fees		433.00
2-0670 Swim/Dive Team		875.24
2-0690 Track		1,354.03
2-0699 Tsunami Bowl		1,951.27
2-0700 Unallocated Interest		319.00
2-0710 Varsity Cheer/Stunt		438.65
2-0730 Viking Basketball		10,889.53
2-0738 Viking Productions		38.13
2-0740 Volleyball		957.83
2-0745 Weekend Backpack Program		2,379.23
2-0750 Work Experience		1,022.00
2-0760 Wrestling		5,331.81
2-0780 Yearbook		5,842.20
Opening Balance Equity		0.00
TOTAL	\$151,329.13	\$151,329.13

Regular Meeting
Tuesday, May 11, 2021 6:00 PM Alaskan

MS/HS Library
109 Charles W St
Petersburg, AK 99833

Cheryl File: Present
Sarah Holmgrain: Present
Katie Holmlund: Present
Jay Lister: Present
Meg Litster: Present
Present: 5.
Jay arrived at 6:03pm

1. CALL TO ORDER

Meeting called to order by President Holmgrain at 6:01pm

2. DETERMINE QUORUM

Quorum was present

3. PLEDGE OF ALLEGIANCE

President Holmgrain lead the group in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

A consent agenda is a practice by which regular and non-controversial board action items are organized apart from the rest of the agenda and approved as a group. This includes all of the business items that require formal board approval and yet because they are not controversial, there is no need for board discussion before taking a vote. Items may be on the consent agenda only if all board members agree. Any board member, for any reason, may remove a consent agenda item and place it on the regular agenda for the board meeting.

5. STUDENT PRESENTATION

N/A

6. STUDENT REPRESENTATIVE REPORT

Kinley Lister reported on a variety of topics important to students including; Career fair, Prom King and Queen, and the Jazz Band concert.

7. CORRESPONDENCE

none

8. COMMENTS FROM AUDIENCE UNRELATED TO AGENDA ITEMS

none

9. COMMENTS FROM AUDIENCE RELATED TO AGENDA ITEMS

none

10. COMMENTS FROM BOARD MEMBERS

11. CONSENT AGENDA

Approve Consent Agenda. This motion, made by Sarah Holmgrain and seconded by Cheryl File, Passed.

Cheryl File: Yea, Sarah Holmgrain: Yea, Katie Holmlund: Yea, Jay Lister: Yea, Meg Litster: Yea
Yea: 5, Nay: 0

11.1. APRIL 2021, Monthly accounting report, bills, payroll, and electronic fund transfers, ASB trial balance, and P-Card statements in the amount of \$1,002,738.32

11.2. APRIL. 13, 2021, regular board meeting minutes

11.3. APRIL 19, 2021, special meeting minutes

11.4. Personnel Action Report 5.11.21

12. ADMINISTRATIVE REPORTS

12.1. Superintendent's report

The Superintendent reported on Teacher appreciation, the American Rescue Plan (ARP), DHSS grant (that covers testing and screening), Vaccines open to 12-15 year olds, FCC offering Broadband access to low income households, Summer Lunch pick up will be at the school and library.

12.2. Elementary Principal's Report

12.3. MS/HS Principal's Report

12.4. Director of Activities Report

Director of Activities Cabral reported on Wrestling qualifying 4 wrestlers for state; mitigation plans working well, 50 kids antigen testing every other week to keep activities going, Jazz Band will have an outdoor concert on May 12th at 7 pm. 78 days till x-cc starts, Fall activities have been updated on the website calendar, MS X-CC may begin August 25th, Some state travel coming up.

13. SCHOOL BOARD COMMITTEE REPORTS

14. SPECIAL RECOGNITION

None

15. OLD BUSINESS

15.1. Return to School after Travel Protocol

Discussion on whether to change the protocol with only a month of school left. Suggestion to have a work session have staff make recommendations to Admin about the least impact to students. Revisit over the summer.

16. NEW BUSINESS

16.1. Public Hearing: Indian Education Grant

No one to testify. A few of the activities that were done with grant monies: Native Youth Olympics in MS and HS, PING group,

16.2. Action Item: BP 5141.42 Professional Boundaries of Staff with Students - Second Reading

Approve BP 5141.42 in its second reading. This motion, made by Sarah Holmgrain and seconded by Jay Lister, Passed.

Cheryl File: Yea, Sarah Holmgrain: Yea, Katie Holmlund: Yea, Jay Lister: Yea, Meg Litster: Yea

Yea: 5, Nay: 0

Approve BP 5141.42 in its second reading. This motion, made by Sarah Holmgrain and seconded by Katie Holmlund, Passed.

Cheryl File: Yea, Sarah Holmgrain: Yea, Katie Holmlund: Yea, Jay Lister: Yea, Meg Litster: Yea

Yea: 5, Nay: 0

16.3. Action Item: FY 21 Budget Revision

Approve FY 21 Spring Budget Revision as presented. This motion, made by Sarah Holmgrain and seconded by Meg Litster, Passed.

Cheryl File: Yea, Sarah Holmgrain: Yea, Katie Holmlund: Yea, Jay Lister: Yea, Meg Litster: Yea

Yea: 5, Nay: 0

Director of Finance Karen Morrison presented the Spring budget revision which is less than a .5% change.

16.4. Action Item: New Hires for 2021/22 School Year

Approve new hires as presented for the 2021/22 school year. This motion, made by Sarah Holmgrain and seconded by Jay Lister, Passed.

Cheryl File: Yea, Sarah Holmgrain: Yea, Katie Holmlund: Yea, Jay Lister: Yea, Meg Litster: Yea

Yea: 5, Nay: 0

16.5. Action Item: Close Up Travel 2022

Approve out-of-state travel for Close Up 2022. This motion, made by Sarah Holmgrain and seconded by Meg Litster, Passed.

Cheryl File: Yea, Sarah Holmgrain: Yea, Katie Holmlund: Yea, Jay Lister: Yea, Meg Litster: Yea

Yea: 5, Nay: 0

Travel dependent on protocols at the time and although approved does not mean it will definitely take place.

16.6. Action Item: PDSP Negotiation Agreements

Approve PDSP negotiated agreement amendment and MOA. This motion, made by Sarah Holmgrain and seconded by Cheryl File, Passed.

Cheryl File: Yea, Sarah Holmgrain: Yea, Katie Holmlund: Yea, Jay Lister: Yea, Meg Litster: Yea

Yea: 5, Nay: 0

Approve leave of absence for Brittany Potruski for the 2021/22 SY. This motion, made by Sarah Holmgrain and seconded by Cheryl File, Passed.

Cheryl File: Yea, Sarah Holmgrain: Yea, Katie Holmlund: Yea, Jay Lister: Yea, Meg Litster: Yea

Yea: 5, Nay: 0

Granted

16.7. Action Item: Leave of Absence

16.8. Informational Item: American Rescue Plan (ARP) funding
Superintendent Kludt-Painter gave a high-level overview of the ARP requirements. Board suggested a work session to help draft the plan.

17. ADDITIONAL COMMENTS FROM BOARD MEMBERS

None

18. UPCOMING DATES AND MEETING ANNOUNCEMENTS

19. FUTURE AGENDA ITEMS

Smart Start Plan, Travel and Return to School Protocol, Student Handbooks for Review

20. OTHER NEW BUSINESS

none

21. ADJOURNMENT

Adjourn. This motion, made by Sarah Holmgrain and seconded by Meg Litster, Passed.

Cheryl File: Yea, Sarah Holmgrain: Yea, Katie Holmlund: Yea, Jay Lister: Yea, Meg Litster: Yea

Yea: 5, Nay: 0

Meeting adjourned at 7:39pm

Minutes submitted by Mara Lutomski Board Administrative Asst.

Board Secretary Date

Board President Date

Personnel Action Report for 2020-2021

6-8-2021

Page 1 of 1

EMPLOYMENT OF CERTIFIED PERSONNEL

Jamie Eddy
Title 1 Summer School

Tyler Thain
ESY Special Education

Debra Eddy
Special Education Summer School

Cyndy Fry
Summer School Teacher - secondary

RESIGNATION/RETIREMENT CERTIFIED PERSONNEL

EMPLOYMENT OF CLASSIFIED PERSONNEL

Stevie Schmidt
Summer Special Education Aide
secondary

Christine Slaght
Summer Special Education Aide
secondary

RESIGNATION/RETIREMENT CLASSIFIED PERSONNEL

Brandon Ware
Paraprofessional – Middle School

Jason Regula
Technology Technician
Effective 8/13/21

Colleen Schwartz
Paraprofessional
1 year Leave of Absence 21-22 SY

EXTRA DUTY CONTRACTS

Thomas Thompson
HS Cross Country Head Coach

Head HS Swim Coach

Andy Carlisle

Kayla Popp
Asst HS Swim Coach

2021-2022 School Year

Teachers	47.00
Classified*	31.00
Principals	2.00
District Administration/Exempt	7.00
(Superintendent, 2 Principals, Finance, Maintenance, Food Service, Board Admin)	

Total Employees 87.00

(*This is the number of classified personnel working for the district.)

Tuesday, June ? @6:00pm

- What has happened:
 - Spring MAP Testing 5/3 - 5/13
 - Field Day Week of 5/17
 - Class Picnics
 - Beach Walks
 - 5th Grade up Petersburg Creek
 - 4th Grade Survival Trip
 - Consolidation Voting for K-5
- Special Acknowledgments
 - Our interview committees!!
- Currently enrolled (206)
 - In-Person (205)
 - Virtual (1)
 - Class Sizes are still anywhere from 10 to 13 students K-5
- Current after school programs being offered:
 - Girls on the Run Starting April 5th Mondays/Wednesdays **Ending ?**
- Alaska Reads Act
 - Transitioned to SB 111 in moving forward
- Preschool Day
 - 8:00-12:00
 - Tuesday - Friday
 - Application process is open and applications can be found on the Stedman page of our pcsd.us website
 - Application Review will be on the week of May 31st
 - Parents Notified the week of May 31st
 - Starting September 7th - May 27th
 - Running on same schedule as school calendar
- School Day for Kindergarten
 - Monday-Friday
 - School Starts Wednesday, September 1st
 - 8:00-11:15 September 1st-17th
 - 8:00-1:15 Starting September 20th
- School Day for 1st-5th Grade
 - Monday - Friday
 - School Starts Tuesday, August 31st
 - Monday - Thursday 8:00-2:45
 - Friday 8:00-12:00
- SPED Numbers: PreK-5 = 56
 - Currently 55 Students
 - Referrals: 1
 - Screenings: 0
- What is to come:
 - Summer Break

MS/HS Report

June 8th Board Meeting

- Thanks to many hands for a successful Graduation ceremony, the first time we have done one quite like that!
- Scheduling HS students, schedules will be available in the fall--Ms. Turner
- MS Supply Lists on the website
- New website on June 9th--thanks Mr. Painter!
- Homeschool student support
- Thank you staff for a successful year, esp. considering we had the largest gathering of people in the Borough every day!
- Thank you Superintendent K-P for her leadership during this challenging year. Thank you School Board for your continued support. We should all be able to reflect and be proud of the safe and high-quality education we provided for our students.
 - Now let's all take a much-deserved break!

Activities Update June Board Meeting

Completed the most challenging year in activities! Thank you to everyone who has had some piece in making it work for our students.

- Spring Activities
 - Wrestling Completed its season with 4 qualifying students to the ASAA State Tournament. Good performance for our young team.
 - Wrestling will go back to a normal schedule for 21-22

 - Track & Field performed well and every meet was a wet and rainy one! Except for the first meet in KTN.

 - Track had 6 individuals qualify for state. Great performance by all our athletes. Aiden Luhr was the State Champion for Division II in the 100 and High Jump.

 - Baseball had a great season as well as they qualified for an at large berth for the first ever DII Baseball State Tournament.

 - We awarded our JNYO Students at the last awards assembly for MMS

- PARTICIPATION NUMBERS
 - Participation Numbers for MMS this year in Intramurals, NYO'S, and Basketball: 65% - Down from 91% in our traditional offerings due to podding of classes at the MS

 - PHS Participation #'s – 73% involved in 1 or more activities and athletics for the 20-21 School Year. Down from 90% in our traditional offerings due to a number of students not attending in-person.

 - Cool Note that for every Region Tournament for PHS this calendar year, every senior that participated made the All-Academic team for Every Activity. Requirement is 3.0 or HIGHER GPA over their entire HS Academic Career.

- 2021-2022 Plan
 - Planning on starting our Academic Decathlon Team September 7th, 2021.

 - Next Year Moving back to our traditional offerings and starting dates for all PHS and MMS Fall Activities & Athletics
 1. PHS XC July 28th
 2. PHS Swim August 4th
 3. PHS VB September 8th
 4. PHS Wrestling September 29th
 5. MMS XC August 25th

 - PlanetHS is ready for the 2021-2022 School Year.
 - Information regarding HOW TO and Requirements will be posted to our new website in the next week.
 - GET THOSE HEALTH PHYSICALS DONE BEFORE FALL!!!!

Our district is lucky to have so many teachers that have taken continuing education. Since 2019 we have had 4 teachers earn their Masters degree, many taking their classes at night after teaching a full day.

Those teachers are:

Heidi Cabral

Kerri Curtiss

Becky Martin

Stephanie Pawuk

We currently have several teachers enrolled in a Masters program, 2 who will finish their degree by the end of this summer.

Dustin Crump

Casey Gates

Bridey Short

Tyler Thain

Amy Wilkes

Cyndy Fry earned her Administrators License this year.

37 of our 47 certificated teachers have significant educational credits beyond their Bachelors Degree.

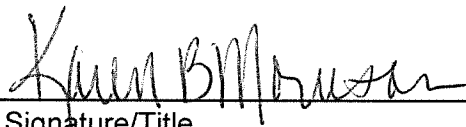
**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget
Signature Page**

School District Name: Petersburg School District

Proj. District ADM: 415
brick & mortar ADM + correspondence ADM

Proj. Intensive count: 15

Proj. SPED count: 72
Total SPED student count

Prepared by:  6/4/2021
Signature/Title Date

Phone Number: 877-526-7656 ext 102

Approved by: _____
Superintendent's Signature Date

Approval of City/Borough Official of Local Contribution designated on Page 3:

Official Signature/Title Date

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Summary**

Petersburg School District
District Name

Page 2

Beginning Fund Balance: July 1, 2021 (Subject to 10% Limit per AS 14.17.505(a))	\$ 1,442,095
(Excluded from the 10% Limit)	
Total Beginning Fund Balance	<u>\$ 1,442,095</u>

Revenue

010 City/Borough Appropriations	(1) \$ 1,800,000	
030 Earnings on Investments	(2) 700	
040 Other Local Revenues	(3) 70,000	
041 Tuition from Students	(4) -	
042 Tuition - Other Districts	(5) -	
047 E-Rate Program	(6) 93,134	
050 State Sources	(7) 6,079,572	
100 Federal Sources - Direct	(8) -	
150 Federal Sources - Through the State	(9) -	
190 Federal Sources - Other Agencies	(10) -	
250 Transfers From Other Funds	(11) -	
Total Revenue		<u>\$ 8,043,406</u>

Expenditures

100 Instruction	(12) \$ 3,787,641	
200 Special Education Instruction	(13) 1,329,847	
220 Special Education Support Services	(14) -	
300 Support Services - Students	(15) 265,831	
350 Support Services - Instruction	(16) 711,483	
400 School Administration	(17) 307,321	
450 School Administration Support Services	(18) 227,620	
510 District Administration	(19) 344,022	
550 District Administration Support Services	(20) 267,522	
600 Operations and Maintenance of Plant	(21) 1,032,600	
700 Student Activities	(22) 361,200	
780 Community Services	(23) -	
900 Other Financing Uses	(24) -	
Total Expenditures		<u>\$ 8,635,087</u>

Ending Fund Balance: June 30, 2022 (Subject to 10% Limit per AS 14.17.505(a))**	\$ 850,414
(Excluded from the 10% Limit)	
Total ending Fund Balance	<u>\$ 850,414</u>

** Must be greater than or equal to zero

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Revenues**

Petersburg School District
District Name

010 City/Borough Appropriations		<i>Amount</i>
011 City/Borough Direct Appropriation		<u>1,800,000</u>
012 City/Borough "In-Kind"		<u> </u>
(detail descriptions & dollar amts required for in-kind or budget will be returned)		
_____		_____
_____		_____
_____		_____
Total City/Borough Appropriations		<u>\$ 1,800,000</u> <small>Transferred to (1) on page 2</small>
030 Earnings on Investments		
030 Earnings on Investments		<u>700</u>
Total Earnings on Investments		<u>\$ 700</u> <small>Transferred to (2) on page 2</small>
040 Other Local Revenues		
040 Other Local Revenues - Identify:		
STUDENT FEES		<u>25,000</u>
LOCAL CONTRIBUTIONS		<u>45,000</u>
_____		_____
_____		_____
Total Other Local Revenues		<u>\$ 70,000</u> <small>Transferred to (3) on page 2</small>
041 Tuition from Students		
041 Tuition from Students		<u> </u>
Total Tuition from Students		<u>\$ -</u> <small>Transferred to (4) on page 2</small>
042 Tuition - Other Districts		
042 Tuition		<u> </u>
Total Tuition - Other Districts		<u>\$ -</u> <small>Transferred to (5) on page 2</small>
047 E-Rate Program		
047 E-Rate Program Revenue		<u>93,134</u>
Total E-Rate Program		<u>\$ 93,134</u> <small>Transferred to (6) on page 2</small>

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Revenues**

Petersburg School District
District Name

050 State Sources (051 includes quality schools grants)

	<i>Amount</i>	
51 Foundation Program	5,275,511	
55 Supplemental Aid		
56 TRS On-Behalf Payments	682,274	
57 PERS On-Behalf Payments	103,846	
59 Tuition		
90 Other State Revenues - Identify		
QUALITY SCHOOLS	17,941	
<hr/>		
Total State Sources		\$ 6,079,572
		<small>Transferred to (7) on page 2</small>

100 Federal Sources - Direct

110 Impact Aid (Public Law 874 (100%))		
140 Other Federal Revenue - <u>Identify</u>		
<hr/>		
Total Federal Sources - Direct		\$ -
		<small>Transferred to (8) on page 2</small>

150 Federal Sources - Through the State of Alaska - Identify:

<hr/>		
<hr/>		
Total Federal Sources - Through the State of Alaska		\$ -
		<small>Transferred to (9) on page 2</small>

190 Federal Sources - Other Agencies - Identify:

<hr/>		
<hr/>		
Total Federal Sources - Other Agencies		\$ -
		<small>Transferred to (10) on page 2</small>

250 Transfers From Other Funds - Identify:

<hr/>		
<hr/>		
Total Transfers From Other Funds		\$ -
		<small>Transferred to (11) on page 2</small>

Total Projected Revenues		\$ 8,043,406
---------------------------------	--	---------------------

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 5

<i>Function 100 Instruction</i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	2,158,200	30.3
320 Non-Certificated Salaries	35,000	0.75
Total Salaries	\$ 2,193,200	
Employee Benefits		
360 Employee Benefits	1,379,941	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	\$ 1,379,941	
Total Salaries & Employee Benefits	\$ 3,573,141	
Non-Personnel		
410 Professional and Technical Services		
419 Chief Administrator Contract Services		
420 Staff Travel	1,500	
425 Student Travel	3,000	
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	200,000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
VHS	10,000	
510 Equipment		
Total Non-Personnel	\$ 214,500	
Total Salaries, Benefits, Non-Personnel	\$ 3,787,641	

Transferred to (12) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 6

<i>Function 200 Special Education Instruction</i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	371,655	5.5
320 Non-Certificated Salaries	415,516	17.5
Total Salaries	\$ 787,171	
Employee Benefits		
360 Employee Benefits	538,676	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	\$ 538,676	
Total Salaries & Employee Benefits	\$ 1,325,847	
Non-Personnel		
410 Professional and Technical Services		
420 Staff Travel		
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	4,000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel	\$ 4,000	
Total Salaries, Benefits, Non-Personnel	\$ 1,329,847	

Transferred to (13) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 8

Function 300 Support Services - Students

	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>149,164</u>	<u>2</u>
320 Non-Certificated Salaries	<u>35,000</u>	<u>0.87</u>
Total Salaries	\$ 184,164	
Employee Benefits		
360 Employee Benefits	<u>77,667</u>	
380 Housing Allowance/Subsidy	<u> </u>	
390 Transportation Allowance	<u> </u>	
Total Employee Benefits	\$ 77,667	
Total Salaries & Employee Benefits	\$ 261,831	

Non-Personnel

410 Professional and Technical Services	<u> </u>	
420 Staff Travel	<u> </u>	
425 Student Travel	<u> </u>	
430 Utility Services	<u> </u>	
435 Energy	<u> </u>	
440 Other Purchased Services	<u> </u>	
445 Insurance and Bond Premiums	<u> </u>	
450 Supplies, Materials and Media	<u>4,000</u>	
480 Tuition and Stipends	<u> </u>	
490 Other Expenses - Identify:	<u> </u>	
<u> </u>	<u> </u>	
<u> </u>	<u> </u>	
<u> </u>	<u> </u>	
510 Equipment	<u> </u>	
Total Non-Personnel	\$ 4,000	

Total Salaries, Benefits, Non-Personnel **\$ 265,831**

Transferred to (15) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 9

<i>Function 350 Support Services - Instruction</i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	168,373	2
320 Non-Certificated Salaries	58,000	1
Total Salaries	\$ 226,373	
Employee Benefits		
360 Employee Benefits	98,110	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	\$ 98,110	
Total Salaries & Employee Benefits	\$ 324,483	
Non-Personnel		
410 Professional and Technical Services	43,000	
420 Staff Travel		
425 Student Travel		
430 Utility Services	148,000	
435 Energy		
440 Other Purchased Services	66,000	
445 Insurance and Bond Premiums	18,000	
450 Supplies, Materials and Media	112,000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel	\$ 387,000	
Total Salaries, Benefits, Non-Personnel	\$ 711,483	

Transferred to (16) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 10

<i>Function 400 School Administration</i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	180,681	1.8
Total Salaries	<u>\$ 180,681</u>	
Employee Benefits		
360 Employee Benefits	119,440	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 119,440</u>	
Total Salaries & Employee Benefits	<u>\$ 300,121</u>	
 Non-Personnel		
410 Professional and Technical Services		
419 Chief Administrator Contract Services		
420 Staff Travel	2,000	
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	4,000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
Principal Association Dues	1,200	
510 Equipment		
Total Non-Personnel	<u>\$ 7,200</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 307,321</u>	

Transferred to (17) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 11

<i>Function 450 School Administration Support Services</i>	Amount	Personnel FTE
Salaries		
320 Non-Certificated Salaries	120,000	3.6
Total Salaries	<u>\$ 120,000</u>	
Employee Benefits		
360 Employee Benefits	100,020	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 100,020</u>	
Total Salaries & Employee Benefits	<u>\$ 220,020</u>	
Non-Personnel		
410 Professional and Technical Services		
420 Staff Travel		
425 Student Travel		
430 Utility Services	5,100	
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	2,500	
480 Tuition and Stipends		
490 Other Expenses - Identify:		

510 Equipment		
Total Non-Personnel	<u>\$ 7,600</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 227,620</u>	

Transferred to (18) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 12

Function 510 District Administration	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	136,620	1
320 Non-Certificated Salaries	54,000	1
Total Salaries	<u>\$ 190,620</u>	
Employee Benefits		
360 Employee Benefits	98,802	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 98,802</u>	
Total Salaries & Employee Benefits	<u>\$ 289,422</u>	
Non-Personnel		
410 Professional and Technical Services	15,000	
419 Chief Administrator Contract Services		
420 Staff Travel	8,000	
425 Student Travel		
430 Utility Services	1,100	
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	12,000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
<u>AASB, ATP, SILVERBACK LEARNING, & FRONTLINE</u>	<u>18,500</u>	
510 Equipment		
Total Non-Personnel	<u>\$ 54,600</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 344,022</u>	

Transferred to (19) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 13

<i>Function 550 District Administration Support Services</i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries		
320 Non-Certificated Salaries	<u>105,812</u>	<u>1</u>
Total Salaries	<u>\$ 105,812</u>	
Employee Benefits		
360 Employee Benefits	<u>60,210</u>	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 60,210</u>	
Total Salaries & Employee Benefits	<u>\$ 166,022</u>	
Non-Personnel		
410 Professional and Technical Services	<u>50,500</u>	
420 Staff Travel	<u>3,000</u>	
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums	<u>63,000</u>	
450 Supplies, Materials and Media	<u>1,000</u>	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
FRONTLINE, CREDIT CARD FEES	<u>9,000</u>	
BACKGROUND CHECK REIMBURSEMENTS		
495 Indirect Costs	<u>(25,000)</u>	
510 Equipment		
Total Non-Personnel	<u>\$ 101,500</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 267,522</u>	

Transferred to (20) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 14

<i>Function 600 Operations and Maintenance of Plant</i>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries		
320 Non-Certificated Salaries	<u>295,000</u>	<u>6.4</u>
Total Salaries	<u>\$ 295,000</u>	
Employee Benefits		
360 Employee Benefits	<u>114,500</u>	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 114,500</u>	
Total Salaries & Employee Benefits	<u>\$ 409,500</u>	
 Non-Personnel		
410 Professional and Technical Services	<u>15,000</u>	
420 Staff Travel	<u>4,000</u>	
425 Student Travel		
430 Utility Services	<u>64,000</u>	
435 Energy	<u>303,000</u>	Record Energy in Function 600
440 Other Purchased Services	<u>45,000</u>	
445 Insurance and Bond Premiums	<u>88,000</u>	
450 Supplies, Materials and Media	<u>99,100</u>	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
<u>SCHOOL DUDE & MDS ONLINE</u>	<u>5,000</u>	

510 Equipment		
Total Non-Personnel	<u>\$ 623,100</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 1,032,600</u>	

Transferred to (21) on page 2

**Alaska Department of Education & Early Development - School Finance
FY2022 District Operating Fund Budget Expenditures**

Petersburg School District
District Name

Page 15

Function 700 Student Activities	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	95,000	0.5
320 Non-Certificated Salaries	50,000	
Total Salaries	<u>\$ 145,000</u>	
Employee Benefits		
360 Employee Benefits	46,000	
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
Total Employee Benefits	<u>\$ 46,000</u>	
Total Salaries & Employee Benefits	<u>\$ 191,000</u>	
Non-Personnel		
410 Professional and Technical Services		
420 Staff Travel	5,200	
425 Student Travel	135,000	
430 Utility Services	3,000	
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	20,000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
Region V Participation Fees	7,000	
510 Equipment		
Total Non-Personnel	<u>\$ 170,200</u>	
Total Salaries, Benefits, Non-Personnel	<u>\$ 361,200</u>	

Transferred to (22) on page 2

Alaska Department of Education & Early Development - School Finance FY2022 School Operating Fund Budget TRS/PERS Functional Breakdown

Petersburg School District
District Name

Page 18

The department uses two required revenue object codes, 056 and 057, for the purpose of recording TRS and PERS on-behalf revenue. The full amount of the TRS and PERS on-behalf from all funds must be recorded in the operating fund. The district is to calculate the functional break-out in order to allocate the related on-behalf expenditure.

The district is to use the following allocation method for breaking out the TRS by function.

1) To calculate the TRS on-behalf amount take the difference between the Board Recommended Rate and the Effective Rate and multiply the difference by the total district wide TRS payroll from all funds. You will now have the total dollar amount of the TRS on-behalf for all funds.

2) Divide the (total district wide TRS payroll by function from all funds) by the (total district wide TRS payroll from all funds) to derive a percentage of total district wide TRS payroll by function. 3) The total district wide TRS payroll by function percentage is multiplied by the total TRS on-behalf to come up with the total TRS on-behalf by function to be recorded in the operating fund.

The district is to use the same methodology for recording total PERS on-behalf. The TRS and PERS on-behalf allocations are to be recorded in the schedule below and also included in the employee benefits in each function. The total on-behalf employee benefits by function should reconcile to the total on-behalf revenues recorded from page 4.

	TRS	PERS
Total On-Behalf Revenue from page 4	682274	103846
Function 100 On-Behalf Expenditures	414,001	1,568
Function 200 On-Behalf Expenditures	79,495	31509
Function 220 On-Behalf Expenditures		
Function 300 On-Behalf Expenditures	77,790	20561
Function 350 On-Behalf Expenditures	32,000	4500
Function 400 On-Behalf Expenditures	37,988	
Function 450 On-Behalf Expenditures		9431
Function 510 On-Behalf Expenditures	26,000	4400
Function 550 On-Behalf Expenditures		8200
Function 600 On-Behalf Expenditures		23677
Function 700 On-Behalf Expenditures	15,000	
Function 780 On-Behalf Expenditures		
Total On-Behalf Employee Benefits by Function	682,274	103,846

Note: TRS and PERS on-behalf for Pupil Transportation and Food Service should be included in function 300 and TRS and PERS on-behalf for Construction & Facilities Acquisition should be included in function 600.

**Note: TRS on-behalf rate for FY2022 is 19.29%
and PERS on-behalf rate for FY2022 is 8.11%**

FY22 School Operating Budget Adoption Petersburg School District



Erica Kludt-Painter, Superintendent

Karen Morrison, Director of Finance

June 8, 2021

CARES Act Overview

1st- ESSERF (\$60,493) & GEERF (\$96,611)

- Fiscal Year 2020
 - ESSERF- \$46,617
 - GEERF- \$14,830
- Fiscal Year 2021
 - ESSERF- \$13,876
 - GEERF- \$81,781

2nd- COVID Relief- CRSSA- ESSER II

- \$242,145- will be used in FY22

3rd- COVID Relief- ARP Act: ESSER III

- \$364,361- can be used for FY22 & FY23

Budget Overview

Revenue \$8,043,406

- Budget based on 415 enrolled students- 2 school funding formula due to enrollment below 425
- Reduction in foundation funding from FY21 of \$696,443; from \$5,971,954 to \$5,275,511
- Flat funding by the Borough at \$1.8 million
- Leverage ESSA and CARES Act Funds for staffing
- Utilize approximately \$590,000 fund balance in FY22

Expenditures \$8,653,087

- 1% increase for certified salaries
- 2% increase for classified salaries
- Health insurance premiums increase by approximately 6%
- Liability and property insurance flat
- PERS/TRS On-Behalf Rates are 8.11% and 19.29%; respectively
- Reduced supply budgets district-wide

Enrollment Trends

FY 2011 thru FY 2022



2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	FY22	grade
1	2	0	1	0.75	0.75	1.5	1	0.25	0	Projection	PK
26	44	28	34	44	44	42	33	44	37	25	K
23	29	41	27	31	31	38	43	27	33	37	1
29	24	27	44	33	33	43	39	42	27	32	2
29	30	24	29	46	46	29	44	36	38	29	3
40	29	28	26	34	34	31	31	43	31	35	4
27	40	30	28	31	31	42	34	33	38	31	5
175	198	178	189	219.75	219.75	226.5	225	225.25	204	189	total
42	26	40	32	29	29	32.8	41	34	29	40	6
30	45	31	39	36	36	27	34	43	28	31	7
31	26	41	28	39	39	28.25	26	34	46	28	8
103	97	112	99	104	104	88.05	101	111	103	99	total
35	40	31	44	29	31	35	33	31	32	42	9
46	35	30	35	43	43	40	32	31	29	28	10
41	43	34	30	36.25	39	30.5	38	32	31	25	11
26	38	45	34	33	33	45	32	37	27	32	12
148	156	140	143	141.25	146	150.5	135	131	119	127	total
426	451	430	431	465	469.75	465.05	461	467.25	426	415	GRAND TOTAL
-12.35%	5.87%	-4.66%	0.23%	7.89%	1.02%	-1.00%	-0.87%	1.36%	-8.83%	-2.35%	% Changes

Current Staffing

- **46 Certified Teachers-** Includes Regular Instruction, Special Education, Counselors, Librarians, Special Education Director, Technology Director and Activities Director
 - 41 General Fund- same as FY21
 - 5 Special Revenue- ESSA and CARES Act
- **7 Exempts-** Includes Superintendent, Principals, Finance Director, District Admin Assistant, Maintenance Director and Food Service Director

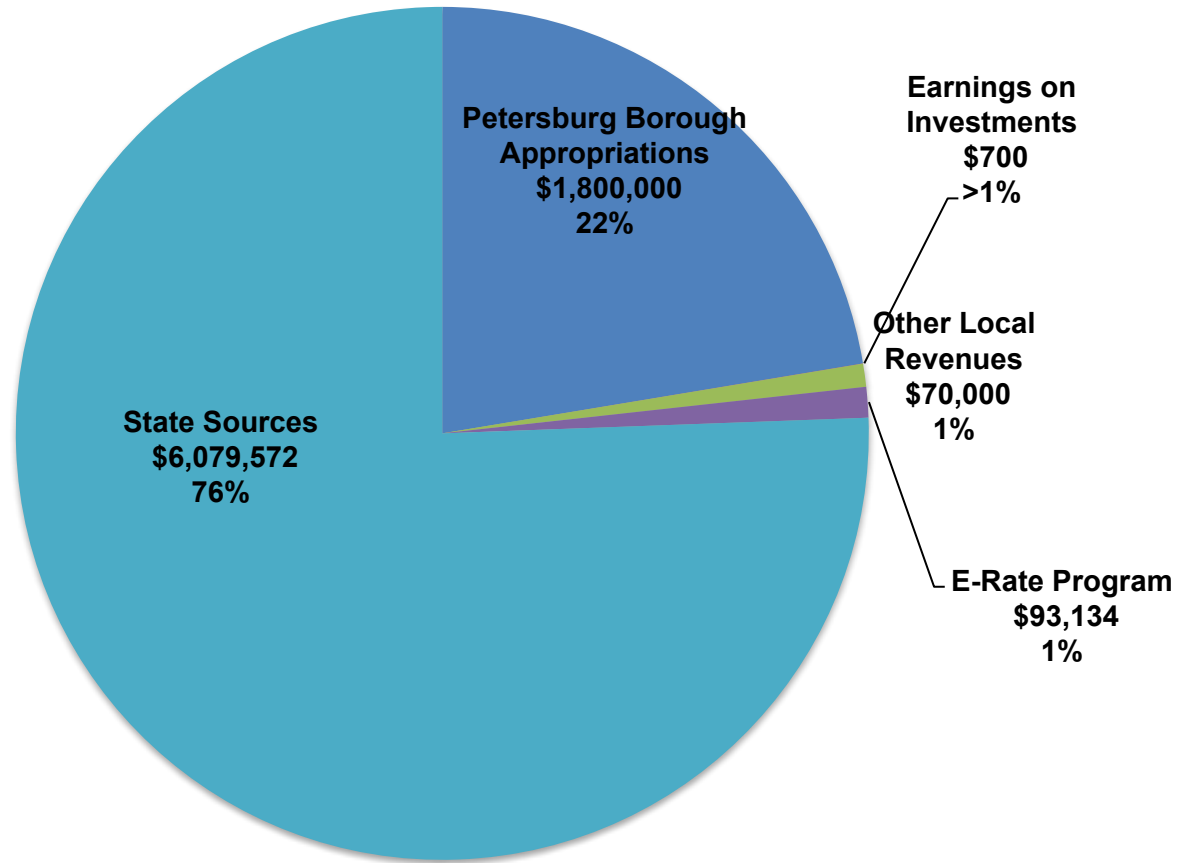
Staffing Continued

- **33 Paraprofessionals**

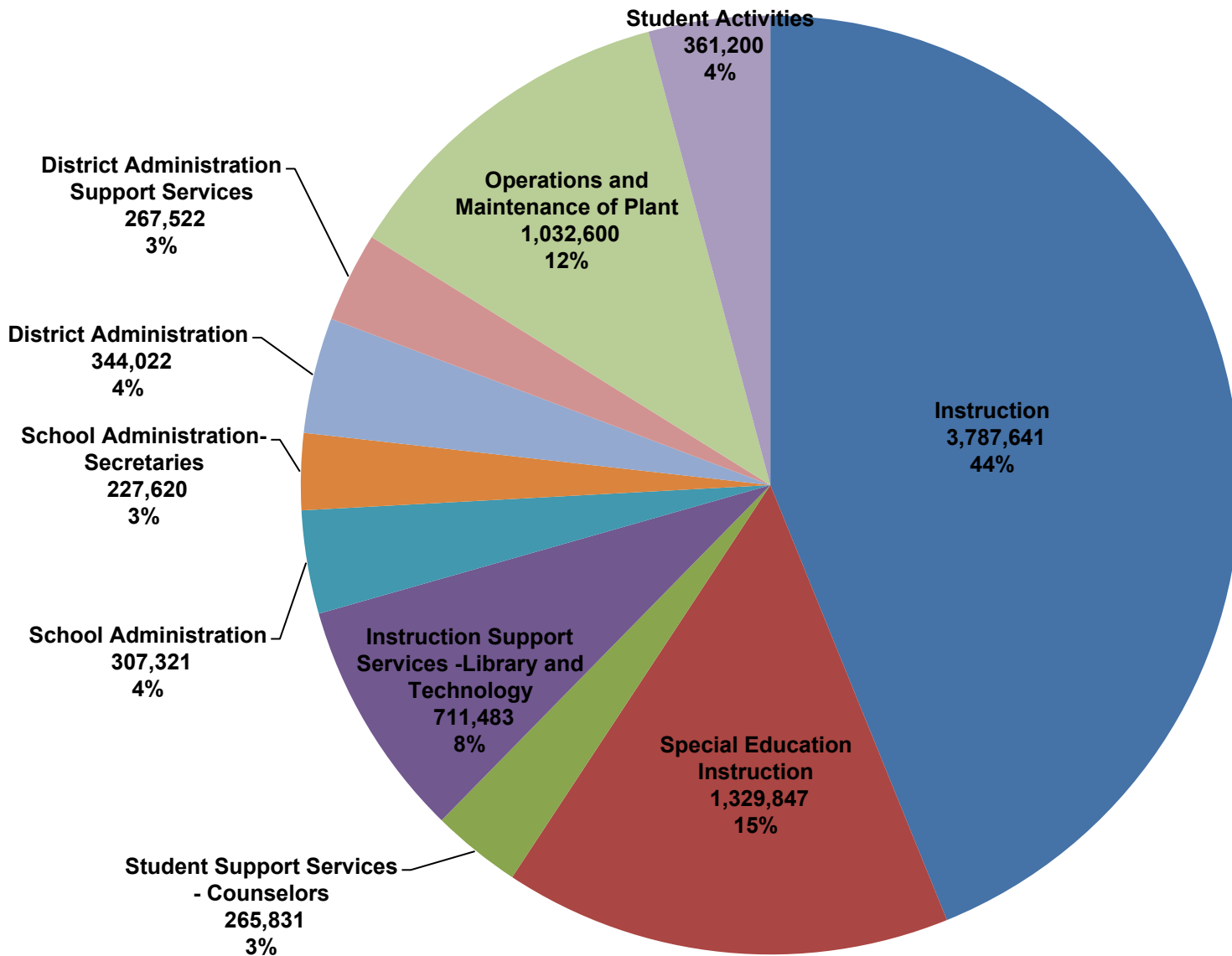
- 16 Classroom Aides – Regular/Special Education Instruction, Tutoring Services and Library Aide
- 1 Technology Assistant
- 4 Secretaries
- 1 Part time Accounts Payable/ Payroll Clerk
- 6 Custodial and Maintenance Staff
- 5 Food Service Aides
 - 27 General Fund, 1 Paraprofessional ESSA Grant, 5- Food Service Fund

- **New Hires**

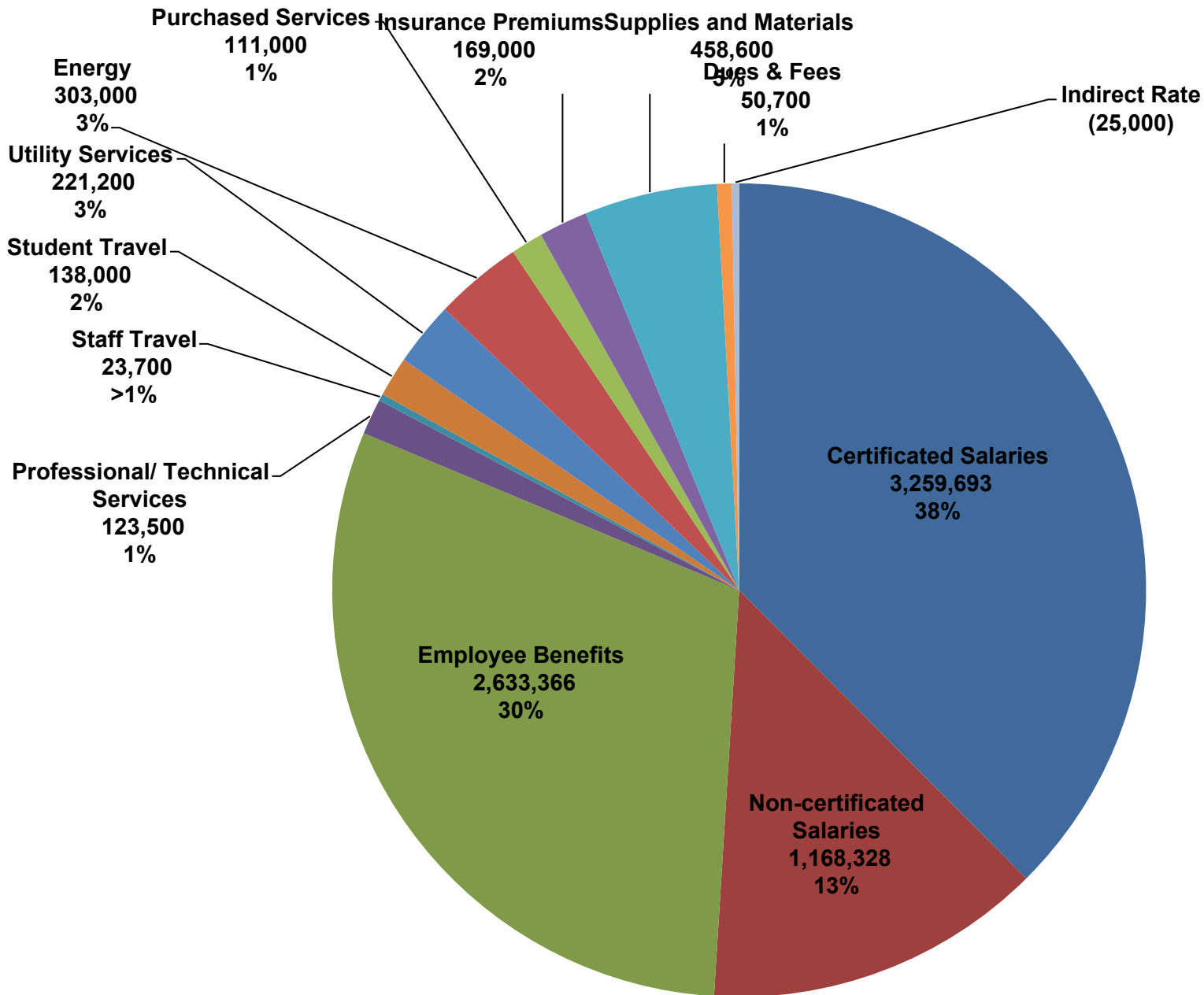
- 6 Classroom Aides & 1 Food service Aide
- 1 Nurse position through DHSS grant



FY22 Budget Revenues of \$8,043,406



FY22 Budget Expenditures \$8,635,087



FY22 Expenditures By Object \$8,635,087



Any Questions?

A Fiscally Conservative Budget Proposal
That Supports Board Goals!

BP 5127 GRADUATION CEREMONIES AND ACTIVITIES

Note: The following policy suggests various options which may be modified to reflect district practice except that the U.S. Supreme Court has ruled that graduation ceremonies may not include school-sponsored prayers.

Note: Effective June 30, 2016, the requirement in AS 14.03.075 that a secondary student take a college and career readiness assessment before being issued a diploma is repealed.

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma or a certificate of completion. Students earning a certificate of attendance may also participate in graduation ceremonies.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 – Differential Requirements for Individuals with Exceptional Needs)

Note: The following optional paragraph may be used to deny participation in graduation activities. School site rules should indicate what privileges may be denied for what reasons, and the means whereby students may appeal these decisions.

In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct.

(cf. 5144 - Discipline)

Students graduating from a non-district sponsored homeschool program are not eligible to participate in the graduation ceremony.

In order to participate in the graduation ceremony, a student must be currently enrolled as a student in Petersburg School District.

School-sponsored invocations and/or benedictions shall not be included in graduation ceremonies.

Legal Reference:

ALASKA STATUTES

14.03.075 College and Career readiness assessment; retroactive issuance of diploma

14.03.090 Sectarian or denominational doctrines prohibited

UNITED STATES CODE

Elementary and Secondary Education Act, 20 U.S.C. § 9524, as amended by the No Child Left Behind Act of 2001, P.L. 107-110

Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290 (2000)

Lee v. Weisman, 505 U.S. 577 (1992)

ADOPTED: June 21, 2005

Revised 3/2016

PSD Assessment Update

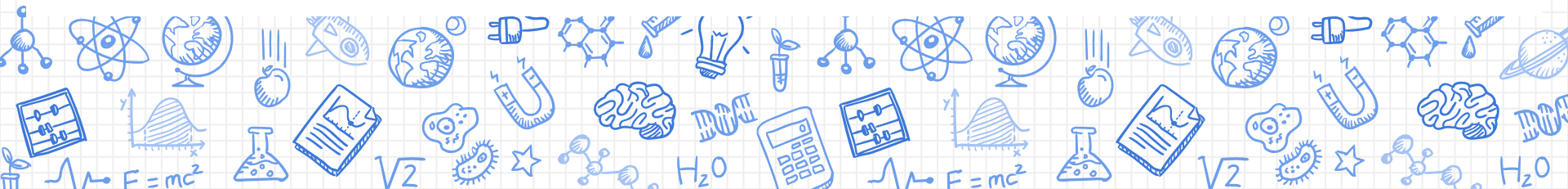
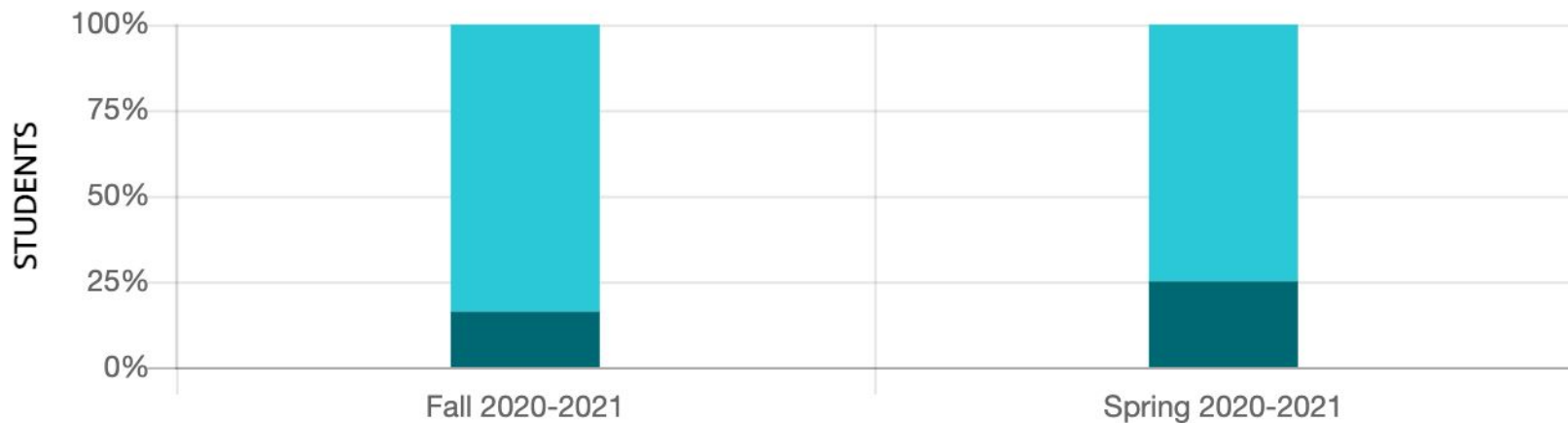
MAP testing

Fall 2020–Spring 2021



Third Grade Reading Fluency

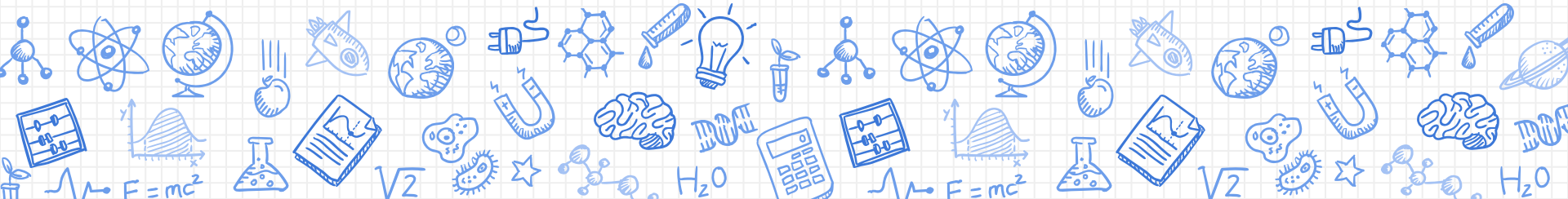
3RD GRADE



Second Grade Reading Growth

Spring 2021

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	5	21%	6	25%	6	25%	5	21%	2	8%	179-182-184	12.7



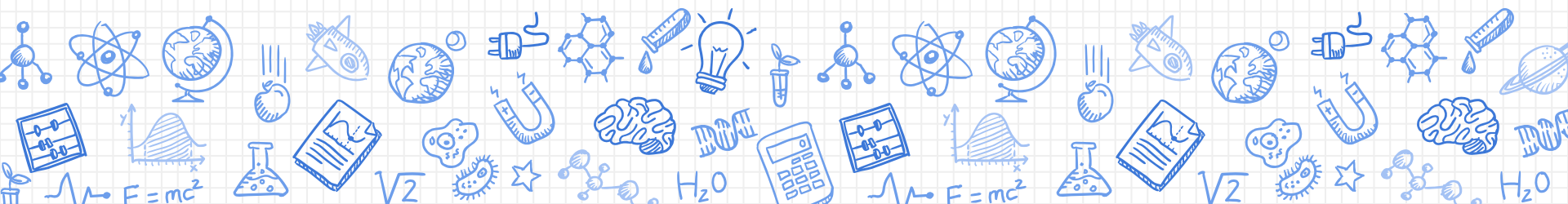
Second Grade Math Growth

Fall 2021

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	5	18%	4	14%	9	32%	8	29%	2	7%	172-174-176	10.4

Spring 2021

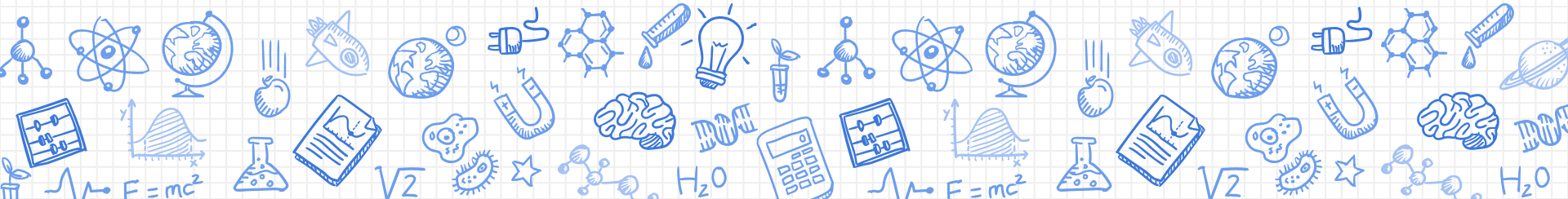
Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	8	28%	7	24%	7	24%	6	21%	1	3%	183-185-187	10.9



Third Grade Reading Growth

Spring 2021

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	5	14%	9	26%	3	9%	11	31%	7	20%	195-197-200	16



Third Grade Math Growth

Fall 2021

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	8	22%	6	16%	10	27%	10	27%	3	8%	185-187-189	10.7

Spring 2021

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Math: Math K-12	10	26%	7	18%	8	21%	12	32%	1	3%	194-196-199	15.8



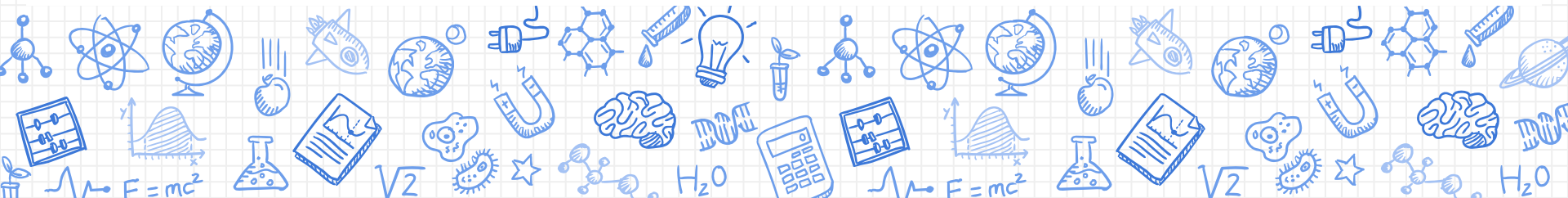
Fourth Grade Reading Growth

Fall 2021

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	1	3%	6	20%	8	27%	7	23%	8	27%	201-203-206	12.3

Spring 2021

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	5	15%	5	15%	5	15%	12	36%	6	18%	205-207-210	13.4



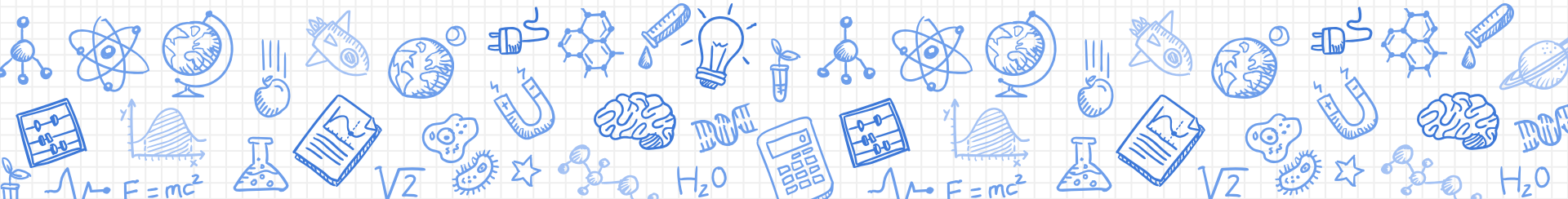
Fifth Grade Reading Growth

Fall 2021

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	2	5%	5	14%	10	27%	7	19%	13	35%	209-212-214	14.8

Spring 2021

Overall Performance	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Std Dev
	count	%	count	%	count	%	count	%	count	%		
Language Arts: Reading	3	8%	10	27%	7	19%	10	27%	7	19%	211-214-216	14.7



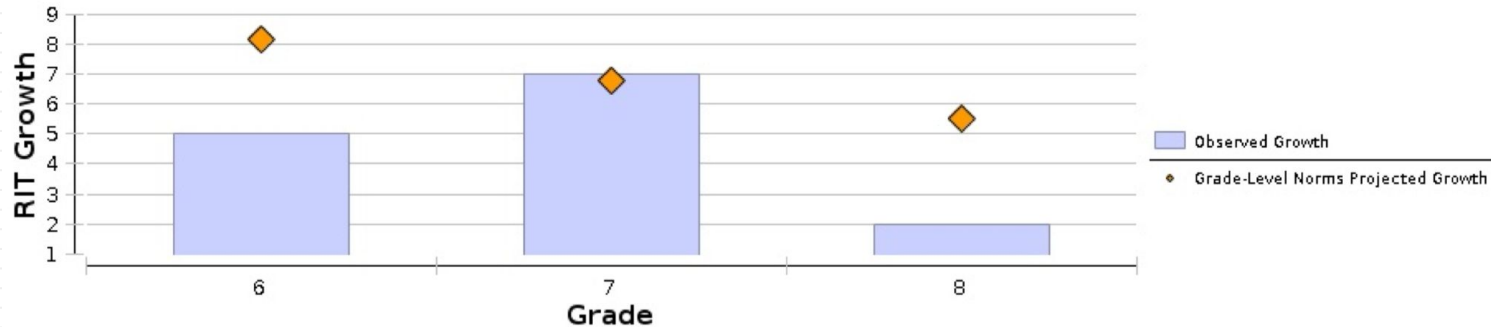
Grade 6, 7, 8 Math Growth Comparisons

Mitkof Middle School

Math: Math K-12

Grade (Spring 2021)	Growth Count‡	Comparison Periods							
		Fall 2020			Spring 2021			Growth	
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE
6	29	214.6	17.5	49	219.7	18.8	35	5	1.4
7	25	225.4	14.2	73	232.1	16.2	72	7	1.1
8	38	231.2	17.6	74	233.2	20.0	61	2	1.1

Math: Math K-12

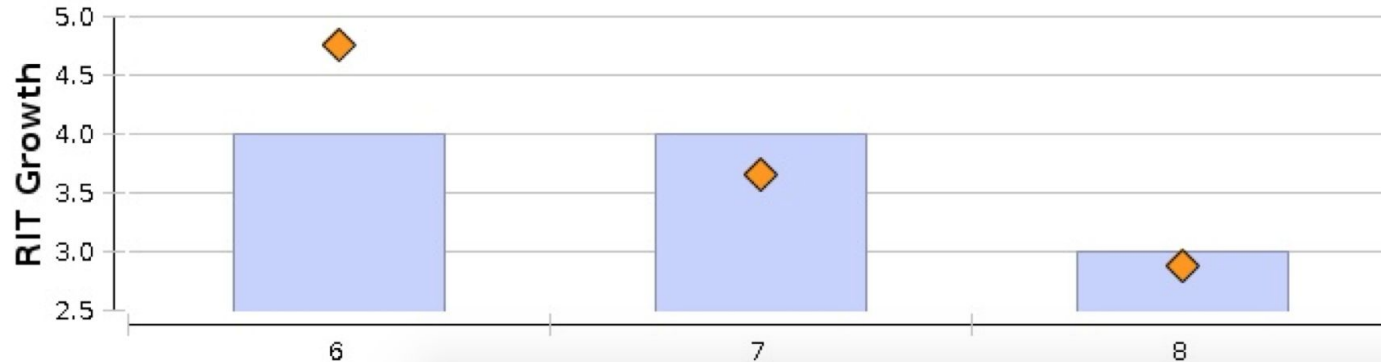




Grade 6, 7, 8 ELA: Language Usage Growth Comparisons

Language Arts:
Language Usage

Grade (Spring 2021)	Growth Count‡	Comparison Periods						Growth	
		Fall 2020			Spring 2021				
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE
6	29	209.7	18.4	52	213.9	17.1	48	4	1.6
7	26	217.1	11.4	74	220.9	12.6	75	4	1.3
8	37	222.9	15.0	86	225.8	15.2	86	3	0.9



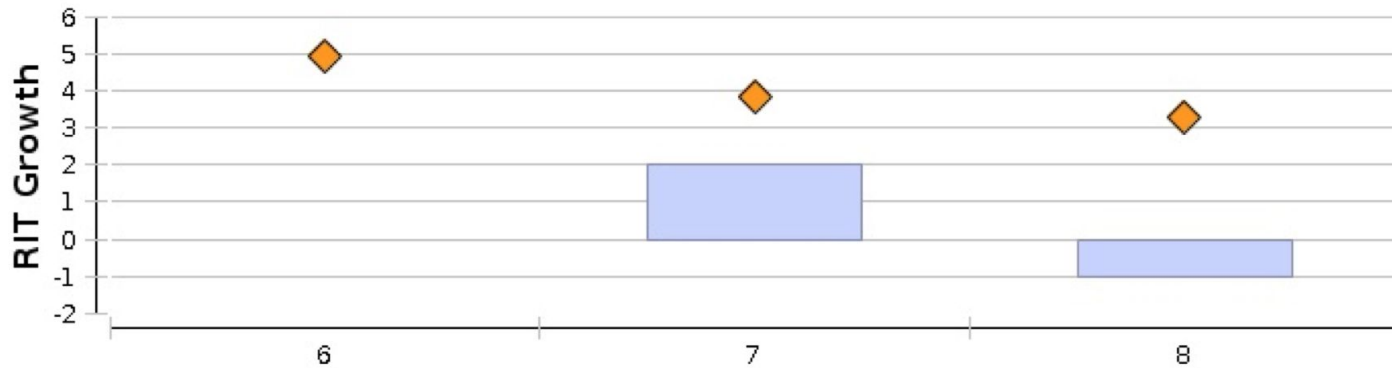


Grade 6, 7, 8 ELA: Reading Growth Comparisons

Mitkof Middle School

Language Arts: Reading

Grade (Spring 2021)	Growth Count†	Comparison Periods						Growth	
		Fall 2020			Spring 2021			Observed Growth	Observed Growth SE
		Mean RIT	SD	Percentile	Mean RIT	SD	Percentile		
6	29	214.7	20.4	74	214.7	19.6	46	0	1.8
7	26	221.3	14.9	84	223.0	15.7	74	2	1.2
8	37	225.4	15.9	83	224.4	19.8	64	-1	1.5





Grade 9 Math Growth Comparison: Fall 2020 to Winter 2021

Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80	
count	%	count	%	count	%	count	%	count	%
1	3%	5	17%	6	20%	4	13%	14	47%

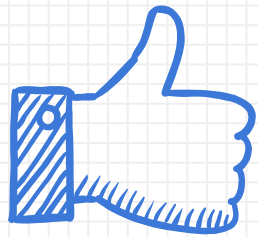
Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80	
count	%	count	%	count	%	count	%	count	%
1	4%	1	4%	7	27%	5	19%	12	46%

Grade 9 ELA: Reading Growth Comparison: Fall 2020 to Winter 2021

Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80	
count	%	count	%	count	%	count	%	count	%
3	10%	3	10%	6	20%	8	27%	10	33%

Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80	
count	%	count	%	count	%	count	%	count	%
1	7%	1	7%	2	13%	5	33%	6	40%





THANKS!

Any questions?



SOARING INTO A NEW SCHOOL YEAR!

**RAE C. STEDMAN ELEMENTARY
STUDENT HANDBOOK
2021-2022**

Phone Number: 1(877)526-7656

Fax: 1(877)526-7656

Principal: Heather Conn

Email: hconn@pcsd.us

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OUR MISSION:

***Petersburg Schools will advocate for continuous growth,
promote a healthy environment, and provide diverse educational opportunities
where all students achieve.***

A message from the principal...

Welcome to Stedman Elementary School! We are off to the start of another new year and are so glad your children will be with us.

By reading this handbook, you are already showing a vested interest in your child's education. Parents are an integral part of the process for students to become lifelong learners. Research shows that a supportive home environment leads to successful student learning. Please start the year off by joining us in:

- Partners in Education (PIE) Meetings (pg 14)
- Nightly reading routines
- Checking your child's backpack & planner daily
- Encourage positive habits for routines
- Volunteering in our Stedman community (pg 14)

This handbook outlines guidelines that are meant to clearly outline our routines, procedures, and expectations, which will foster our children's learning to the fullest. Items in this handbook are subject to change and at times there may be missing pieces. If you find something missing please feel free to email, write a note, or stop by the office.

I believe our mission statement paints a clear picture of who we are as educators and what we want our students to accomplish here at Stedman. When we are all dedicated to continuous growth and provide an environment that is healthy and diverse, there are no limits to what can be achieved.

I really look forward to seeing each of you personally in the coming weeks and then getting to work side-by-side with you through the coming years as we help our students and Stedman community grow. You are always welcome to visit us. Remember that communication is the key to success in everything we do.

Mrs. Heather Conn

2021-2022 STEDMAN STAFF

Kindergarten:	Pre-School Special Services:
Erin Willis	Barb Marifern
Hillary Mullen	Special Services:
First Grade:	Heidi Cabral
Debby Eddy	Annica Tufele
Kerri Curtiss	P.E.: Dino Brock
Laura Allison	Swim: Sam Marifern
Second Grade:	Swim Instructional Aide: Available
Michelle Brock	Music: Matt Lenhard
Ethan Bryner	Counselor: Rachel Etcher
Third Grade:	Administrative Assistant: Cena Worhatch
Mary Midkiff	Paraprofessionals:
Becky Martin	Winter Skeek
Fourth Grade:	Kayla Popp
Jamie Eddy	Marketa Ith
Shannon Vandervest-Whitacre	Tanya Thynes
Fourth/Fifth Grade:	Sharon Smith
Amy Wilkes	Christy Ware
Fifth Grade:	Rocky Peeler
Gregg Kowalski	Librarian/Media Specialist: Carissa Cotta
Vanessa Miller	Librarian Paraprofessional: Tanya Thynes
Migrant:	Title 1 Reading/ESL: Eliza Warmack
Heather Conn and Carlee McIntosh	

ACADEMIC INFORMATION & PERMANENT RECORDS:

An active record of student progress is kept at school. These records are available for parents to review and are not shared with others unless a release is signed by the parent. School records contain:

- *Personal data such as names of parents or legal guardians, date of birth, immunization records, birth certificate, home address and phone number.

- *Previous grades and/or copies of report cards.

- *Student's yearly attendance records.

- *Reading, writing, and math portfolios.

ADMISSIONS:

Kindergarten students must be five years of age by September 1. There is a registration period for kindergarten students every spring and before school officially begins in the fall. Further information about the registration process may be obtained by calling the elementary school office.

To be eligible for the first grade, a student must be six years of age by September 1.

New students who are entering our school for the first time need to be enrolled by their parents or guardians, who will sign a confidential record release form and other specific permission forms (i.e. field trips, etc.). A copy of the student's **BIRTH CERTIFICATE and IMMUNIZATION RECORDS** will be needed as certain immunizations are required by Alaska State Law before a student may attend school. Parents are encouraged to enroll their children in school as soon as they arrive in Petersburg. Please call the school office if you have any questions.

ATTENDANCE AND ABSENCE REPORTING PROCEDURES:

Regular and consistent attendance is necessary for a student's success in school. Make up work does not replace all of the instruction and classroom activities that are essential to keeping up with the rest of the class.

1) The bell rings at 7:55 a.m. and students may enter the building at this time.

- School officially begins at 8:00 a.m., and students arriving after this time will need to check in at the office and bring a signed tardy slip to their teacher. We ask that students arrive no sooner than 7:45.
- Please make every effort to have your children here by 8:00 am. When your child is tardy, they miss the most important part of the day and feel anxious or awkward coming in late and not knowing what to do because instructions have already been given. If your child will be tardy and needs a school lunch, let us know so s/he can be included in our lunch count.

Tardies and absences affect a child socially and academically. Other children notice that a child is not present to rely on as a friend and a collaborator on group projects. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled with parents to make a plan so that attendance will not continue to negatively impact the child's education.

2) All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office (9:00am), we will call to verify the absence. This procedure ensures student safety and is a requirement of the Alaska Statute 14.30.010. (Compulsory Attendance Statute) . You are welcome to use our online [Student Absence Form](#) rather than calling in.

If attendance has an impact on academics or social emotional well being and school connectedness parents will be contacted. Please contact the school if your student will be absent. If a student is absent for 5 consecutive days due to medical/illness, we ask that you communicate with school officials, as we may request a doctor's note to excuse the absence.

Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times. We recognize that there may be extenuating circumstances where extended school absence will be necessary (i.e. medical conditions/emergencies, funerals, specific family situations, etc.), and we are more than willing to work with individual families on these situations. Arrangements should be made in advance with the individual teacher regarding missed class assignments.

According to our **district's COVID travel policy** a student who travels must quarantine for 5 full days (day of travel is day 0), submit proof of a negative COVID test upon arrival back into Petersburg along with their boarding pass. If a student is gone less than 72 hours no quarantine, test, or boarding pass is necessary.

In accordance with the Every Student Succeeds Act (ESSA), the state of Alaska holds schools responsible for Chronic absences as a measurement of school quality and student success. Chronic absence, defined as missing 10 percent of school days within one academic year (17.2) for any reason, is a powerful early warning predictor of student performance. Attendance is marked by full or half days.

For more information regarding the Alaska State Compulsory Attendance Law (**Alaska Statute 14.30.010**) you may visit the Alaska Legal Resource Center online or contact the school for a copy of the statute.

BUS TRANSPORTATION/RULES:

The bus drivers have the responsibility for the safety and conduct of all students riding the bus to and from school. Students are expected to obey the driver at ALL times. If students do not heed warnings from the bus driver, they may receive a bus misconduct citation.

First Citation:

- Conference with student and driver.
- Parents contacted.

Second Citation:

- Conference with student and driver.
- Parents contacted.
- Student may be denied bus privileges for 2-5 days.

Third Citation:

- Conference with student, driver, and parents.
- Student may be denied bus privileges for the remainder of the school year.

CELL PHONE USE:

Students are welcome to bring cell phones to school, but they must be turned off and placed in backpacks once they enter the building. They can be turned on and used once students leave the building at the end of the school day. We ask that all parents and visitors observe the same standard in order to minimize disruptions in the hallway and in classrooms. Cell phones will be taken from students and held in the office for parent pick-up if this standard is not followed. Staff cell phone use is to be restricted for school use only, such as school email and apps that require cell phone technology.

CHANGE OF ADDRESS OR PHONE:

In order to maintain accurate records, it is important to inform the school of any changes in telephone or post office box numbers. In case of an emergency, the school needs current phone numbers where family members can be reached during school hours.

COMMUNICATION:

Family members play a major role in helping us efficiently manage the day to day activities at school. We want our school to be a safe and productive environment for learning. We ask that parents and/or guardians observe the following considerations:

- Safety issues require that all visitors must check into the school office before going to their child's classroom.
- Please call ahead to make an appointment with your child's teacher. Each teacher has a daily plan of instruction and activities. Unexpected visitors require the teacher to shift attention from the students, instructional time is lost, and the children become distracted. It would be much appreciated if you could call ahead to arrange a time to visit with your child's teacher.
- Please call ahead to make an appointment to talk with the principal. She may be away from the office attending meetings, greeting children in the hallway as they arrive or leave the school, or meeting with individual students. She may be elsewhere in the building working with the staff or observing in one of the classrooms. If you call ahead, she will be more than happy to schedule a time to meet with you.
- It is our goal to minimize disruption to the school and classroom routine as little as possible while maintaining the flow of communication between home and school.
- We appreciate it when you send absence notes, permission slips, and lunch money to school when it is due.

DISCIPLINE and “EAGLE PRIDE”:

Our students show “Eagle Pride” when they are **Respectful, Responsible, and Safe.**

Throughout the year, students are taught specific expectations from a school-wide matrix based on these three behaviors. Staff members model and role-play in order to teach and reinforce expected behaviors. *Please see the attached matrix in Appendix A of the student handbook.*

Students are rewarded for making good choices. Staff members provide regular positive verbal feedback to students, **and tickets are also given out to recognize and encourage appropriate behavior.**

There are also times when students make poor choices and may face disciplinary consequences. The main goal of any disciplinary action is to help the student learn from their mistake and make better choices in the future. Consequences may include:

Possible Classroom Consequence, (Minor Offenses):	Possible Classroom Consequence, (Major Offenses):
Warning	Warning
Re-teach behavior	Re-teach behavior
Loss of privilege	Loss of privilege
Parent contact	Parent contact
Behavior contract	Behavior contract
Office referral	Lunch in a quiet room
	After school detention
	Suspension

Please see attached Minor/Major Behavior Definitions in Appendix B of the Student Handbook. See attached Stedman Behavior Matrix for Grades 3-5 in Appendix C.

DISMISSAL:

Kindergarten dismissal will be at 11:15 a.m. for the first two weeks of school, after which students will be dismissed at 1:15 p.m. daily through the end of the school year.

First-fifth grade students will be dismissed at 2:45 p.m. Monday-Thursday, and 12:00 p.m. on Fridays.

****Students should not arrive at school before 7:45 a.m. Students are not to remain at school after 2:45 p.m., as there is no supervision available. ****

DRESS AND GROOMING:

The dress code for all students shall meet school board requirements. 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 is non-disruptive of the educational activities and processes of the school.

- Shoes shall be worn.
- Clothing that exposes the entire shoulder, strapless tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt.
- Clothing exposing the torso or the midriff, either front, back, or sides, shall not be worn. Underwear shall not be visible.
- Hats and hoods shall not be worn in the building.
- Mini skirts, mini dresses, and short shorts are to be worn only with leggings or tights.
- 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.
- We ask that students dress for being out in the rain or snow.

Educator Qualification:

In compliance with federal requirements, parents may request information on the professional qualifications of their child's teachers to include whether the teacher

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived: and
- is teaching in the field of discipline of the certification of the teachers.

All of our current teachers meet these requirements. Additionally, any paraprofessional serving as a reading instructor has passed the State paraprofessional qualifying exam and is trained in all our reading programs.

EMERGENCY DRILLS:

Periodic emergency drills are required by law and are an important safety precaution. We practice these drills and take the possibility of a fire, need for evacuation, or need for lock-down or lock-out at school very seriously. Students are taught the run, hide, or fight concepts for safety. The children quickly learn that everyone must look to the trusted adult in the room for instructions during emergency situations.

EMERGENCY PROCEDURES and Emergency Commands:

“Clear the Halls”

Students and staff exit the halls. Students are to go to the nearest room where there is adult supervision, and remain quiet and away from internal and external windows and doors. Only use the classroom phone in an emergency. No one should exit the building.

“Lockdown” the School

Staff are to secure exterior doors. Students will go to the nearest room where there is adult supervision. Teachers are to secure their classrooms. Everyone is to remain quiet and away from

internal and external windows and doors. Shut off lights and close shades if possible, and lock classroom doors. Only use the classroom phone in an emergency. No one should exit the building. In the event of a fire alarm during a period of lockdown only evacuate the building once actual signs of fire are detected. If you are outside the building move away from the building to a safe area.

“Shelter in Place”

Due to dangers that may exist outside the building staff and students should seek shelter inside the building. Close all windows and doors (do **not** lock) and turn off any air exchanging equipment.

“Evacuate the Building”

Students, staff and visitors exit the building and move to the designated safe areas at least 300 feet from the school. Teachers take roll and account for all their students.

FERPA NOTIFICATION FOR ELEMENTARY AND SECONDARY INSTITUTIONS (60 Fed. Reg. 59291, 59297)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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 or misleading.

Parents or eligible students may ask the Petersburg City School District to amend the record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in the students 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. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company in whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

HEALTH SERVICES

1) ILLNESS

If students become ill during the school day, they will be sent to the office for the secretary to determine what action should be taken. If necessary, the parent or guardian will be contacted for advice or information or to take the child home. At this time Stedman is a symptom free school. Please keep your children home if they have a temperature of 100.4 or higher, cough, sore throat, shortness of breath, chills, muscle pain, run or stuffy nose, headache, vomiting, diarrhea, loss of taste or smell, undiagnosed rash or skin condition, or taking antibiotics for the first 24 hours.

2) FIRST AID AND EMERGENCY CARE

A) **We have a position currently open for a school nurse to be shared district wide.** The secretary and other staff have First Aid and CPR training, but they are not nurses.

B) In case of a serious accident or injury, appropriate first aid and emergency care will be provided by the most accessible and qualified first aid care giver. Parents or guardians will be contacted as soon as possible. If deemed necessary, the Emergency Medical System (911) will be activated to provide additional assistance. (Please be sure that all emergency information on your child's school records is current and complete.)

3) MEDICATION

A) If it is necessary for your child to take any **prescription** or **over-the-counter** medication during the school day, you (**and your doctor for prescription medication**) must complete a **medication form** indicating what is to be administered to your child, when, why, the dosage and the duration. Medication is to be sent to the school in the original bottle or packaging.

B) All medication must be stored in the office. Please deliver the medication directly to the office and do not send it to school in your child's backpack.

C) It would be best to ask your doctor for dosages that do not require taking medicine during school hours. Most children's prescriptions can be given at home outside of school hours.

D) You can contact the school for a medication form.

4) COMMUNICABLE DISEASES

A) Examples: strep throat, chicken pox, lice, pink eye, scabies, ringworm, impetigo, covid, etc.

B) Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until properly treated or no longer contagious. Please check with your family physician to determine when your child may return to school.

C) Please notify the school any time your child is kept home for suspected contagious conditions. This will help us observe other students for signs and symptoms.

5) FEVER or DIARRHEA

If a child has a fever or diarrhea they need to stay home. If a child develops a fever or diarrhea while at school we will call his/her parent or guardian. Students must be fever and diarrhea free for 24 hours before returning to school.

6) VOMITING (due to illness):

Children may return to school 24 hours after the last vomiting incident.

7) LICE

A) Head lice (pediculosis) are a recurring problem in Petersburg schools, as it is in schools all over the country. Lice are tiny, wingless insects that live on the hair of human heads. They lay eggs (nits) which attach to the hair tightly and then hatch, increasing the chances of spreading to others. They can cause itching, scalp irritation, sores, and spread easily when children are in close contact. Although they do not carry diseases and are not harmful, they are very annoying and we try our best to work with families to keep lice out of the school and their homes.

B) When we discover a child has lice, we follow these procedures:

- All other students in that child's classroom are checked, as well as the child's brothers and sisters in the school.
- Parents are notified by phone to thoroughly explain the procedures for treating the child, the family and their personal items in the home.
- Students come back to school after being properly treated, and we check each child when they return to make sure they are free of lice.
- We ask that parents re-check the student and pick out nits daily for 7-10 days, which is the incubation period in case some were not taken care of by the treatment. Check continuously every week after that.

C) To prevent the spread of lice, we take many precautions at school. The students are taught about lice and not to share combs, brushes, hats, clothing, etc. If a classroom has a lice problem, we take special precautions with coats, earphones, carpeting, stuffed animals and anything that may contribute to the spreading of the lice.

D) YOU CAN HELP!

- Inspect your child's head on a regular basis looking for lice or nits. Checking after each bath/shower is the best way to remember – establish it as a routine. Make sure you check the first week of school so we don't start off the year spreading them.
- Notify us right away if you suspect your child or a member of your family has head lice. This helps us know to check your child's classmates to help stop them from spreading to other students.
- Notify any groups, neighbors, friends or playmates or anyone who has been in close contact with members of your family who have head lice. This can prevent further spreading and could prevent the re-infestation in your own family.
- If you ever have questions, or would like assistance, please call the school and we would be happy to help in any way we can.

DAILY SCREENINGS AND TEMPERATURE CHECKS

Temperatures

Temperatures will be taken once a student is in her/his seat. Masks will be worn until temperature is taken. Temperatures will be recorded by the students on their desk.

Screenings

A letter requiring your initials and signatures will be required at 2020 Fall Registration which requires you to recognize the symptoms that will prevent your child from in-person education. We are practicing a Symptom Free Policy, which means a student may NOT experience one or more of these symptoms in order to come to school and will be sent home from school if exhibiting any of these (Flow chart is being created for families):

Temperature of 100.4 or higher

Cough or Sore Throat

Shortness of Breath

Chills, Muscle Pain

Runny or Stuffy Nose

Headache, Vomiting, or Diarrhea

New Loss or Taste of Smell

New undiagnosed or untreated rash or skin condition

You are taking first 24 hours of antibiotic treatment

***Note: For asthma and allergies please provide a doctor's note with your child's list of symptoms. We understand that this list will cause difficulty. It is our advice to limit your social bubble in order to prevent illnesses of all kinds.**

SYMPTOM FREE SCHOOL: Students with any sign of illness will be sent home. Students will be able to return once symptoms are no longer existent.

MASKING: All Students/staff will wear a mask in communal places. These spaces include hallway, library, pool lobby, community gym hallway, cafeteria (when not eating), and outside during morning and afternoon pick-ups.

HOMEWORK POLICY:

The Stedman staff believes that homework is an important part of the educational process; therefore, homework will be assigned during the school year. Homework will be tied to classroom activities and curriculum, and will be appropriate for age and ability. We appreciate it when parents ask their child about homework each evening. When parents show an ongoing daily interest in what their child experiences at school, it creates meaningful dialogue and makes the child feel that their work is important and valued. It also allows parents to keep up with what their child is learning and encourages further communication between the parent and teacher.

LABELS AND LOCKS:

It is not unusual for elementary students to have problems managing their personal belongings. To avoid lost lunch bags, swimsuits, hats, boots, coats, etc., we suggest labeling. If parents/guardians put the child's name and phone number on all items that could be misplaced at school they can be easily identified and returned to the owner.

There is a bike rack for students who ride their bikes to school. To be sure that the bike is safe, parents/guardians are encouraged to invest in a good lock that is large enough to lock the bike to the rack. It is also recommended that students wear bike helmets.

LIBRARY:

The Rae C. Stedman library provides an ever-expanding resource center containing a healthy collection of books and other media tools, which support the curriculum (i.e. computers with internet access, video tapes, books on tape). There are also a variety of fiction and non-fiction books designed to meet the needs of emerging and developing readers.

During library time, students in kindergarten, 1st, and 2nd grade will be able to check in and out books. Students in 3rd, 4th, and 5th grade will be learning research skills, online catalog, locating books using the Dewey Decimal system, internet navigation skills and safety, and book care. They also learn a variety of information literacy skills. The librarian and teachers coordinate as much as possible to link library lessons in grades 3-5 with grade level curriculum.

LUNCH/BREAKFAST PROGRAM:

Our award-winning hot lunch and breakfast program is served on full school days and early release days. Students bringing cold lunch will also eat in the lunchroom. Lunch and breakfast tickets may be purchased for an extended period of time. Breakfast prices are: \$2.50 for students and \$3.00 for adults. Lunch prices are: \$3.50 for students and \$5.00 for adults. Menus are published in the weekly newsletter, and all menus *exceed* state and federal nutritional guidelines.

The school district offers reduced lunch/breakfast tickets based on family size and income. Free and reduced lunch/breakfast forms are available at the school office and on the school district website. Students may leave the school during their scheduled lunchtime, but **MUST** have a written note from a parent. We encourage families to prepay meals.

Breakfast is being served in the cafeteria and classrooms. Serving breakfast in the classrooms helps ALL students. Breakfast is offered to everyone.

8:00a.m. Breakfast in Cafeteria: Kindergarten, 2nd, grade, and 3rd grade

8:00a.m. Breakfast in Classroom: 1st grade, 4th grade, and 5th grade

The daily recess/lunch schedule is as follows:

		RECESS/LUNCH Schedule:		
Kindergarten	11:15-11:35	Recess	11:35-11:55	Lunch
1st Grade	10:50-11:10	Recess	11:10-11:30	Lunch
2nd Grade	11:05-11:25	Recess	11:25-11:45	Lunch
3rd Grade	11:40-12:00	Recess	12:00-12:20	Lunch

4th Grade	11:30-11:50 Recess	11:50-12:10 Lunch
5th Grade	12:20-12:40 Recess	12:40-1:00 Lunch

**Parents are welcome to have lunch with their child.

To join your child for lunch, have your child sign you up in the morning or call the office to order that day's lunch.

Lunchroom rules and courteous behavior:

- Observe good dining room manners at the table.
- Put your trash in the garbage containers.
- Leave the table and surrounding area clean.
- Return trays to carts.
- Do not take food from the lunchroom.
- Do not crowd others in line in the lunchroom.
- Leave the lunchroom in an orderly fashion when dismissed.

PARENT VOLUNTEERS:

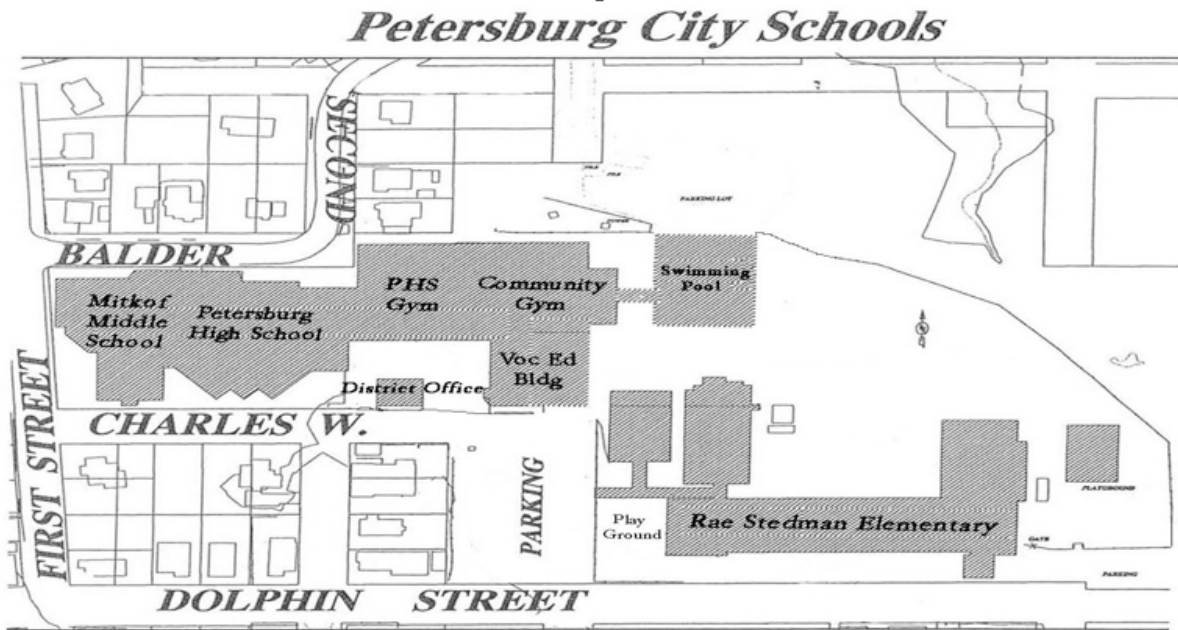
We encourage parents to volunteer time to help both inside and outside the school building. We appreciate the support you give whether it is in the classroom during the regular school day, after school hours, or helping with special projects on the weekends. We do have an active parent/teacher organization called "Partners in Education" (PIE) if you are interested in joining. We welcome your support and involvement! We also recognize that you make valuable contributions to your child's success at school every day when you see that your child completes his or her homework, gets plenty of rest, and eats nutritious meals.

If you are interested in being a volunteer at the elementary school, please let us know.

Volunteer Opportunities:

- Creative Writing Assistant: Helps students write, edit, and bind original books.
- Community Resource Volunteer: On call for special presentations and demonstrations about jobs, special talents, hobbies, etc.
- Library Volunteer: Assists the librarian with filing, shelving books, checking materials in and out, and working on cataloging on-line.
- Classroom Volunteer: Works closely with teachers to coordinate class parties, help with field trips, and other special projects.
- Computer Volunteer: Assists with technology projects.
- Reading Volunteer: Listens to children read and helps children with book reports or other classroom reading activities.
- Yearbook compilation
- Fundraisers
- Partners in Education (P.I.E.)

PETERSBURG SCHOOL DISTRICT MAP



REPORT CARDS, PARENT CONFERENCES, and POWERSCHOOL:

Report cards are given to families at the end of each trimester. Scheduled conferences are held at the end of the first and second trimesters. If needed, conferences can be arranged at other times during the year. Call your child’s teacher to set up an additional conference or to request a progress report. “Introduction to My Child” conferences take place at the beginning of the school year. This is an opportunity for parents to exchange information about their child with the classroom teacher.

Parents and students can also access current grades and attendance through the internet. The following PowerSchool website will allow you access to your information: pcsd.powerschool.com/public. For security purposes, parents are assigned unique usernames and passwords for each individual student at Rae C. Stedman Elementary. To receive your ID and password, please contact the elementary office.

SNACK/CELEBRATION GUIDELINES and Gifts:

Fresh fruits and vegetables are available daily for snack for all students (free of charge). Students are encouraged to participate in the school-wide snack program unless there are specific dietary needs or other special circumstances. Parents are asked not to bring in birthday treats on individual student birthdays, as there will be a monthly celebration in each classroom (focusing on healthy food choices and activities, in accordance with district Wellness Policy). Student birthdays will be recognized during morning announcements, as well as receiving a special certificate and gift from the principal (summer birthdays will be recognized during the school year). Gifts brought to the school for students will be kept at the office and students may pick them up after school to avoid disruption in the school day.

SUPPORT PROGRAMS:

Our school offers a variety of support programs to provide the most appropriate learning opportunities for all of our students. Students are identified for programs through careful evaluations administered by qualified personnel. Teams of parents, teachers, students, and appropriate professionals meet to determine which of the following programs might be prescribed to meet the particular needs of students:

- **Hearing and Speech:** Our speech therapist screens all kindergarten, first, second, and third graders for hearing and articulation ability every fall. We provide services for all qualified students, age 3-21. Students may be qualified in the areas of articulation, language, voice, and fluency.
- **Special Education Program:** Students who qualify for special education services have academic, physical, and/or emotional needs that require specialized learning programs. The special education staff works closely with parents and classroom teachers to identify, test, and develop programs for these students. Our district also contracts occupational and physical therapy for students who require these services.
- **Title 1 Reading:** This program offers supplementary, individual, and small group instruction in reading and early literacy classes for students needing additional instruction.
- **Migrant Education:** The Migrant Education program helps provide instructional aides in our classrooms and support early literacy programs for all students.
- **ESL/ELL Program:** This program provides services in the regular classroom to students learning English as a second language. Services include translation (when available), English as a second language instruction, and assistance with regular academics.
- **Counseling Services:** We are fortunate to have a full-time counselor on staff at Stedman Elementary. She is available for individual, group, and family counseling. She also collaborates with classroom teachers for in-class lessons focusing on self-esteem issues, social concerns, and group dynamics.
- **Homework Busters:** This program provides after school tutoring and homework support for students Monday-Thursday from 2:45-3:45 p.m.

SWIMMING AND PHYSICAL EDUCATION:

All elementary students alternate between swimming and P.E. classes each week. The Physical Education program helps develop fundamental skills, physical fitness, game play, and sportsmanship. Our swimming program emphasizes swimming skills and water safety.

Clothing needs for each student:

- Swimming suit and towel for swimming class.
- Inside shoes that will remain in the classroom throughout the year. (Outside shoes are removed when children enter their classroom).
- Indoor gym shoes for P.E. class (lace-up or Velcro; no slip-ons). These shoes can be the same ones used for “inside shoes” in the classroom.

TECHNOLOGY:

Stedman Elementary is networked with the district office, the middle school, and the high school. Each classroom has supervised internet access, laptop computers and ipads. Students are taught basic computer skills, word processing skills, internet navigation skills, as well as online safety. Students have the opportunity to explore a variety of age-appropriate software programs and apps. Our technology program continues to grow, progress, and adapt as the student and staff needs change. The emphasis is shifting from “computer instruction” to “technology integration,” as students enter school with more advanced computer skills.

TEXTBOOKS AND SUPPLIES:

All classroom textbooks and materials, and library materials are loaned to students free of charge. However, students are responsible for lost or damaged books and materials, and will be expected to pay for them. Students are urged to take good care of their books. Many of the consumable supplies are furnished by the school, but the students will be required to bring some personal supplies. The classroom teacher will indicate what personal materials will be necessary.

TRANSFERRING TO A NEW SCHOOL:

When a family is planning to move, we ask that parents or guardians notify the child’s teacher and the principal as far in advance as possible so we can make the transfer to another school as smooth as possible. Library books and textbooks must be returned and outstanding meal balances paid before leaving so that school records can be forwarded.

Appendix A

In Petersburg, we take pride in being a community of lifelong learners who take responsibility for ourselves and for the world around us. We maintain a safe and positive educational environment through respecting others, and ourselves, as displayed by our efforts and attitudes toward learning and behavior.

	HALLWAYS	BATHROOM	LUNCH AREA	SCHOOL GROUNDS	SCHOOL BUS	AUDITORIUM	COMMUNITY
RESPECTFUL	<p>Use appropriate language and volume.</p> <p>Be kind and courteous.</p> <p>Acknowledge personal space.</p> <p>Respect Surroundings.</p>	<p>Use appropriate language and volume.</p> <p>Respect others' personal space and privacy.</p> <p>Use facility properly.</p> <p>Wait patiently.</p>	<p>Use appropriate language and volume.</p> <p>Hands to yourself.</p> <p>Practice good meal manners.</p>	<p>Use appropriate language and volume.</p> <p>Be kind.</p>	<p>Use appropriate language and volume.</p> <p>Listen to the driver.</p> <p>Keep hands, feet, and other objects to self.</p> <p>Be polite and courteous.</p>	<p>Use appropriate language and volume.</p> <p>Be attentive.</p> <p>Participate appropriately.</p>	<p>Use appropriate language and volume.</p> <p>Be kind and courteous to others.</p> <p>Display good citizenship.</p> <p>Be considerate of others' property.</p>
RESPONSIBLE	<p>Keep it clean.</p> <p>Be on time.</p> <p>Use acceptable noise level.</p>	<p>Keep it clean.</p> <p>Use in a timely manner.</p> <p>Choose appropriate time.</p>	<p>Take what you want; eat what you take.</p> <p>Keep it clean.</p>	<p>Practice self-control.</p> <p>Keep it clean.</p>	<p>Electronic use only when seated.</p> <p>Take care of personal belongings.</p> <p>Communicate change of plans with parents/drivers.</p> <p>Keep it clean.</p>	<p>Keep it clean.</p>	<p>Practice self-control.</p> <p>Take care of personal belongings.</p> <p>Timely communication with chaperone/teacher.</p> <p>Follow rules/laws.</p>
SAFE	<p>Keep hands, feet, and other objects to self.</p> <p>Walk.</p>	<p>Keep hands, feet, and other objects to self.</p> <p>Practice good personal hygiene.</p> <p>Report concerns or inappropriate behavior.</p>	<p>Practice good personal hygiene.</p> <p>Move through line in a calm, orderly fashion.</p>	<p>Comply with rules.</p> <p>Be aware of others.</p> <p>Be aware of your surroundings.</p>	<p>Stay seated.</p> <p>Walk up and down steps.</p> <p>Wait for driver's signal to cross.</p> <p>Keep aisles clear.</p>	<p>Walk.</p> <p>Use aisles.</p> <p>Follow directions.</p>	<p>Appropriate use of electronics.</p> <p>Follow directions.</p> <p>Stay with the group.</p>

Appendix B

Minor Behavior Definitions

- Defiance/Disrespect/ Non-compliance (M-Disrespect)
- o Student engages in brief or low-intensity failure to respond to reasonable adult requests.
- Disruption (M-Disruption)
- o Student engages in low-intensity, but inappropriate disruption to educational setting.
- Dress Code Violation (M-Dress)
- o Student wears clothing that is not within the dress code guidelines defined by the school district.
- Inappropriate Language (M-Inapp Lan)
- o Student engages in low-intensity instance of inappropriate language.
- Inappropriate Location/Out of Bounds Area (M-Out of Bounds)
- o Student is not where they are supposed to be.
- Physical Contact (M-Contact)
- o Student engages in inappropriate physical contact or infringes in other's personal space.
- Property Misuse (M-Prpty Misuse)
- o Student engages in low-intensity misuse of property.
- Tardy (M-Tardy)
- o Student arrives at class after bell.
- Off Task
- o Student does not engage in expected behavior after prompting, but it not disruptive.
- Technology Violation (M-Tech)
- o Student engages in inappropriate use of technology equipment (cell phone, music/video players, camera, computer, etc.) and/or failure to comply with the PCSD Electronic Use Agreement.

Appendix B continued....

Major Behavior Definitions

- Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)
- o Student delivers verbal messages that include swearing, name-calling or use of words in an inappropriate way with intent to harm or cause disturbance/disruption.
- Arson (Arson)
- o Student plans and/or participates in malicious burning of property.
- Bomb Threat/ False Alarm (Bomb)
- o Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
- Defiance/Disrespect/Insubordination/Non-Compliance (Disrespect)
- o Student engages in refusal to follow a “reasonable request,” directions, talks back, and/or delivers socially rude interactions.
- Disruption (Disruption)
- o Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming, noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
- Fighting (Fight)
- o Student is involved in mutual participation in an incident involving physical violence.
- Forgery/Theft (Forge/Theft)
- o Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person’s name without that person’s permission.
- Gang Affiliation Display (Gang Display)
- o Student uses gesture, dress, and/or speech to display affiliation with a gang.
- Harassment/Bullying (Harass)
- o Student delivers disrespectful messages* (verbal, written, or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes through the use of electronics.
**Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.*
- Inappropriate Location/Out of Bounds Area (Out Bounds)
- o Student is in an area that is outside of reasonable school boundaries (as defined by school) that places that student or others in a potentially dangerous situation.
- Cheating/Lying (Lying)
- o Student delivers message that is untrue and/or deliberately violates rules or engages in plagiarism or copying another’s work.
- Physical Aggression/Assault (PAgg)
- o Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
- Property Damage/Vandalism (Prop dam)
- o Student participates in an activity that results in destruction or disfigurement of property.
- Skip Class (Skip)
- o Student leaves or misses class without permission.
- Truancy (Truancy)
- o Student receives an ‘unexcused absence’ for ½ day or more.
- Tardy (Tardy)
- o Student is repeatedly late (as defined by the school) to class or the start up of the school day. Emphasis will be shown to excessive tardies at the beginning of school, after lunch time and following long breaks.
- Technology Violation (Tech)
- o Student engages in inappropriate use of technology equipment (cell phone, music/video players, camera, computer, etc.) and/or failure to comply with the PCSD Electronic Use Agreement.
- Use/Possession Alcohol (Alcohol)

- o Student is in possession of or is using alcohol while on school property, school-sponsored trips, or otherwise on school jurisdiction or control.
- Use/Possession of Combustibles with Intent to Harm (Combust)
- o Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm (matches, lighters, firecrackers, gasoline, lighter fluid).

MITKOF MIDDLE SCHOOL VIKINGS

www.pcsd.us

School colors: Blue, White, and Black
500 North 1st Street
Petersburg, Alaska 99833
Phone & Fax: 877-526-7656

Principal

Richard Dormer

Dean of Students/Activities Director

Jaime Cabral

Counselor

Jenna Turner

Secretary

Pennie Caples

Certified Teaching Staff

Rick Brock	Bridey Short
Hannah Smith	Mikalai Potrzuski
Dave Owens*	Carissa Cotta*
Beau Ward*	Casey Gates
Jon Painter*	Matt Lenhard*
Ashley Lohr*	Dustin Crump*
Tyler Thain	

*denotes staff member teaches in multiple buildings

Email addresses for all staff are as follows: firstinitiallastname@pcsd.us
example: rbrock@pcsd.us

Superintendent

Erica Kludt-Painter

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Mission Statement

The faculty, staff, and administration of Mitkof Middle School recognize the transitional nature as well as the intellectual, social, emotional, and physical needs of adolescents. We are committed to academic excellence in a safe environment that respects the rights of others and enhances individual growth and development. We are dedicated to the creation of a variety of interdisciplinary, active learning opportunities that prepare our students for continued school success and lifelong learning.

School Mission

Petersburg Schools will advocate for continuous growth, promote a healthy environment and provide diverse educational opportunities where all students achieve.

School Goals

The following goals were developed after collecting input from school staff, parents and the wider Petersburg Community. The Mitkof Middle School is dedicated to realizing the following goals:

1. Completion of all assigned work to satisfactory standard
2. Provide extra support for Math
3. Provide consistent discipline
4. Provide extra support for Reading

Mitkof School Values

Mitkof Middle School provides a positive learning environment that meets the unique and personal needs of our students. Building on basic skills acquired in the elementary school, students explore expanded curriculum while becoming more self-directed. This philosophy is accomplished through the development of:

1. A realistic and wholesome self-concept, as well as an appreciation of others
2. Basic academic skills
3. Exploratory activities and classes
4. Decision making and problem solving skills
5. Individual critical and creative thinking, curiosity, and inquiry
6. Personal pride, positive work attitudes, and a desire for success
7. Career awareness, lifelong learning, safety, consumer responsibilities, and leisure time activities
8. Supportive relationships among home, school, and community

Activities/Athletics

Activity Calendar: The middle school maintains an Activity Calendar on the school webpage. In addition to daily newsletters, a schedule of activities is found on this calendar. Please ensure the school secretary has a current email address to receive the school newsletter but don't forget to check the Activity Calendar on a regular basis. The calendar can be found at: pcsd.us

Activity Nights: The middle school hosts Activity Nights throughout the school year. Middle school staff provides supervision during these nights to ensure a fun and safe environment. Access is limited to middle school students. Parents of middle school students are invited and welcome to attend. School policy is in effect at these nights as these activities are considered school functions. Activities are organized by the Student Council and include such things as: dance, gym time and other games and activities.

Awards Assembly: The middle school hosts an Awards Assembly at the end of each quarter to recognize the academic, attendance and behavioral success of students. The awards given include:

- Honor Roll for students with Proficient or Advanced academic standing
- Perfect Attendance
- Academic Achievement for students who raise their average grade by 10pts from one quarter to the next.
- Teachers often recognize other outstanding student achievement during these assemblies

Parents are always invited and welcomed to these assemblies. Please watch the middle school Activities Calendar to see when these assemblies will occur.

School Yearbook: Publication of the school yearbook is under the leadership of a designated teacher(s). Students who have an interest in art, writing, photography, and/or layouts are encouraged to request participation.

Student Council: The middle school has an active student government composed of classroom representatives and officers. They are involved in planning and conducting special events and taking part in school leadership and community service. Class nominations and elections are held at the beginning of each school year. Students may not have missing products and/or attendance issues to be a nomination for officer. All students are encouraged to participate in the Student Council election process. Members of the Student Council must have passing grades (C's or better) and regular attendance or may be removed from serving on the council.

Other: Other activities are made available to students throughout the school year. Examples such as school plays, geography bee, and spelling bee are a few.

Activity Day Eligibility

Students become ineligible for end-of-the-quarter activity days when they fail to complete all homework by the end-of-the-quarter deadline. Students with missing homework are informed of their missing work each day the assignment is late. All students with missing homework are provided mandatory study time during the school

day. Study assistance is offered every day after school. Any time students request extra study time, they will have time provided during the school day as long as study time is needed.

The school staff feels that these opportunities are sufficient to help all students be able to participate in end-of-the-quarter activity days. However, if students fail to make use of these opportunities and complete all missing work, they will have the chance to participate in the next end-of-the-quarter activity day based on the completion of all assignments by the next end of the quarter deadline.

Students with outstanding assignments are ineligible for End-of-the-Quarter Activity Days. Students also become ineligible for end-of-the-quarter activity days when they receive a Tier 3 level behavior consequence or higher. Students and parents signed the Tier Behavioral Chart at the beginning of the school year. Students have this chart explained to them by the school staff on a regular basis. When a student receives a Tier 3 level behavior consequence for one quarter, they will have the opportunity to participate in the next end-of-the-quarter activity day based on their ability to avoid future Tier 3 level consequences in the next quarter.

Middle School Athletic/Activity Eligibility

Middle School Athletic/Activity Eligibility **grade checks** will be performed on a regular basis, approximately every two weeks throughout the school year. The dates for **grade checks** can be found on the district website, under Mitkof Middle School Activities, or in the Mitkof MS Office. Students that have earned D's or F's and those that possess missing products in any subject will be deemed ineligible to participate in school-sponsored extracurricular and/or athletic events for the two-week period. Students may regain eligible status by passing the next **grade check** that is scheduled. Students earning an "I" (incomplete) will remain ineligible until the incomplete is replaced with an A, B or C **grade** and/or products are completed.

The Superintendent or designee may revoke 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.

Students must attend all classes on the day of travel or activity, up to departure time for the event. If students leave in the early morning, or on a weekend or holiday, students must attend all classes on the last school day before departure. The principal, coach and athletic director may approve special circumstances requiring alternative student travel arrangements.

Examinations for Student Athletes: Students who wish to participate in school athletics shall present to school officials a physician's written certification dated within eighteen (18) months prior to participation in the activity, that they have been examined and are fit to participate in sports. Students shall also present to school officials, prior to participation, verification of responsibility for accident insurance coverage signed by the

parent/guardian. A parent/guardian who has no insurance coverage shall by signature accept full financial responsibility for injuries.
AR 5141.3

Middle School Sports:

Petersburg School District and Mitkof Middle School offers numerous activities for students to be involved in. We are fortunate enough to have great support from the community, teachers, and staff to advocate for student participation in extra-curricular activities. The following are the activities that MMS offers:

Cross Country (Boys and Girls) FALL

Basketball (Boys and Girls) FALL

Cheerleading (Boys and Girls) FALL

Wrestling (Boys and Girls) WINTER

Native Youth Olympics (NYO's)

Track and Field (Boys and Girls) SPRING

Volleyball (Girls) SPRING

All student-athletes will need to have submitted school activity forms, fees, and parental permission forms by specified date and time in order to be eligible. Student-athletes will also need to have meet the grade requirements as set forth in the MMS Handbook and Activity Handbook.

Grades 7 and 8 are permitted one trip per activity. All participants who have met practice requirements, have no grades below a "C", and demonstrate positive citizenship and sportsmanship are able to participate in travel. Sixth grade students are permitted to travel in a school sponsored activity to Wrangell only within the activities of Basketball, Cheerleading, Wrestling, and Volleyball when activities are scheduled and available within budget parameters. If the school is unable to host a home event within the activities of cross-country, basketball, cheerleading, wrestling and volleyball, sixth graders may be permitted to travel to ensure one competitive event for all students. Sixth Graders will be permitted to travel with Track and Field due to the nature of the short season, one (1) meet scheduled in the region and inability to host a "home" event.

Students participating in middle sports must have a sports physical before they will be allowed to practice. Students that demonstrate poor citizenship as determined by the Superintendent or their designee may not be allowed to travel or participate in school-sponsored events.

Club Sports: A number of additional athletic activities are offered in cooperation with local organizations; however, these activities are considered club sports. Club groups work in association with the middle school to promote academics and behavioral standards especially where travel for competition is considered.

Administering Medication

Before a designated employee administers any prescription or over-the-counter medication to any student during school hours, or permits a student to self-administer asthma medication, the district shall have received: 1. A written statement from the student's physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and 2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician. Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medication shall be kept in a locked drawer or cabinet.

AR 5141.21(a)

Anaphylactic Injections

Parents/guardians of students who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.

(Anaphylactic Injections cont.)

All medication for injections shall be labeled with the student's name, medicine name, and expiration date. It shall be stored in a locked cabinet with easy access by authorized staff.

AR 5141.21(b)

Asthma Inhalers

Parents/guardians of students who may require an asthma inhaler shall provide express written permission for the student to carry the asthma inhaler and to self-administer the medication. This authorization must verify that the student has sufficient knowledge and training to recognize the need for medication and how to administer the medication.

All inhalers shall be clearly labeled with the student's name, medicine name, and expiration date.

The student shall report each use of the asthma inhaler to his or her teacher and principal so that a record of administration may be kept.

Students are not permitted to share inhaler medication with any other student. Doing so will result in disciplinary action, up to and including, suspension or expulsion.

Alcohol and Drugs

The school district unequivocally supports drug-free schools and disciplinary measures to assure that the schools stay drug free. Appropriate action will be taken to eliminate the possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the

conduct and well-being of students. 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. School authorities may search students and school properties for the possession of alcohol and other drugs. BP 5131.6(c)

Attendance Policy

It's very difficult to learn when you're not in class. Students who have been absent are responsible for making up missed work without disrupting the flow of classroom activities. 8 Alaska Statute 14.30.010. (*When Attendance Compulsory*)

Tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in studying, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education.

Absences due to vacations are discouraged. We hope you can make your vacations plans during any of the regular school vacation times.

A. Absence

Being absent from a class for more than 10 minutes may be considered an aggravated tardy. Students who will be absent for a prolonged time must complete a trip slip and submit to the office. There are two types of absence, excused and unexcused. Valid reasons for an excused absence are listed below. Unexcused absences are those for which there is not a legal, excusable reason for the absence.

B. HOME NOTIFICATION

Attendance records are kept each period. Every effort is made to notify parents by phone when a student is absent and the school does not have prior notification. Parents are notified by letter when the student is in danger of failing due to absences.

C. TARDIES

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late will be assigned an aggravated tardy which will have more discipline associated and may result in loss of credit on class assignments. After one (1) tardy per quarter, students will be assigned 30 minutes of detention for each additional tardy. Habitual tardiness may result in additional consequences.

LEGAL REASONS FOR AN EXCUSED ABSENCE

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence.
2. Communicable Diseases

- a. Examples: strep throat, chicken pox, lice, pink eye, scabies, ringworm, impetigo, etc.
 - b. Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until properly treated or no longer contagious. Please check with your family physician to determine when your child may return to school. (Doctors note is REQUIRED)
 - c. Please notify the school any time your child is kept home for suspected contagious conditions. This will help us observe other students for signs and symptoms.
3. Fever or Diarrhea
- a. If a child has a fever or diarrhea they need to stay home. If a child develops a fever or diarrhea while at school we will call his/her parent or guardian. **Students must be fever and diarrhea free for 24 hours before returning to school.**
4. Vomiting (due to illness)
- a. Children may return to school 24 hours after the last vomiting incident.
5. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
6. Death in the immediate family, parents, grandparents, or siblings.
7. Students participating in Viking Swim Club or other sanctioned club sports. Absences must be prearranged with the proper forms through the attendance office.
8. Family trips or local, non-profit community organizations.
- a. A trip slip must be on file in the high school office a minimum of three days before departure.

ABSENCES REPORTING

A note or a phone call by parent/guardian explaining daily absences is needed. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message.

1. All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office, we will call to verify the absence. This procedure ensures student safety. If a student is absent for **5 consecutive** days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. A "Release from School" form may be requested from the Petersburg Medical Center by a patient or patient representative at no charge.

Please consult Petersburg Medical Center (or attending medical facility) and your insurance provider to predetermine medical costs. Petersburg School District is not responsible for medical charges associated with your child.

2. If a student is going to be out of school for family trips or other personal reasons, a "Parent Request for Student Absence" needs to be filed in the office before leaving (with the exception of family emergencies.) The students generally know this as a "trip slip" (which must be signed and turned into the office before all travel.) Class work will be done according to the arrangements made ahead of time with individual teachers. Students need to take this form to their teachers a minimum of three school days prior

to their absence. In order to receive credit for work missed, the student must have a signed trip slip and complete assigned work on time.

3. Step 1: After five (5) cumulative days of unexcused absences per quarter in the MS and semester in the HS, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

4. Step 2: After ten (10) unexcused absences per quarter in the MS and semester in the HS, another letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

5. Step 3: Students who have unexcused absences beyond 12 days per quarter in the MS and semester in the HS, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and or other professional evaluations.

MAKEUP WORK

Students are responsible for any missed work when they are absent. The student needs to confer with the teacher and get the assignments missed. Makeup work due dates are to be arranged between the teacher and student, before the absence if possible. If work is not turned in during the agreed-upon time frame, a "0" will be placed in the grade book for those assignments. Unexcused absences may result in reduced or no credit for assignments that were assigned or due on the date of the student unexcused absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If you feel there are extenuating circumstances, a parent/guardian has the option of the appeal procedure, starting with the teacher.

CHECKING OUT

Parents are advised to call the school on the morning of a student's absence, if possible. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message. Notification will enable the teacher to plan makeup 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, including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check in to the office before re-entering class. Failure to check out through the office will result in disciplinary action.

Out of School Suspension. Daily work is to be handed in the day OSS students return to school. All of their assignments are posted on the teacher's web site. Work not handed in on time turns into a "0".

The middle school maintains a "closed campus". Students are only permitted to leave the campus during the school day when signed out by a parent. This includes lunchtime.

Awards Assembly

An awards assembly is held following the end of each quarter of school. The assembly will be scheduled and posted on the Middle School Activity Calendar. Awards given during this assembly include: Honor Roll, Perfect Attendance, and Academic Achievement. Other quarterly achievements are also recognized during this assembly. Parents are encouraged and welcomed to attend.

Band

Band is required for all 6th grade students. Band is an elective for 7th and 8th graders.

Bullying/Harassment/Threats

Bullying will not be tolerated. Examples or types of bullying (directly or indirectly) may include, but are not limited to: physical, verbal, emotional (psychological), sexual. Allegations of bullying shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of bullying to a teacher, counselor, or principal. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

Harassment: Harassment, intimidation and bullying disrupt a student's ability to learn and a school's ability to educate. Students are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion. BP 5131.43(a)

Conduct that does not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or rules. BP 5131.43(c)

Reporting Harassment: Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment, intimidation or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. BP 5131.43(c)

The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

At the conclusion of the investigation, the principal shall take such disciplinary action

deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code,

Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

False Reporting Harassment: Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students.

Retaliation Prohibited: Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students.

All information regarding Reporting of Harassment to Retaliation Prohibited referenced in AR 5131.43(b)

Cyberbullying/Harassment via Technology: The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to 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.

Students and staff who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy. In situations in which the cyberbullying originated from a non-school computer, but is brought to the attention of school officials, disciplinary measures may be imposed provided the cyberbullying and/or Internet threats:

1. Contain threats of violence against staff members or students;
2. Threaten vandalism to school property;
3. Suggest or advocate physical harm to staff members or students; or
4. Create a significant disruption to the school's educational mission, purpose and objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

BP 5131.43(b)

Threats of Violence: Students should be educated in an environment that is free from harm and threats of harm. Threats of violence or death are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or electronic means. No threat of violence will be considered a joke. Any bomb threats or threats of violence or death, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion. All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal, who in turn reports it to the Superintendent. The right is reserved to hold the student responsible for any costs and/or damages incurred by the District because of a threat. BP 5131.42

Bus Conduct

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. 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. BP 5131.1

Curriculum

The curriculum at Mitkof Middle School has been designed to meet the unique needs of our students. Students are assigned seven classes each day. Four assigned classes are in core subjects. The remaining three classes consist of exploratory subjects.

All students are required to take the school's four core courses each year. The core middle school subjects include: Math, Science, Language Arts, and Social Studies. VHS (Virtual High School) can be available on a limited basis for students seeking additional practice in subjects.

Exploratory classes are designed to engage student interests. Student exploratory schedules may be adjusted as required to address either academic or behavioral requirements. Also, exploratory classes are intended to meet the needs of specific grade levels. Exploratory programs include:

- Physical Education for all grade levels
- Careers for all grade levels
- Band for all grade levels
- Computer Literacy for all grade levels
- Southeast Survival (possible)
- Exploratory classes provide opportunity for programs from local organizations
- Robotics for sixth grade
- Culinary for seventh grade
- Art for seventh grade
- Yearbook for 7th and 8th grade (club)
- X Tech for eighth grade

Discipline

The school is responsible for students' safety and welfare in school and during school-sponsored functions; therefore, students are subject to school discipline during these times. It is expected that Mitkof Middle School students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies.

Students may be disciplined for behavior, prohibited by student discipline rules, that occurs off campus if the behavior is either related to school or school activities or is likely to affect safety, welfare or disrupt the educational process in the District.

By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

In-School Suspension (ISS)/Detention

In-school suspension or detention may be assigned by the principal or designee. Detention and In-school suspension will be assigned according to behavioral chart description (See Appendix Discipline Chart).

Reporting to Law Enforcement

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. BP 5144(b)

Academic Discipline

At Mitkof Middle School, we are concerned about each student's academic achievements. Academics are only a part of the student's whole education, but habits, grades, and study skills can greatly affect a student's opportunities in the future. This Academic Intervention Plan addresses steps to be taken to ensure students are maximizing their academic opportunities.

Tier 1:

A student earns below a 70% at a quarter or mid-quarter grading period in one or more core classes. This requires a meeting with teacher(s) and parent(s) with required after-school sessions with the teacher. If students are unable to stay after school, their school schedule will be adjusted to include a study skills period.

If all core classes are above a 70% at the next quarter or mid-quarter grading period, the student exits the intervention plan.

Tier 2:

At the next mid-quarter or quarter grading period, if the student is below 70% in the same or other core class, a required meeting with student, family, and school staff, including Individual Learning Program staff, will occur to discuss Tier 2 supports. The

student will be required to attend Saturday school as well as continue staying after school. Saturday School attendance will be mandatory every other Saturday. At the end of the next mid-quarter or quarter grading period, if a core class grade remains below 70%, the student will be supported in the Individual Learning Program for their core classes during the day and exploratory times. If all core classes are above a 70% at the next quarter or mid-quarter grading period, the student exits the intervention plan.

Tier 3:

At the end of nine weeks, if the student is below 70% in the same or other core classes, the student will continue at the Individual Learning Program until the end of the next quarter.

If all core classes are above a 70% at the end of nine weeks, the student exits the Individual Learning Program and will rejoin previous classes at MMS.

Dress and Grooming for School

The dress and grooming of students shall not be disruptive of the educational activities and processes of the school. BP 5132

1. Shoes shall be worn.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt.
3. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear/Undergarments shall not be visible.
4. Head coverings are not to be worn in the middle school.
5. Mini skirts, mini dresses, and short shorts are not permitted. Hemlines shall be worn near the knee.
6. 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.
7. Leggings and yoga pants, when worn, cannot allow more of the wearer's body to be seen than when wearing jean-like material, must be completely opaque, and of a material substantially thicker than tights.

Due Process

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action. Definition of the various disciplinary actions, and the authority and grounds for imposing discipline are specified in the school board policy manual. Reference BP 5144.1 (a)

1. For the sanctions of ISS and/detention the student will have the opportunity to explain his/her conduct to the principal. A conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS or detention.
2. For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 10 days), the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal

hearing will be held within 24 hours, if possible.

3. An extra-curricular suspension shall not be postponed while awaiting an appeal hearing. Under certain circumstances, the principal may order a short-term suspension to begin before an appeal hearing. The appeal hearing will be held as soon as practical after short-term suspension begins.

4. 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. Commencement of short-term suspension shall be deferred until after the superintendent hearing.

5. 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. Commencement of short-term suspension shall be deferred until after the Board's hearing. The hearing shall be held no later than the next regularly scheduled Board meeting. The Board shall issue a written decision within seven (7) school days of the hearing date. Complete hearing rules and timelines are outlined in school board policy manual.

6. The sanctions of long-term suspension and/or expulsion may be ordered only by the school board after a formal hearing. Formal hearing procedures are specified in the school board policy manual. Re-admittance to school is contingent upon the Board's satisfaction that the cause for long-term suspension or expulsion has been remedied.

All procedures in the school policy manual are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

Electronics

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director or principal.

Student cell phones are not allowed in Mitkof Middle School, and, if a student chooses to bring a personal cell phone, it must be kept in the student locker, out of sight during the school day. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member if they are seen or heard during the school day. The return of personal devices may require parent permission or meeting, depending on each respective situation.

Emergency Contact Information

To facilitate immediate contact with parents/guardians on such occasions, the Board requires parents/guardians to furnish the schools with the current information specified below:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.

4. Local physician to call in case of emergency. BP 5141(a)

Fire Drills

Required fire drills are held monthly during the school year.

SIGNAL: A continual sounding of the fire alarm is the signal to exit immediately.

PROCEDURE: Upon hearing the alarm, rise and leave the room briskly and in an orderly way. Form a line and file outside the building according to the instructions of the teacher. When outside, be alert to further instructions so that fire lanes may be kept clear. Return to class at a signal from the principal or teachers.

Gun Free Schools

By state law, any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis.

The term "firearm" means a firearm as 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.

Homework Policy

All assignments including classwork, projects, quizzes, and tests are covered in this policy. Assignments are designed with a specific instructional purpose in mind, such as: preparation, practice, extension, and/or creativity. It is essential for students to demonstrate proficiency by meeting a minimal standard on all assignments. *Practices* are assignments that reinforce taught curricular skills whereas *Products* assess learning benchmarks within each class. *Practices* are worth 30% of a student's overall grade and *Products* are worth 70%. All practices must be completed before retaking a test. When retaking failed products, the first retake is worth a maximum of 80% and a second retake is worth a maximum of 70%. The maximum grade on practices for a late or failed assignment is 70%. Missing/failed products may be retaken within one week and students have two days to contact their teacher to schedule a retake. Three missing practices lead to mandatory after school work in that teacher's classroom. Students are welcome and encouraged to stay after school to get help with their work.

Lockers

Lockers are school property. Lockers may be opened and inspected by school officials without student permission. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned.

Make-up work

Following an absence, a student is expected to talk to the teachers to find out about missing assignments. It is the responsibility of the student to complete these assignments in the allotted time in order to receive full credit. Make-up work for a planned absence needs to be obtained from the teacher prior to the absence.

Middle School Activity Calendar

The activity calendar for the middle school is found on the middle school web site. The URL for the Petersburg School District web site is: pcsd.us

Non-Discrimination Policy

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Kludt-Painter at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

PBIS

PBIS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBIS also improves academic performance.

The most important part of PBIS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the three main expectations of Petersburg School District -- Be Safe, Be Respectful, and Be Responsible.

Physical Education and Athletics Health Restriction

A student who has been removed from participation in physical education class, an athletic practice or game for serious physical injury or medical condition by a supervising adult (i.e. coach, parent, athletic director, etc.) may not return to play until the student has been evaluated, diagnosed and cleared for participation by a licensed practitioner, which may be:

1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (AS 08.64.370(1), (2), or (4),

OR

2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

If your child has a diagnosis that may restrict or limit his/her activities in physical education, then your child's doctor must fill out a Release From School form and have it submitted to the school office at the beginning of the school year or prior to the beginning of the next school day. The doctor must specify the amount of time this form is valid. Note that a student who is unable to participate in physical education is not able to participate in interscholastic sports and may be excluded from certain field trips.

The following health conditions may require a completed Release From School form:

- Asthma
- Heart Conditions, including murmurs
- Orthopedic problems
- Cerebral Palsy
- Seizure Disorder
- History of head injury, dizziness and/or fainting
- Any other disease/illness that may restrict physical activity.

During the school year, your son/daughter may sustain an illness or injury that will require your child to be excluded or restricted from participating in physical education and interscholastic activities. All notes from a medical professional or parent must be brought to the school office for your child to be excused from gym. Petersburg School District limits parent excuses to 3 days for each quarter in the MS and 3 days per semester in the HS. Students requiring more than the above exclusion/restriction must bring in a doctor's note to be excused (see above). Additional excused days of physical education may be required to be made up with the PE teacher.

Parents who are a licensed practitioner cannot excuse their own child, as legal documentation must come from a third party medical professional.

PowerSchool

Mitkof Middle School provides parents and students access to current grades and attendance through the Internet. Access your information at: <http://27.237.243.14> or <http://24.237.243.14> For security purposes, parents and students are assigned unique user names and passwords for each individual student at MMS. To receive your ID and password, please contact the middle school office.

Report Cards and Grading System

Report cards are sent home at the end of each quarter (nine weeks). In addition, midterm

report is sent home midway into each quarter. Parent teacher conferences are held as designated in school calendar. Additional parent conferences can be arranged as needed. Parents are encouraged to speak with their child's teachers frequently. Our grading system is as follows:

A	Excellent
A-	
B+	
B	Above Average
B-	
C+	
C	Average
C-	
D+	
D	Below Average
D-	
F	Failing
P	Passing
W	Withdrawal
I	Incomplete
NG	No Grade

An incomplete is given only when a student's work is not finished because of illness, other excused absence, or by teacher request to take additional time to assess the student's achievement level. If not made up within two weeks after the end of the term, an incomplete will be assigned a grade that indicates the student's completed progress during that term. Students shall be graded Pass/Fail only for study skills classes, classes in which they serve as student aides, or other elective/exploratory classes not considered core to the Mitkof Middle School educational program. A No Grade is assigned only with counselor and principal approval. (AR 5121)

Safe Schools and Crisis Response

Students need to feel safe within their school. The District has a crisis response plan. Procedures are in place for a response to threats of attack, shooting in the school and hostage situations as well as other dangerous situations, including a death. The response team consists of staff, parents, students, police, clergy, and social service professionals.

Students who are aware of plans that would endanger any member of the school community or school property should contact the principal or Superintendent immediately to let them know about the situation.

A student should never hesitate to contact school officials or Crime Stoppers (772-7463) with knowledge concerning threats towards another student, staff member or the school buildings. What one student may believe to be an insignificant threat could, in actuality, be the only information known to prevent a tragedy. Students sharing information with school officials can know that their efforts will be respected and valued even if the threat

proves to be uneventful.

Lock Down Drills

Lock down drills are also held periodically during the school year. This is done so that students learn how to respond quickly to any disaster in which students need to remain in school for safety reasons.

SIGNAL: A repeating two-toned sounding of the alarm is the signal for students to quickly enter the nearest classroom.

PROCEDURE: Once within the classroom, students should follow the teacher's directions for lock down procedures.

School Safety and Discipline Policies

This School Safety and Discipline Policy has been prepared by the school with the input of the larger school community over an extended period of time. It contains information the school wants students to know about their rights and responsibilities.

Student success is very important to teachers and the principal. "Success" can mean a lot of things. It is much more than passing classes and graduating from high school. It begins with learning to work with and respect others. It means respecting your culture and your community. Most importantly, it means respecting yourself. Most of the school rules are related to respect for other people and for the rights of other people.

This policy begins with the descriptions of the rights that students have. Those rights are to be honored and protected. It continues with a description of student responsibilities. Those responsibilities will also be upheld. If you have questions or concerns, talk to your teachers or your principal. They are there to help you with problems that arise.

Search and Seizure

Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned. Notice will also be posted in prominent locations throughout the school.

Authorization to search is specified in BP 5145.12(b)

Any district administrator may search a student's clothing, possessions and/or automobile on school premises if the administrator has reason to suspect that a student possesses contraband.

The superintendent may authorize a district employee to request a drug test from a student, if the employee has reasonable cause to suspect that the student is under the influence of alcohol or a controlled substance not prescribed as required by law. A student's failure to comply upon request pursuant to this policy may be used as evidence against the student in a disciplinary proceeding or may subject the student to other sanctions by board policies and school rules. BP 5145.12 (Search and seizure) does not authorize any school employee to conduct a strip search of a student.

Contraband discovered in the course of a search shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item shall be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent may direct that the item be surrendered to the police.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered.

Sexual Harassment

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

Students or staff should immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

BP 5145.7(a)

~~Types of conduct which are prohibited in the district and which may constitute sexual harassment include:~~

- ~~1. Unwelcome sexual flirtations or propositions.~~
- ~~2. Verbal abuse of a sexual nature.~~
- ~~3. Sexual or "dirty" jokes.~~
- ~~4. Graphic verbal comments about an individual's body.~~
- ~~5. Sexually degrading words used to describe an individual.~~
- ~~6. Display of sexually suggestive objects or pictures in the educational environment.~~
- ~~7. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.~~
- ~~8. Graffiti of a sexual nature.~~
- ~~9. Sexual gestures.~~
- ~~10. Touching oneself sexually or talking about one's sexual activity in front of others.~~
- ~~11. Spreading rumors about or rating other students as to sexual activity, performance or sexual orientation.~~

12. — Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

AR 5145.7

Sixth Grade Readiness

Current research confirms that the growth process is speeding up! Many growth studies show:

1. The change to adolescence can begin for early maturing girls in grade 3 and early maturing boys in grade 4
2. A majority of students go through these changes during grades 5 through 8, and all will be in some stage of transition during these grades
3. Today's 10 year olds are about the same size and maturity level as the 12 year olds a generation ago.

Sixth graders are ready for the new experiences of middle school and are anxious to jump right in!

Student Fees

Students are responsible for any damaged books or supplies on loan. A \$50 student activity fee is required for each sport in which a student participates in which they travel. Each student must pay \$5 yearly for ASB, which contributes to the many events that student government puts on for the student body. An optional fee for an annual yearbook can also be paid at the beginning of the year. Students who check out a PSD laptop will be required to pay the insurance fee annually.

Student Information Release

Release of Information to military recruiters

The federal Elementary and Secondary Education Act requires all local education agencies to provide to military recruiters, upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the District to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

Institutions of Higher Learning information release

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the District to provide the requested information to institutions

of higher education, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

Student Rights, Responsibilities and Grievance Procedures

School rules have been made to protect every student's right to learn. If a student breaks a school rule, it means they are interfering with the right of others to learn. Remember that a lot of thought has gone in to making school rules. They have not been made to upset students or to make adults happy. They are there for student protection!

All school rules are related to law that guarantees a free, public school education to all people ages seven through sixteen. No one can take that right away from students without a good reason. Such "good reasons" are related to behavior. If students behave in a way that endangers other people, their right to a free education can be taken away. Also, if students interfere with the education of others, their rights can be taken away.

Principals and teachers have the responsibility to keep the school safe and secure. Students have the responsibility to always behave in a safe and secure manner. When student behavior is not responsible, consequences result.

If there are any questions relating to student rights, contact the principal. Petersburg Schools are committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Superintendent.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

The Petersburg School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and fair disposition of their grievances.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Petersburg School District
Superintendent's Office
P.O. Box 289
Petersburg, Alaska 99833
Tel: (907) 772-4271
Email: exec@pcsd.us

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator of the ADA Coordinator at:

Petersburg School District
Superintendent's Office
P.O. Box 289
Petersburg, Alaska 99833
Tel: (907) 772-4271
Email: exec@pcsd.us

Upon receipt of a complaint the, Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.

3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

Suspension and Expulsion

Grounds for Suspension and Expulsion:

A student may be suspended or expelled for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety or morals of other students;
3. Conviction of a felony which the board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

A student may be suspended or expelled for behavior occurring at any time, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school or a school-sponsored activity.
3. During the lunch period, whether on or off the school campus.

AR 5144.1(a)

A Principal may suspend a student from school for any of the acts listed under "Grounds for Suspension and Expulsion" for not more than thirty (30) consecutive days.

Suspension may be imposed upon a first offense if the principal determines the student's behavior to be in some way harmful to the welfare, safety or morals of other students or the student's presence represents a danger to persons or property or threatens to disrupt the instructional process.

AR 5144.1(b)

Short Term Suspension Procedures (10 days or less)

Suspension shall be preceded by an informal conference conducted by the Superintendent or principal, and shall include the student, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense.

If at the end of this discussion the Superintendent or principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 days or less.

AR 5144.1(b)

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall be

notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school.

AR 5144.1(c)

Notice to Parents/Guardians

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/ guardian shall be notified in writing of the suspension.

This notice shall state the reasons for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

No penalties may be imposed on the student for the failure or refusal of the parent/guardian to meet with school authorities. The student may not be denied readmission solely because the parent/ guardian failed to meet with school authorities.

AR 5144.1(c)

Long Term Suspension (more than 10 days)

Where alleged misconduct of a student warrants a suspension of more than 10 days, the student will be provided the opportunity for a hearing as outlined under the expulsion procedure.

(Long Term Suspension Cont.)

The long term suspension procedure does not preclude a student from being suspended for up to 10 days if procedures for short term suspension have been followed.

A student requesting a hearing regarding a long term suspension will be readmitted in the program (at the end of a short term suspension if applicable) pending the outcome of the hearing except where the superintendent determines that the student's presence in school poses a threat to harm to him or herself or others.

Authority to Expel

A student may be expelled only by the Board.

The Superintendent or principal shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent finds, and reports in writing to the Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery, extortion, or the conviction of any other felony which will cause the attendance of the student to be injurious to the welfare or education of other students. AR 5144.1(d)

Textbooks and Supplies

All lockers, textbooks, and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them.

Tobacco

Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students are not allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school. BP 5131.62

Vandalism, Theft and Graffiti

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Any district student who commits an act of vandalism shall be subject to disciplinary action, 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 grades, diploma and/or transcripts. BP 5131.5

Visitors

Visitors are always welcome to the middle school. All visitors need to check in at the office. Visitors need the principal's permission before attending class.

Weapons and Dangerous Instruments

Students shall not bring to, possess, or use deadly weapons, firearms, 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.

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The district may consider requests for early reinstatement by students suspended or expelled for violations of this policy.

All violations of this policy shall be reported to the school board, local, state and federal agencies including law enforcement authorities. BP 5131.7(a)

Glossary

Aggressive behavior: physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

Assault, physical: to intentionally, knowingly and recklessly cause or act in an attempt to cause physical injury to another, assault includes, but is not limited to, aggressive behavior.

Assault, verbal: to place another person in fear of imminent physical injury by words and/or conduct.

Bullying: See Harassment, Intimidation and Bullying

Cheating: submitting someone else's work as your own or providing your work to another, giving another answers on an exam, and providing answers electronically.

Cyberbullying/Harassment via technology: All forms of harassment, intimidation or bullying over the school district network is commonly referred to as cyberbullying. Cyberbullying also includes, but is not limited to, other misuses of technology to 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. BP 5131.43(b).

Detention: assignment to a designated area other than the classroom before, during or after school.

Drug: an illicit substance.

Drug/Alcohol Free School Zone: Federal and State statutes provide for penalties for the distribution of drugs within 1000 feet of a school, the "Drug Free School Zone", subject to the following conditions:

1. Does not require knowledge of the proximity of a school.
2. Does not require evidence that children are currently or likely to congregate
3. Does not require proof that the sale of drugs had a detrimental effect on children

Drug paraphernalia: includes, but is not limited to, any item or device used to conceal, process, prepare, inject, ingest, inhale or otherwise introduce a substance into the human body.

Expulsion: removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester but not to exceed one (1) year.

Fighting: mutual use of physical force by two or more students in circumstances in which it is not possible to determine the aggressor.

Firearm: includes any weapon (including a starter gun) which will or is designed to or

may readily be converted to expel a projectile by the action of an explosive. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one-half inch in diameter; or as defined in section 921 of Title 18, United States Code.

Harassment, Intimidation and Bullying: Harassment, intimidation, or bullying means an intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and
(a) physically harms the student or damages the student's property;
(b) has the effect of substantially interfering with the student's education;

(Harassment, Intimidation and Bullying cont.)

(c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
(d) has the effect of substantially disrupting the orderly operation of the school.

BP 5134.43(a)

Hazing: initiation rites perpetrated against a new student, new member, or lower classman. All hazing is a violation of the Harassment, Intimidation and Bullying policy. Consequences will be assigned to those determined to be guilty of acts of hazing.

In-school suspension: removal of a student from the classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building. Lunch may be eaten in the ISS room. A lunch time other than the regular time may be assigned. The student in ISS is counted present on the attendance roles. The work collected may be turned in for credit.

Pornography: material that depicts erotic behavior and is intended to cause sexual excitement. Pornographic material may be protected expression unless it is determined to be obscene. The disruptive nature of pornography makes it inappropriate for the learning environment. Those who bring or access pornography at school will be subject to discipline. Child pornography is illegal under state and federal laws prohibiting the depiction of minors in sexual acts.

Reasonable: using or showing reason or sound judgment, sensible.

Restitution: reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

School Wide Discipline Chart: Please refer to the Appendix for the School Wide Discipline Chart. A teacher led review of this chart occurs several times a year to help students better understand school wide responsibilities.

Sexual harassment: any unwelcome sexual advance, request for sexual favors, sexual

statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic experience, (b) is used as a basis for academic decisions, (c) interferes with an individual's academic performance, or (d) created an intimidating, hostile or offensive academic environment is included in this definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

Suspension: temporary removal of a student from the school building and property and/or from participating in school activities.

Trespass: unauthorized presence on school property. Refusing to depart from school property at the request of a school authority is considered an act of trespassing.

Tuancy: willful and unjustified failure to attend school by one who is required to attend; skipping. This includes leaving the building without prior approval and/or checking out through the office.

Vandalism: Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

Weapon: The terms "Deadly Weapon," "Weapon," and "Dangerous Instruments" are defined as anything designed for and capable of causing death or serious physical injury, including, to the extent they are not already included in the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or other explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, brass knuckles or artificial knuckles of any kind, any knife, axe, or club. AR 5131.7(c) in Petersburg School Board Policy

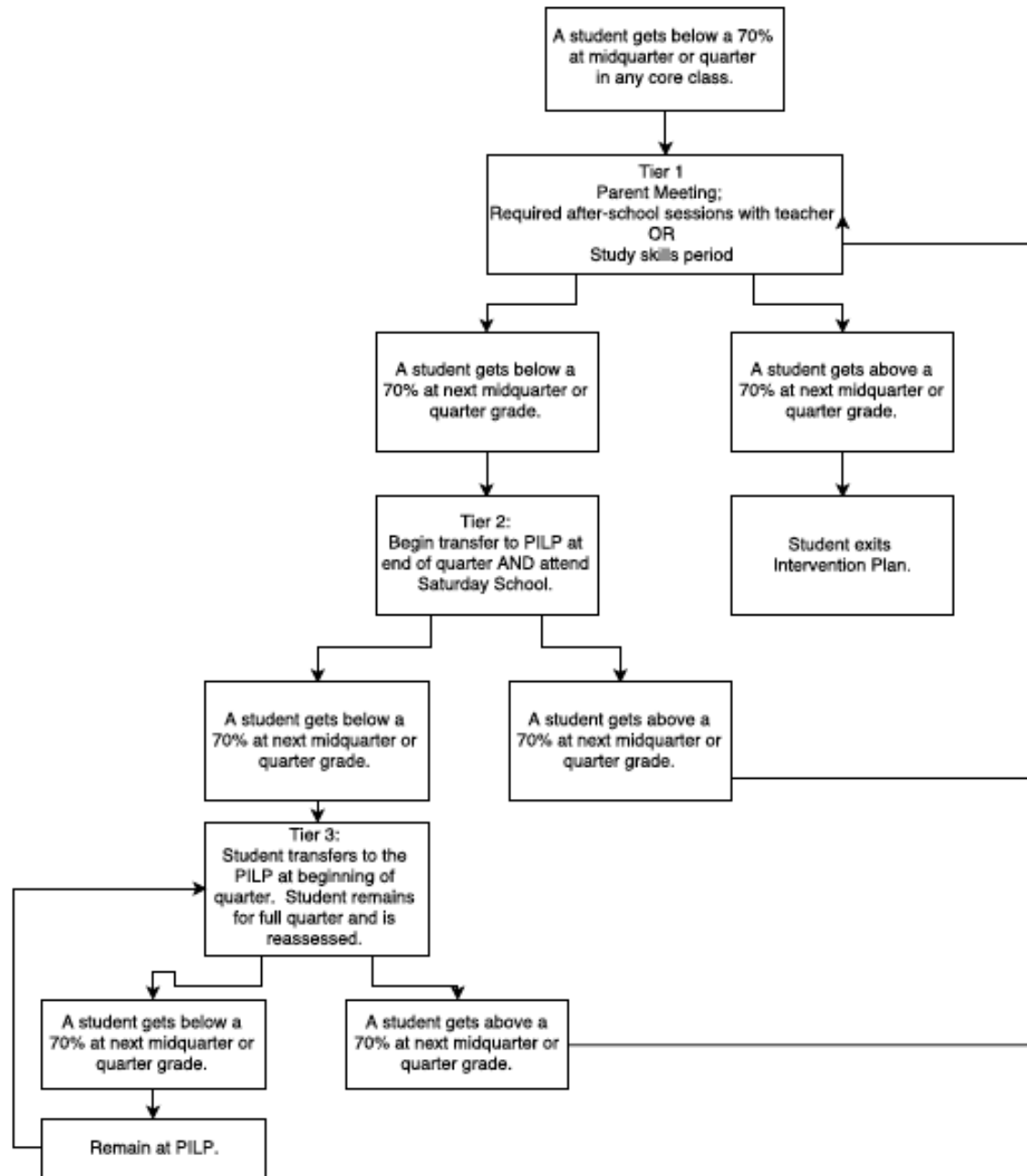
Mitskof Middle School School-Wide Discipline Plan*

*Tier Chart resets each 9-week period

W A R N I N G	<p>Tier 1</p> <ul style="list-style-type: none"> ❖ Defiance/Disrespect/Noncompliance ❖ Disruption ❖ Dress Code Violation ❖ Inappropriate Language ❖ Inappropriate Location/Out of Bounds Area ❖ Physical Contact ❖ Property Misuse ❖ Tardy ❖ Off Task ❖ Technology Violation 	<p>Tier 2</p> <ul style="list-style-type: none"> ❖ Abusive Language/Inappropriate Language/Profanity (Major) ❖ Defiance/Disrespect/Insubordination/Non-Compliance (Major) ❖ Disruption (Major) ❖ Physical Aggression (minor) ❖ Skipping Class ❖ Tardy (Major) ❖ Technology Violation (Major) <p>Third Tier 2 Offense Move to Tier 3 =></p>	<p>Tier 3</p> <ul style="list-style-type: none"> ❖ Property Damage/Vandalism ❖ Inappropriate Location/Out of Bounds Area (Major) ❖ Harassment/Bullying ❖ Cheating/Lying ❖ Forgery/Theft (<\$50) ❖ Use/Possession of Tobacco <p>Third Tier 3 Offense Move to Tier 4 =></p>	<p>Tier 4</p> <ul style="list-style-type: none"> ❖ Fighting ❖ Assault/Choking ❖ Use/Possession Alcohol ❖ Use/Possession of Combustibles ❖ Severe Theft (>\$50) ❖ Use/Possession of Drugs
Recommend Consequences				
	<ul style="list-style-type: none"> ❖ Detention <u>And/Or</u> ❖ Parent/Guardian Contact ❖ Additional Tier 1 infractions may incur additional detention time 	<ul style="list-style-type: none"> ❖ 1st = 4x Detention ❖ 2nd = Restricted Day/ISS <u>And</u> ❖ Saturday School or 2 Hours of Community Service ❖ All Tier 2 infractions require a Parent/Guardian Contact 	<ul style="list-style-type: none"> ❖ 1st = ISS And Forfeit 9 Week Free Day <u>And</u> ❖ Saturday School or 2 Hours of Community Service ❖ 2nd = First consequences plus Behavior Plan, progressive duration of ISS/OSS ❖ All Tier 3 infractions require a Parent/Guardian Contact 	<ul style="list-style-type: none"> ❖ Out of School Suspension <u>And/Or</u> ❖ Community Service <u>And</u> ❖ Authorities Contacted <u>And/Or</u> ❖ Expulsion Hearing

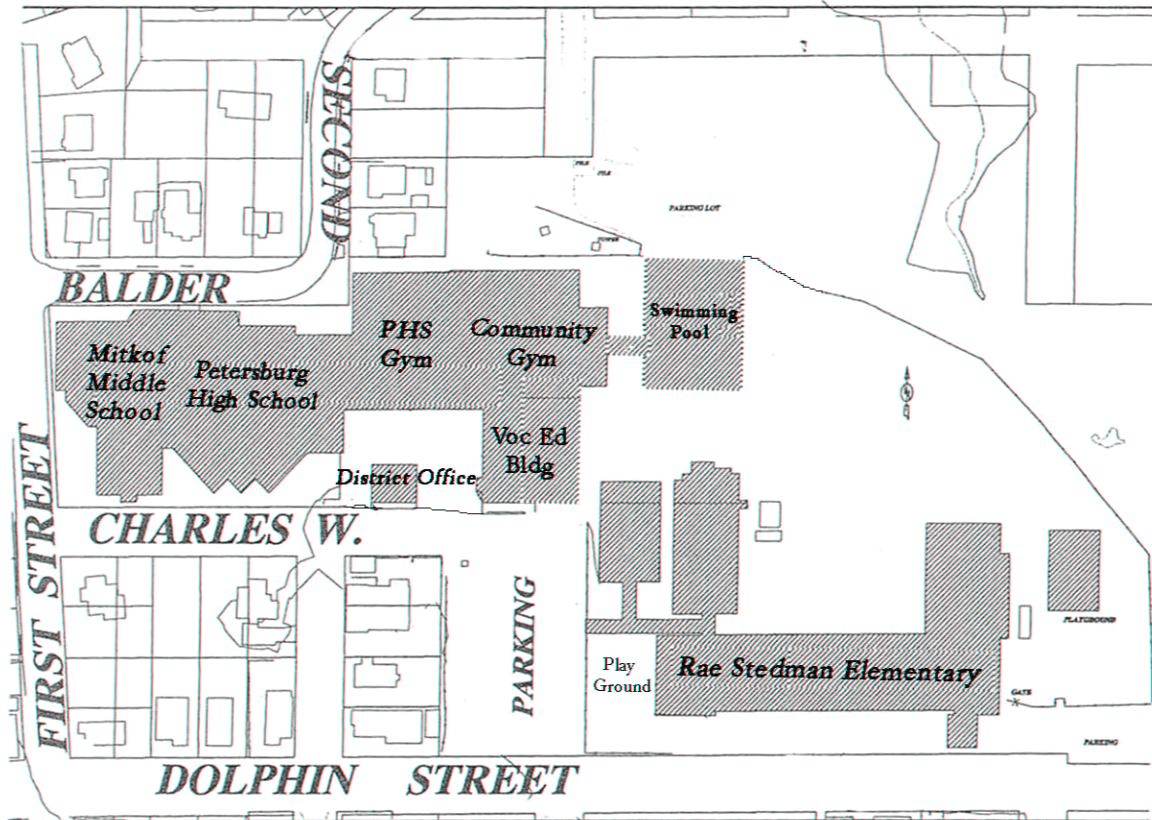
- ❖ Cellphone/Personal Electronics Policy: If seen or heard, they may be confiscated and held until a parent picks it up.
- ❖ Head coverings and/or sunglasses are not to be worn in the middle school building.
- ❖ Bullying/Harassment Policy: The learning environment shall be free from intimidation for all students. Students shall receive counsel at first occurrence. Repeated occurrences will receive consequences at progressive level of tier system for each occurrence.
- ❖ Three Saturday School Assignments per 9 weeks will equal 6 hours of community service.

Mitkof Middle School Academic Intervention Plan



SCHOOL GROUNDS MAP AND SCHOOL ZONE

Petersburg City Schools





Petersburg High School
&
Mitkof Middle School

Activities Program
Coach and Sponsor Handbook

2021-2022

Rick Dormer, Principal
Jaime Cabral, Activities Director

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ACTIVITY PROGRAM PHILOSOPHY

The activities/athletic program contributes to the district's educational objectives and a student-centered program at Petersburg High School and Mitkof Middle School. When programs are well organized and efficient, the contribution to the personal needs of the students is enhanced.

Winning is a major objective in athletics as it is in society, and teams or performers should always strive to win within the framework and spirit of the rules of the game and the principles of good sportsmanship. Although winning in sports is a major objective and a tremendous motivating force at the time, it is not considered to be the goal of athletic participation.

More important than winning is the growth that takes place in the participant. Participation in activities and athletics contributes to becoming a well-rounded citizen with a desire to achieve excellence, to live a more healthful and purposeful life, to respect for the dignity of others, possess a willingness to make a personal sacrifice for the benefit of the team, and to live by a higher code of conduct.

ACTIVITY/ATHLETIC PROGRAM STATEMENT

The Petersburg School District Activities/Athletics Department inspires champions today and prepares leaders for tomorrow by providing an excellent environment allows student-athletes to achieve their highest academic, activity/athletic and personal aspirations.

Interscholastic athletic competition should demonstrate high standards of ethics, sportsmanship, and promote the development of good character and important life skills. The highest potential for this demonstration is achieved when participants are committed to pursuing victory with honor.

ACADEMIC/ELIGIBILITY REQUIREMENTS

BP 6145 Extracurricular and Co-Curricular Activities

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

Eligibility Requirements for Petersburg High School Students

In order to participate in extra/co-curricular activities, students in grades 9 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

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

AR 6145 Extracurricular and Co-Curricular Activities - Petersburg High School

Students participating in any high school-sponsored activity must have no "F's" and/or no "D's" and/or no "I's" in any enrolled course on the most recent grade check in order to be eligible for competition and travel.

A student is deemed ineligible on their most recent and current quarter grade check if they possess and grade letter of an F, D, or I. The student is ineligible for all travel and/or competition until the student successfully passes the next grade check.

Grade checks will take place every Tuesday throughout the school calendar year unless otherwise noted. See Grade check dates, Appendix VII.

Students receiving an incomplete will remain ineligible until it is replaced by a letter grade. A student who is ineligible at the end of the fourth quarter will remain ineligible until the 1st grade check of the following school year. Students may attend practice during periods of ineligibility and over the summer.

Students that pass grade checks for the regional tournament are considered eligible for the state tournament. State tournament eligibility may be revoked for excessive and poor academic performance following the regional tournament.

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.

Academic Eligibility Requirements for Mitkof Middle School Students

A student is deemed ineligible on their most recent and current quarter grade check if they possess and grade letter of an F, D, or I. The student is ineligible for all travel and/or competition until the student successfully passes the next grade check.

Students that have earned any D's and/or F's and/or I's in any enrolled course will be deemed ineligible to participate in any school-sponsored extracurricular and/or athletic events for the event in which the grade check is for. Students may re-gain eligible status by passing the next grade check that is scheduled. Students earning an I (incomplete) will remain ineligible until the incomplete is replaced with an A, B or C grade and/or products are completed.

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.

The Superintendent or designee may consult with district teaching staff to determine most updated representation of the students' progress in specified course in determining eligibility.

Eligibility Requirements

PSD AR 6145.2 Interscholastic Competition and
Alaska School Activities Association (ASAA) Eligibility Requirements

The member schools of the Association have adopted through their elected representatives an essential interrelated group of minimum eligibility requirements which establish the threshold for participation for all students, including managers, within the interscholastic program and which work together to define and preserve the fundamental nature of the program.

Unless expressly limited, the following rules are intended to be minimum requirements for student eligibility to participate in all sanctioned interscholastic activities and do not preclude a school, a school district, or a regional association from imposing additional rules that are reasonable, prudent and not in conflict with those of the Association.

To be eligible during a school semester for participation in interscholastic activities, a student must meet the following criteria:

1. Be properly registered in a 9-12 or 10-12 high school program or any combination thereof, in the member school where the student will participate or where authorized by a member district, be enrolled in the member district's non-member school or program (including district correspondence), when such district is paying the student surcharge for that student or, in the case of students attending alternative education programs, be registered with their School of Eligibility, as described below.
2. Students enrolled in an alternative education program, as defined in Article 1, Section 8 herein, are eligible to participate in the interscholastic activities of only one member school per year, except as provided under the Transfer/Residency Rule (Article 12, Section 9). That school shall be considered the School of Eligibility.
 - a. The School of Eligibility shall be the public school (1) 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; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend

were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves; or The School of Eligibility may be a private or religious school that the student would be eligible to attend were the student not enrolled in an alternative education

b. The School of Eligibility must ensure that the alternative education program student meets all eligibility requirements before being permitted to participate. Alternative education program students who request to participate in the interscholastic activity program of a member public school or district, or a private or religious school, must be properly registered for participation in interscholastic activities with the member school district or School of Eligibility. Schools (districts) may require that alternative education program students who request to participate in interscholastic activities at one of its member schools pre-register either prior to the beginning of the school year, prior to the beginning of a sport or activity season which begins before school starts, or upon moving into the district's boundary.

3. Not be a graduated senior, with the exception that the eligibility of a senior graduating near the end of a regular school year, shall extend through the conclusion of any current school athletic season in which he or she is participating.

4. For all freshmen, sophomores, and junior, as well as seniors who are not on track to graduate, must be enrolled in a minimum of courses needed to receive 2.5 units of semester credit or equivalent at School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting credit toward graduation from the school district or School of Eligibility.

5. Seniors who are on track to graduate must be enrolled in a minimum of courses needed to receive 2.0 units of semester credit or the equivalent at the School of Eligibility or supervised by the School of Eligibility or its school district that led to granting of credit toward graduation from the school district or the School of Eligibility. Full time seniors who are on track to graduate, must be enrolled in a minimum of two (2) semester units of credit, or equivalent, at School of Eligibility.

6. Must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

7. Must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program).

AGE RULE

A student who becomes nineteen (19) years of age, on or before August 1, shall be ineligible for interscholastic competition.

ACKNOWLEDGEMENT FORM for COACH or SPONSOR

By signing the Acknowledgement Form at the end of this handbook (Appendix I), the coach or sponsor acknowledges receiving, reading, and abiding by the guidelines, regulations, and policies found in the Activities Handbook for Coaches and Sponsors.

ALCOHOL AND OTHER DRUGS POLICY (PSD BP 5131.6)

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and other drugs. Alcohol, like any other controlled substance, is illegal for use by minors.

The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline.

The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and other drug abuse.

Interagency Cooperation for Student & Staff Safety

To obtain the widest possible input and support for district policies and programs, the Board shall appoint a district wide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse. The committee should make its recommendations based on input from students, parents, teachers, school administrators, and community members. The Board also encourages the use of site-level advisory groups in this area.

Instruction

The district shall provide preventative instruction that helps students avoid the use of alcohol or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction shall be designed to answer

students' questions related to alcohol and other drugs. The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

The curriculum will be comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels. All instruction and related materials shall stress the concept of "no unlawful use" of alcohol or other drugs and shall not include the concept of "responsible use" when such use is illegal. The Board encourages staff to display attitudes that make them positive role models for students with regard to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The Board recognizes that children exposed to alcohol or other drugs prior to birth may have disabilities requiring special attention and modifications in the regular education program. The Superintendent or designee shall provide appropriate staff training in the needs of such students as required by law.

Intervention

The Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

The Board finds it essential that school personnel be trained to identify symptoms that may indicate use of alcohol and other drugs. The Superintendent or designee shall identify responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

Recovering Student Support

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding re-involvement with alcohol and other drugs. The Board shall provide ongoing school activities that enhance recovery.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. 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.

School authorities 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.

Performance Enhancing Drugs as Stated in BP 5131.63

The School Board recognizes that the use of performance enhancing drugs presents a serious health hazard to students. Performance enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability, excluding dietary and nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased over-the-counter. The Superintendent or designee shall make every effort to ensure that students do not begin or continue the use of anabolic steroids or other performance enhancing drugs.

Participation in athletics and other extra-curricular activities is a privilege. Participants have a responsibility to themselves, their fellow students, their parents and their school to set positive examples of conduct, competition, sportsmanship, and training. Performance enhancing drugs are incompatible with this image and pose a health and safety risk to users and others.

Students possessing, using, distributing, or selling anabolic steroids or other performance enhancing drugs will be removed from the extra-curricular activity for the remainder of the season/year and may be banned from future participation as determined appropriate by the Superintendent/Chief School Administrator or designee. Students who participate in athletics and other extra-curricular activities will be notified of this policy and will be informed of the dangers of performance enhancing drugs.

ALCOHOL, DRUGS, TOBACCO VIOLATION CONSEQUENCES

An extracurricular student who receives an alcohol or drug citation shall promptly notify the activity director or principal. Any extracurricular student who fails to do so may forfeit their reduction option or be subject to further disciplinary action once the school learns of the offense. All student(s) and parent(s)/guardian(s) are required to attend the ASAA TAD Orientation Session once (1) per calendar year in order to participate in any practice for any activity.

Prohibited Conduct: The possession, distribution or use of any tobacco products, including "E" or electronic cigarettes, alcohol and controlled substances (as defined in Section 10 of this policy in the ASAA Handbook) by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein.

Determination of Violations

A student is determined to have violated the T.A.D. policy if they use, possess, sell or furnish alcohol and/or illegal substances, receive a citation from a law enforcement officer

for alcohol or illegal drug violations, or is observed by a Petersburg School District staff member using, possessing or selling alcohol and/or illegal substances. Observation by a staff member via the Internet, video, picture or other media will be considered. This policy is in effect during the current Alaska Schools Activities Association (ASAA) Calendar year that begins with the first day of Cross Country and the last calendar day of Baseball for that current year. For example, the enforcement period for the 2019-2020 calendar year begins July 31st, 2019 and will end June 8th, 2019.

A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

First Offense

The student will be suspended from interscholastic competition for 30 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The student may practice during their time of suspension but may not compete or travel. To regain eligibility the Educational Component must be completed and calendar days served. The suspension may be reduced to 15 days if the student additionally completes 15 hours of community service and enrolls and actively participates in the *Prime for Life Risk Reduction* counseling program through a certified provider at the student's expense.

First Offense – student self-report

If the student self-reports a personal violation of the tobacco, alcohol or drug policy before the district otherwise learns of the student's actions, and the student did not receive disciplinary action from school officials or law enforcement officers, the district may reduce the first offense suspension to 10 days. To regain eligibility, the student must complete ASAA's T.A.D. First Offense educational component before the student may return to practice and serve their 10-calendar day suspension from competition and travel.

First Offense violation during travel on school-sponsored trip

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The student may practice during their time of suspension but may not compete or travel. To regain eligibility the Educational Component must be completed and calendar days served. The suspension may be reduced to 45 days if the student additionally completes 15 hours of

community service and enrolls and actively participates in the *Prime for Life Risk Reduction* counseling program through a certified provider at the student's expense.

Second Offense

The student will be suspended from interscholastic competition and travel for 90 calendar days. The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll, actively participate and follow through with *Prime for Life Counseling* through a certified provider at the student's expense. The suspension will be reduced to 60 days if the student additionally completes 20 hours of community service.

Second Offense violation during travel on school-sponsored trip

The student will be suspended from interscholastic competition for 180 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll, actively participate and follow through with *Prime for Life Counseling* through a certified provider at the student's expense. The suspension will be reduced to 90 days if the student additionally completes 20 hours of community service.

Third Offense & Further Offenses

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 5.D of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3rd Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA.

Fourth Offense

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4th Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of

suspension.

In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

*There is no reduction for 4th and further offenses.

*It shall be noted that minimum penalties from ASAA may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities. Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

Determination of Violations: In implementing this policy, it will be the member school's responsibility to determine the nature and extent of a violation, to impose and enforce any penalty, to report each violation to ASAA on the School Activities Reporting System (SARS), and to maintain records of all violations by each student occurring after the student's first participation in interscholastic activities. A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Alleged failure of a member school or district to enforce this policy may not be the basis for either a report of rules violation to the Executive Director or of a member school's protest against another school, under the ASAA Bylaws. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

Violations Reported to ASAA and Confidentiality Requirement: After determining that an enrolled student, or an alternative education program student who has been granted eligibility at a member school, has committed a violation, the member school shall report the violation to ASAA via the School Activities Reporting System (SARS). Member schools and districts must report to ASAA a violation of this policy within three (3) calendar days of determination that such violation has occurred. It is ASAA's intention to maintain the

confidentiality of all such reports. As such, information concerning a student's previous violations will be disclosed by ASAA only to an administrator of the member school which the student is attending. A school administrator to whom such information has been disclosed may exercise discretion to provide such confidential information as is appropriate to the student's coach or other activity administrator, but only to the extent that such information is provided in a good faith effort to prevent.

ALCOHOL AND DRUG OFFENSE SUMMARY CHART

	Suspension Period and Terms of Reinstatement	Reduction of Suspension Requirements	*Self-Reporting Reduction	Violation During School Sponsored Travel	Reduction of Suspension Requirements During School Sponsored Travel
1 st Offense	30 Calendar Day Suspension. TAD First Offense Educational Component before resuming practice	15 Calendar Day Suspension with 15 Hours of Community Service. <i>Prime For Life Counseling</i> TAD First Offense Educational Component before resuming practice	10 Calendar Day Suspension. 15 Hours of Community Service. TAD First Offense Educational Component before resuming practice	90 Calendar Day Suspension. TAD First Offense Educational Component before resuming practice	45 Calendar Day Suspension with 15 Hours of Community Service. <i>Prime For Life Counseling</i> TAD First Offense Educational Component before resuming practice
2 nd Offense	90 Calendar Day Suspension. TAD Second Offense Educational Component <i>Prime For Life Counseling</i>	60 Calendar Day Suspension with 20 Hours of Community Service. TAD Second Offense Educational Component <i>Prime For Life Counseling</i>	NO REDUCTION OF SELF REPORTING ON 2ND OFFENSE	180 Calendar Day Suspension. <i>Prime For Life Counseling</i> TAD Second Offense Education Component	90 Calendar Day Suspension with 20 Hours of Community Service. <i>Prime For Life Counseling</i> TAD Second Offense Education Component
3 rd Offense	1 Calendar Year *Additional ASAA Requirements before reinstatement.	180 Calendar Day Suspension with 30 Hours of Community Service *Additional ASAA Requirements before reinstatement.	NONE	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE
4 th Offense	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE	NONE	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE

Self-Reporting - If the student self-reports a personal violation of the alcohol or drug policy before the district otherwise learns of the student's actions, **and** the student did not receive disciplinary action from school officials or law enforcement officers, the district may reduce the first offense suspension to 10 days. To regain eligibility, the student must complete all requirements listed above for a first offense violation

ATHLETIC TEAM SELECTION

The Petersburg School District allows for a cut policy in all high school and middle school sports. Criteria for selecting a team are determined by the coach of each sport. This criterion is issued each season, in writing if requested, for each student trying out for a team.

ATTENDANCE REQUIREMENTS

PHS & MMS students must attend all classes on the day of travel or activity, up to the departure time for an event. If students leave or participate on a weekend or holiday, students must attend all classes on the last school day before departure or competition. Students should return to school within approximately one hour after their return to Petersburg. Dates and times for departure and return will be determined by the principal and/or the Activities Director and will be published. If a student is unclear, they must ask the coach/advisor before leaving the terminal. Those who do not return within the time frame or do not report to school following the travel may become ineligible for participation in the next traveling event. The loss of travel privileges will be for the same activity, however, if it happens at the last activity of the season, it will apply to the very next activity in which the student may participate.

Students that receive an unexcused absence in any class throughout the day or that leave school during the school day that are not deemed excusable absences (i.e., doctor appointments, scheduled dental appointments) will not be allowed to practice for their activity on that school day. Please plan appointments accordingly to avoid conflicts with the attendance requirements. Schedules and dates of competition and travel are posted and planned well in advance

Mitkof Middle School students that do not dress down for PE class and/or are unexcused or not in attendance for that school calendar day are not allowed to practice during that same calendar day for an athletic activity. MMS & PHS Students that have disciplinary detentions must complete a minimum of one (1) detention prior to attending practice. MMS Students that earn a tier 2 or higher disciplinary infraction may be removed from travel or participation in any academic or athletic related competition.

PHS & MMS Practice Requirement – As defined by ASAA and Article 7 Section 7.A of Bylaws. A practice is defined as a regularly scheduled team physical activity designed for the preparation of athletes for the sports season and conducted under the supervision of a certified school coach during the season established by the Board of Directors. In order to qualify as a practice, the student must participate in at least an hour of physical activity. Students are required to attend a minimum of 10 practices per activity in order to be eligible for any travel/competition.

AWARDS

Criteria for the earning of student recognition, awards, letters and certificates will be determined jointly by the sponsor and school administration and will be made known to the student before the activity begins. (See Duties of Coaches and Sponsors Below and Appendix II).

STATE CHAMPIONSHIP RECOGNITION

In PHS activities earning a state championship or individual state champion is a special accomplishment. In the event that a team/individual of Petersburg High School earns an Alaska School Activities Association (ASAA) recognized state team championship and/or an individual state championship, the following may occur to celebrate the victory with our school and community:

- An assembly may be scheduled within a reasonable time with the assistance of the coaching staff, administration, and activities director following the completion of the state tournament/competition.
- At the conclusion of the assembly and/or school day, school administration may arrange a noise parade with the Petersburg Fire Department, pending their cooperation and availability. The parade will begin at PHS and continue on a route established by the Petersburg Fire Department and Petersburg School District administration.
- A noise parade can only be arranged at the discretion of the Petersburg School District administration and for approved high school sanctioned events only.

COMMUNICATION FROM COACHES OR SPONSORS TO PARENTS

1. Philosophy of the coach/sponsor
2. Expectations the coach/sponsor has for their son/daughter
3. Location and times of all activities, practices and contests
4. Team/activity requirements
5. Participant's code of conduct and consequences for not following those guidelines
6. Procedures to follow should your son/daughter become injured during participation

DECISIONS MADE BY COACHES

1. Team selection
2. Playing time
3. Team strategy
4. Play calling

5. Matters concerning other students/athletes

DRUG AND ALCOHOL-FREE WORKPLACE

PSD Board Policy 4020

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at school or in any other district workplace or at any district-sponsored activity.

DUTIES OF COACHES and SPONSORS

1. Select and coach team members; ensure participant's general health and welfare as pertains to conditioning programs, physical examinations, obtaining parental permission, caring for injuries, and verifying player eligibility. ASAA and Petersburg School District eligibility rules are to be strictly adhered to by all coaches.
2. Ensure prior to the first practice that each participating team member has paid district athletic participation fee(s), has a current physical, completed all required ASAA and district forms (ASAA TAD [Tobacco, Alcohol, Drugs] Policy, parent contact forms, emergency medical information, etc.). A complete list of required forms is included in the Student Activities Participation Handbook.
NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.
3. Ensure that all participants and assistants know the rules and regulations of the sport/activity.
4. Abide by the rules and expectations found in the **School Sponsored Trips** section of this handbook. Also See Region V Forms at new website TBA
5. Prepare criteria required for determination of Varsity, Junior Varsity and associated awards (letters, pins, certificates, etc.). Student athletes will be informed about the criteria at the team's season organizational meeting.
6. Pursuant to Petersburg School District Board Policy 5131.6, PSD BP 5131.6 **ALCOHOL AND OTHER DRUGS**, coaches and sponsors will provide recurring instruction and direction, which helps students avoid the use of alcohol or other drugs.
7. Supervision of the assistant coach(es) of the sport or activity, and coordination of the schedules, practice sessions, facilities, and equipment to ensure program operational efficiency.
8. Responsible for issuing, cleaning, repairing, collecting, and keeping accurate inventory of all equipment pertaining to the sport or activity. **A current**

- equipment inventory is to be presented to the Activities Director within two weeks following the end of the sport or activity season.**
9. Responsible for the behavior of team members at all school functions and public appearances, and competitions. Team discipline shall be within the guidelines of the PSD Student Rights and Responsibilities Handbook and School Board policy.
 10. Ensure all sport or activity members know and understand the current appropriate PSD Student Activities Handbook. The coach or sponsor must require written acknowledgment of receipt and understanding of the Student Activities Handbook by students who wish to participate.
 11. Submit team rosters to the Activities Coordinator on the first day of practice and update team rosters as needed for travel and participation eligibility.
 12. Responsible for maintaining and submitting an accurate roll book that includes date of entry, dates of practice, and gender for all participating students.
 13. Ensure that each athlete has a current physical on file and has paid student activity participation fees.
 14. Travel with the team when transportation is provided. All supervisory duties shall be for the full 24 hours of each day while traveling.
 16. Assure that either the coach, an assistant coach or other approved adult chaperone is present at all practice sessions.
 17. Responsible for clearing and securing locker rooms and practice areas at the conclusion of practice.
 18. Responsible for efficient, orderly and effective equipment storage and general organization/appearance of locker rooms and other team or group areas.
 19. **Practices/Meetings on Sunday or legal school holidays are strongly discouraged. Sunday matches/games are not permitted unless a Waiver has been approved by host and visiting team school administration and ASAA.**
 20. Maintain up to date copy of the Parent's or Guardian's Activity Consent & Emergency Medical Form. This form will be available to the coach at all times during practice or competition.
 21. All injuries that occur during practice or competition that require attention by the instructor or nurse or other health care professional must be promptly reported to the Activity Director. Injuries must be reported on the District Accident Form that shall be submitted as soon as possible after the injury.
 22. Responsible for notifying the Activity Director and parent of a player who is dropped from the team and providing the reasons for dismissal.
 23. Assure when hosting an event that:
 - a. Participating schools are sent the needed information in a timely manner.
 - b. Teams arriving are met and assisted as needed.

- c. Appropriate arrangements have been made for equipment storage, housing, food, dressing, showers, etc. for visiting teams.
 - d. Ensure that First aid equipment is available, including ice bags and other consumable supplies.
 - e. Assist in the housing of students if requested to be “housed out” by visiting school(s).
24. Provide recommendations to the Activities Director for participant awards in accordance with PSD policies and procedures.
25. Submit a budget for new/replacement equipment, supplies, and materials to the Activities Director within two weeks following the end of the sport season. All purchases of athletic equipment and/or supplies must be routed through the Activities Director.
26. Responsible for completing the Lost Equipment Form at the end of the sport season and for contacting parents regarding return of or payment for lost or damaged equipment or uniforms.
27. Attend meetings as scheduled by the Activities Director.
28. Recommend actions for improving the administration of the sport or activity to the Activities Director.
29. Have updated all of the following Qualification of Coaches forms as required by the Alaska Schools Activities Association and on file with the Activities Office. (Article 10 Section 1 of ASAA Bylaws). The qualifications are as follows:
- a. Fundamentals of Coaching and Alaska Component.
 - b. First Aid, Health, and Safety component (current).
 - c. Concussions in Sports (current and updated on the same cycle as First Aid).
 - d. Sudden Cardiac Arrest (current and updated on the same cycle as First Aid).
 - e. COVID-19 Awareness for Coaches & Administrators
30. Volunteer Coaching Requirements
- a. Concussions in Sports (current and updated on the same cycle as First Aid).
 - b. Sudden Cardiac Arrest (current and updated on the same cycle as First Aid).
 - c. COVID-19 Awareness for Coaches & Administrators

EJECTION of COACH or PLAYER

A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct is conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions that bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike.

Any student or coach who is ejected from a contest will not be eligible to participate in the next contest. Additional penalties may be imposed by the school district.

Alaska School Activities Association (ASAA) rules will be followed concerning ejection of a player or coach from a contest. (Excerpts from ASAA Bylaws Article 6, section 5)

Player Ejection

1. Player must refrain from participation in any scheduled contest in the same activity (game suspension) until the completion of the next regularly scheduled contest at the same level. (I.e., JV, Varsity) This means that a varsity player may not participate in a JV game while waiting for the next varsity game in which he/she is suspended. Schools may not schedule additional contests to circumvent this provision.
2. Player may not sit on the bench and if possible, must be seated with a school representative in the bleachers and not be dressed down.

Coach Ejection

1. Coach must refrain from coaching in any scheduled contest in the same activity (game suspension) until completion of the next regularly scheduled contest at the same level. Schools may not schedule additional contests to circumvent this provision. Implementation of this penalty will be delayed for a coach who is traveling with his/her team when the game ejection occurs, and who has no assistant coach or other authorized individual available at the site of the contest to supervise the team during the period of suspension. In such case, the ejected coach must serve the suspension during the next regularly scheduled contest after returning to the home community.
2. Coach may not be physically at the site of the next contest, nor may he/she have any contact, direct or indirect, with their teams during the contest while suspended.

Eligibility Reporting

1. The Superintendent or designee shall submit eligibility lists for all sports on the first calendar days of each respective season through the online eligibility system provided by ASAA. NO additions or deletions will be made after the 14th day of the season. All activity fees and required forms must be submitted to the activities department prior to the student being eligible to practice.
2. Activities that require eligibility lists to be filed for insurance purposes with the ASAA office are:

All-State Art

AASG

All-State Music & Choir

Hockey (Not offered in PSD)

Nordic Skiing (Not offered in PSD)

Rifle (Not offered in PSD)

Baseball
Basketball
Cheerleading
Cross Country Running
DDF/Theater
E-Sports
 Flag Football (Not offered in PSD)

 Football (Not offered in PSD)
 Gymnastics (Not offered in PSD)

Soccer (Not offered in PSD)
 Softball (Not offered in PSD)
Solo Ensemble
Swimming & Diving
 Tennis (Not offered in PSD)
Track & Field
Volleyball
 World Language (Not offered in PSD)
Wrestling

EQUIPMENT AND UNIFORMS

Students are responsible for returning all equipment and/or uniforms issued to them or they shall pay for replacement. If equipment is neither returned, replaced, nor paid for, the letter award shall not be given and no further equipment shall be issued.

Petersburg Schools will provide, **when possible funds are available** a varsity set of uniforms/equipment for one activity each year, with all activities receiving uniforms/equipment in a five-year cycle. The chart below shows the rotation:

Athletic Activity	Allotment	Year
Women’s Basketball	Maximum Allotment of \$2,500.00 (2 sets)	2021-22
Cheer Squad	Maximum Allotment of \$2,250.00	2021-22
Baseball	Maximum Allotment of \$2,500.00	2022-23
Swim	Maximum Allotment of \$1,000	
Volleyball	Maximum Allotment of \$1,100	
Track and Field	Maximum Allotment of \$1,100	2023-24
Wrestling	Maximum Allotment of \$1,100	
Men’s Basketball	Maximum Allotment of \$2,500.00 (2 sets)	2024-25
Cross Country	Maximum Allotment of \$1,100	

EXPECTATIONS OF COACHES

1. Safety is the top priority.

2. Submit accurate travel, housing, and participation rosters in a timely manner.
3. Demonstrate good sportsmanship at all times. The coach is the leader.
4. Have and show respect for your opponent; treat them as guests.
5. Accept the official's decision. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Public protests can only lead to similar behavior by the players and spectators.
6. Set a good example for others to follow.
7. Never speak a profanity, as it is not an acceptable part of the game for coaches or players.
8. Maintain self-control at all times.
9. Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.
10. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.

FUNDRAISING

ALL fundraising activities must be approved by the building Principal and Activities Director **PRIOR** to implementation and must be in conformity with School Board policy and Alaska statute.

Funds or items received when solicited by staff or students without prior approval will be returned to the donor.

PSD AR 1321 Solicitation of funds from and by students

All selling or soliciting activities must be approved before the activity. All fund-raising activities must be concluded within the time agreed upon with the Superintendent or designee.

If the event involves a contract with a commercial vendor, the Superintendent or designee shall approve the contract. The sponsor of fund-raisers involving students shall be identified in all solicitations.

Instructional Safeguards

The principal or designee shall limit fund -raising activities to appropriate time periods.

The principal or designee shall ensure that parents/guardians are informed about school fund-raising activities.

Fundraising must be in the method of providing a service or raffle or prize in return for funds. Soliciting for donations without providing a service will be strictly forbidden.

Individual awards or other incentives which identify donors/participants shall not be

used.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

All funds raised need to be recorded and a copy on file with the principal and/or the activities director.

SEE APPENDIX FOR MORE DESCRIPTION INFO.

GUIDELINES FOR COACHES and SPONSORS (ASAA)

All athletic coaches or activity sponsors, signing an extra duty contract affirm that they are familiar with and commit to follow the rules and guidelines established by the Alaska School Activities Association (ASAA).

A copy of the ASAA handbook may be found at the ASAA website:

<http://asaa.org/asaa/handbook-forms/>

INSURANCE

Students of Petersburg School District are covered by district provided student accident insurance during the hours and days when school is in session and while attending or participating in school supervised and sponsored activities on or off school campus.

Notification of Injury claim forms are available at the district office. Notification of Injury claim forms must be submitted within 90 days of the injury. A copy of the completed district Accident Report form must be attached to the claim form. The coach, sponsor, or school supervisor must complete part 1 of the Notification of Injury claim form.

Claim forms must be filed within 90 days of the first medical treatment. There is a deductible. The policy provides coverage for scheduled fees and includes “usual and customary” restrictions. The policy covers treatment for up to one year from the date of injury.

This is accident only insurance. It does not cover conditions, which are not the direct and independent result of a specific accident (i.e., stress fracture would not be covered).

Athletes are responsible for reporting injuries to coaches/sponsors. Coaches are responsible for providing claim forms to injured athletes. Parents/guardians are responsible for mailing the claim form to the insurance company.

MEDIA RELATIONS

Maintaining a positive public image is the responsibility of all coaches and student athletes of the PSD. Providing the press with positive accounts of athletic events is an important role of participants and others involved in activities. What a coach or player says—in the heat of the competition—or what he/she is quoted as saying— can have lasting repercussions. Ensure your statements reflect well on your team and your school. Always model good sportsmanship; find something positive to say. Remember, these are student athletes, not professional athletes.

NOTICE OF NONDISCRIMINATION

The Petersburg School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation or veteran status.

The Petersburg School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities that it operates.

The Petersburg School District does not 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. Individuals requiring further information should contact the designated compliance director:

Mrs. Erica Kludt-Painter, Superintendent
Telephone 877-526-7656

NUMBER OF EVENTS FOR HIGH SCHOOL ATHLETIC SCHEDULES

(Excerpt from ASAA Bylaws)

Maximum Number of Games Prior to Qualification for State Tournaments--

Baseball.....	22 games
Basketball—Boys and Girls	22 games
Cross-Country Running	no limit
Softball	22 games
Swimming	no limit
Track/Field	no limit

Volleyball22 matches
Wrestling.....24 weigh-ins *

*Excludes Regional and State Tournaments.

PARENT/STUDENT PERMISSION, CONSENT STATEMENTS

It is the responsibility of each coach or sponsor to obtain the signed permission form from the back of the **STUDENT ACTIVITY HANDBOOK** for each student participant. The form contains the following information:

Permission Statement

I hereby give permission for the above-named student to engage in ASAA or Petersburg School District approved interscholastic activities as a representative of his/her school. I also give my consent for this student to accompany the team or group as a member on its out-of-town trips. I understand that the local Board of Education through the Petersburg School District carries insurance for accidental injuries sustained in intramural or interscholastic sports events.

Medical Consent Statement

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of the above-named student, by a physician, qualified nurse, certified athletic trainer, and/or hospital during all periods of time in which the student is away from his/her legal residence as a member of an interscholastic activity team or group. Further, I hereby waive, on behalf of the above-named student, and myself any liability of the School District, its agents, or employees arising out of such medical treatment.

Rule Awareness Acknowledgement

I have read and understand the rules, regulations, policies, and responsibilities as stated in the district's appropriate Student Activities Handbook and the penalties for violation of them. I understand and accept these rules, regulations, policies, and accompanying penalties as conditions for participation.

Risk Awareness

I understand and acknowledge that organized secondary athletics involve the potential for injury and/or a concussion, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

Emergency Medical and Consent Information (form located in planteHS Registration)

PERFORMANCE REVIEW of COACH or SPONSOR

Every head coach or lead sponsor who has a contract for an ASAA sanctioned activity and/or contract for any PSD contracted activity will receive a performance review each year. The performance review is completed by the principal or designee and filed in the principal's office. In addition, participants', parents', and/or community members' input will be accepted if provided.

All head coaches or lead sponsors of ASAA sanctioned activities must meet with the principal or designee at the conclusion of their season to review their performance and conduct an appraisal of assistant coaches.

PHYSICAL EXAMINATIONS

ASAA Article 11

A student-athlete may not be permitted to participate in a practice session or to represent his or her school in any athletic event (including rifle and cheerleading) until there is on file, with the superintendent or principal, a statement, signed by a practicing physician, advanced nurse practitioner, physician's assistant, or a military medical examiner, and the student's parents or legal guardians, certifying that he or she has submitted to a history and physical examination within the prior 12 months. The statement must certify that, in the opinion of the examiner, the student is physically fit to participate in strenuous physical activities.

PURCHASE of EQUIPMENT, MATERIALS and SUPPLIES PROCESS

As a government agency, a school district must maintain very specific processes and controls regarding purchases of equipment, materials, and supplies. In accordance with state law, a certified accounting firm audits the district's expenditures and purchases annually.

NOTE: Purchases that do not follow established internal controls requisition procedures cannot be reimbursed.

Steps involved in making a purchase:

1. Prepare a **REQUISITION** (request to purchase) for purchase (Form available on the district website or in each school office.
 - a. Check with the business office for approved vendors.
 - b. A **REQUISITION** is required for all local purchases. If a purchase is made at a local store without following the requisition approval process the district cannot reimburse for the purchase.
 - c. Be certain that "shipping" charges are correctly calculated for delivery to Alaska.

- d. If using an online vendor attach a copy of the saved “cart” to the requisition form. **NOTE: If items in the “cart” are changed after approval of the requisition the total expenditure cannot exceed the originally approved amount. If changes are made, send a copy of the new “cart” to the business office.**
- e. SIGN the requisition for purchase as the **ORIGINATOR**.
2. Submit the completed, signed requisition form to the Activities Director or designee.
3. Activities Director reviews the requisition, approves or denies purchases, and forwards the requisition to the principal.
4. Principal reviews the requisition, assigns the account code, checks fund availability, processes the requisition and submits to the Business Office.
5. Business Manager verifies account code and fund availability.
6. Requisition submitted to Superintendent for approval.
7. A **PURCHASE ORDER** (approval to purchase) is now created. A copy of the purchase order is sent to the Athletic Director or Designee.
8. Unless otherwise indicated the Business Office will order the approved purchase. (If the originator is using an online account, then the originator now is able to process the order on line).
9. **ARRIVAL** of purchased items. All packing slips or invoices to be sent to the Business Office with the signature of the person verifying ordered items were received and indicating “Approved for Payment” **the day the item is received**. Back-order items will be process when they arrive. Send the packing slip or invoice for the portion of the order that was received.

SCHOOL SPONSORED TRIPS

PSD Board Policy 6153

All trips involving out-of-state travel shall require the prior approval of the Board. The Superintendent or designee may approve other trips. Principals shall ensure that teachers develop plans that provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

In advance of a study trip, teachers shall determine educational objectives that relate directly to the curriculum. Principals shall ensure that teachers develop plans that provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Each Activity has a fee that must be paid prior to participation in any in season practice. Please see fee scale available at the Middle School or High School office. Activity Fees are non-refundable after two (2) weeks from the start of the season. All Fees must be

paid for prior to the first day of competition and/or first traveling trip.

STATE TRAVEL

For all state competitions that PHS qualifies for the following applies:

1. All travel expenses, which may include, airfare, ferry costs, vehicle rental, and lodging are the responsibility of the individual students.
2. PSD will cover the cost for no more than two (2) Coaches to the event in the manner of airfare, hotel costs, and portion of ground transportation.
3. Activities that qualify for state must follow the plans that are set forth by the administration of PSD.
4. Coaches and Students are the only individuals allowed to travel with the group and lodge with the group.
5. Parents of individuals traveling to a state event sponsored by PSD and ASAA, have the right to have their student lodge with them through notification of the PSD Activities Office.
6. Any other questions regarding state travel can be directed to the PHS Activities & Athletic Office or Administration.

Middle School Travel

Grades 7 and 8 are permitted one trip per activity. All participants who have met practice requirements, have no grades below a "C", and demonstrate positive citizenship and sportsmanship are able to participate in travel. Sixth grade students are permitted to travel in a school sponsored activity to Wrangell only within the activities of Cross Country, Basketball, Cheerleading, Wrestling, and Volleyball when activities are scheduled and available within budget parameters. If/when the school is unable to host a home event within the activities of Cross Country, Basketball, Cheerleading, Wrestling, and Volleyball 6th Graders may be permitted to travel to ensure one (1) competitive event for all students. 6th graders will be permitted to travel with Track and Field due to the nature of the short season and one (1) meet scheduled in the region as well as the inability to host a "home" event.

District Sponsored Travel

See Appendix IV.

Number of team members traveling

Maximum travel numbers unless modified by the Principal, Superintendent, or Activities Director:

It may not be possible for every team member to travel to every contest due to funding limitations.

ACTIVITY	# TRAVELERS
Basketball	14
Cheerleading	14
Cross Country	14*
Debate	16*
Swimming	16*
Track	24 (see note below) *
Volleyball	14
Wrestling	14
Baseball	16

Track Note: 24 travelers for a minimum of four track meets. Due to the inability of PHS to host a track meet, the goal is for each student to participate in at least one-track meet.

*Represents combined from both boys' and girls' team.

Housing and Accommodations

Housing with a Host Family

1. Students must abide by all rules established by the host family.
2. Students must abide by all curfews established by the coach or sponsor if earlier than item "3" below or in addition to "3" below.
3. Generally, students must be in the house one hour after the event. In special cases, such as an extended school dance, students are permitted to stay out until 1:00 AM
4. **Coach/Sponsor is to contact host parents to provide contact information and any special rules students are expected to follow.**
5. Host parents are to contact the Coach/Sponsor, Activity Director, or Principal should issues or problems arise.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach immediately. The housed student is expected to remove himself/herself from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.
7. Host parents are expected to provide one meal per day for the students.
8. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator. The host parent will be notified about any changes.
9. **No housed student may drive any vehicle while being housed with a host**

family.

10. Host parents will have working smoke alarms installed in their homes.
11. Host parents are encouraged not to leave students unattended at their home. If the host parent is working during the day, the student can be dropped off with the coach/chaperone.
12. (PSD Rule) **No student is to be housed alone with a host parent.**
13. (PSD Rule) **Only students of the same gender may be housed in the same host residence.**

Group housing in a school, church, recreation facility, etc.

*In the event of a team/group that has chosen to group house or has been instructed to group house by host school, all students within that are traveling on the certified roster must group house together. Students are not to plan to pre-arrange away from the group. Pre-arranged housing MAY be made with an immediate family member, but student(s) must have prior approval from the Principal and Activities Director. All efforts will be made to group house together.

1. **(PSD Rule)** Coach/Sponsor/Chaperone is to “house” with the team or group when group housing is provided.
2. **(PSD Rule)** Coaches and Sponsors may release students **only** to their parents on district sponsored activity travel.
3. ASAA regulations and PSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
4. **(PSD Rule)** Students must be assigned a sleeping area, and an adult (coach/sponsor/chaperone) must be present in the area at all times.
5. When notifying the host school of your intention to group house, state the number of participants, male and female, and the number of chaperones that will be coming.
6. Honor the host schools request regarding when the needs to vacate the facility.
7. No students are to be in any part of the host facility without a chaperone.
8. No use of any phones without chaperone supervision.
9. Please keep your area clean and policed daily.
10. Please clean the assigned area prior to departure. Leave the facility the same way you found it.
11. Host school will supply phone number contacts in case of problems or emergencies at the school.
12. Mixed groups will be kept in separate rooms, if possible.
13. Students should not leave the housing area without coaches/advisor’s permission and always with a buddy.
14. If the host school requires you to be group housed, the host school will provide one meal a day.
15. Adhere to host school’s rules at all times.
16. Do not prop doors open to the school, host school will provide keys to school.

Housing in a hotel or related facility

1. **Coach/Sponsor shall establish curfew hours while traveling. The curfew time is not negotiable.**
2. Only students assigned to a room may be in that room after curfew.
3. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
4. Students are not allowed in rooms assigned to persons of the opposite sex.
5. People not associated with the team or the school shall not be allowed in team rooms.
6. Students on trips may not leave the team unless accompanied by a parent or guardian, the coach or sponsor has given explicit agreement and written request by the parent/guardian is provided to the coach/sponsor.
7. Students are expected to adhere to all school and team rules and attend all activity/team functions.
8. When in public on road trips, students shall be in groups of three (3) or more.
9. When in a hotel and outside their assigned room, students shall be in groups of two (2) or more.

Rule Infraction Consequences (Student)

In the event a PSD student should fail to abide by established rules, one or more of the following consequences may apply:

1. The student may be withdrawn from the competition
2. The student may be sent home immediately at his/her parent's expense
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction
4. The student may be dismissed from the program
5. The student may be subject to further consequences to be determined by the school administration or the Superintendent

Travel "Rules of the Road" (Students)

Petersburg School District students are expected to conduct themselves with honor and integrity at all times while traveling within or outside of the school district. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
2. Students cannot travel if they have unserved detention(s).
3. Detention unserved at the end of one school year carries over to the beginning of the next school year.
4. Students must participate in at least one meet to be allowed to go to Regionals.

5. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
6. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school or the school district shall not be tolerated. This behavior shall include but is not be limited to:
 - a) Alcohol or drug use
 - b) public displays of affection or sexual contact of any kind
 - c) Vandalism or trashing of rooms or other property
 - e) Shoplifting or other illegal actions
7. **Coaches shall establish curfew hours while traveling for the benefit of the team. The curfew time is not negotiable.**
8. Students on trips may not leave the team unless accompanied by a parent or guardian and written permission has been given to, and the coach or sponsor has given explicit agreement.
9. Students are expected to adhere to attend all team/group functions.
10. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.
11. Coaches will address the code of conduct to be followed on busses or public transportation.
12. Teams will clean up their areas prior to leaving any competition site.
13. Students shall demonstrate good sportsmanship at all times.
14. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.
15. Students are not permitted to attend non-school district sponsored events while participating on a school-sponsored trip and representing Petersburg School District without prior approval of Superintendent or designee.
16. Students while on trips may take a taxi, Uber, Lyft, or bus service if **approved by chaperone** prior to using said service and traveling with 1 or more additional students.

Chaperones

Both an administrator and the coach/sponsor will determine/approve all chaperones.

One chaperone will be provided for every (12) students when traveling in the state of Alaska. All PHS & MMS activities will have a same gender coach/chaperone/advisor when possible. Teams with a coach of the opposite gender may have a coach/chaperone of the opposite gender when available. If at any point a group is unable to obtain a chaperone from a specific gender when both genders are traveling, or the coach is of an opposite gender arrangement to “team up” with other school chaperones may be made.

Funds permitting, PHS & MMS events that travel to Wrangell events may involve the entire team. Team managers are authorized to travel only to the “Regional’s” competition and Wrangell.

As funding permits, the district will pay chaperone's transportation, lodging and per diem to regional events. **Note:** Lodging will not be paid if the team "group houses". Chaperones will not be receiving lodging aboard the Alaska Marine Highway Vessels during a school-sponsored event. Middle School Activities will "group house" only.

1. As funding permits, the district will pay chaperones travel and lodging to state events. The district does not pay student travel, lodging, or other expenses on State Events. The district will cover the student-athletics state participation fees.
2. The primary function of a chaperone, in traveling with a team, is to monitor the Petersburg students. Chaperones should attend all activities, assist in contacting housing parents and telephone curfew checks.
3. Chaperones traveling with small children will not be approved.
4. ASAA regulations and PSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
5. A coach, chaperone, or responsible adult must be present for all team physicals.
6. The principal must approve all volunteers.
7. **Students on the ferry must be monitored continually and have a scheduled two-hour study session.**
8. Students must be assigned a sleeping area, and a chaperone/coach/sponsor must be present in the area at all times.
9. Ensure students pick up after themselves on the ferry
10. Ensure students wear seat belts whenever they are transported.
11. Contact housing parents to introduce yourself and inform them of how you may be reached.
12. Keep the housing list with you in order to reach students; this is especially crucial when a student is late checking in for departure.

SPORTSMANSHIP CREED

All contests are played under the authority of the Alaska School Activities Association (ASAA).

ASAA rules provide for fair play and good sportsmanship among athletes and coaches. Since booing and jeering do not support anyone, we hope you will be positive in supporting your favorite team. As athletes, we ask that spectators promote the ideals of good sportsmanship by applauding fair play and showing respect for all participants and officials.

TRANSPORTATION

PSD BP 3541.1 School Related Trips

Trips by School Vehicles

Besides taking students to and from school, the Board may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the district transportation for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip.

Transportation by Private Automobile

Private automobiles may be used to transport students on any school-related trips if approved by the Superintendent. Drivers shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence as required by the State of Alaska Law. Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents that may occur.

District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence. A seat belt must be provided for each passenger. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment. Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle.

Travel by Boat or Van

PSD AR 3541.1

All travel by students whether traveling for activities or for curriculum activities, should be either by Alaska Airlines and its partners or by the Alaska Marine Highway System ferries or Inter-Island ferries. If short field trips or activity travel warrants the use of a smaller boat, the following criteria needs to be met before travel can take place:

- Along with the captain of the boat, the school district administration and coaches can make the decision to cancel the trip;
- Maximum weather conditions - no more than three (3) foot seas and winds of no more than 15 miles per hour;
- Cancellation of trip if temperature goes below 20 degrees:
- Temperature, tide change, and wind velocity will be taken into consideration;
- Captain will be at least 21 years and have experience transporting passengers and preferably be USCG approved;
- Captain will give a safety briefing before trip starts - demonstration of putting on life vests.

For road travel on field trips and activities, the following criteria needs to be met

before traveling:

- With groups of students of 15 or more, a certificated bus will be required for transporting students
- With groups of less than 14, an 11-passenger van may be used to transport students or 14 passenger and 1 driver bus may be used

If possible, a certificated bus driver will be hired to transport students.

Students will not be allowed to use their own vehicles for transporting other students on a school sponsored activity, however, parents may transport small groups of students if approved by the principal.

TRAVEL, HOUSING and PER DIEM REQUISITION PROCESS

Rosters for travel and per diem are to be submitted to the Business Office 7 (seven) calendar days prior to the actual date of departure.

Meal per diem rates is (established SY 2010):

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$20.00

Names of students or adults can be REMOVED from the submitted roster for Alaska Marine Highway reservations and Jet Boat Reservations. Names cannot be added after submission to the Activities Office (penalties from the ferry and air carrier apply) for Alaska Airlines Reservations due to restrictions. Example: If a student becomes ill and cannot travel, the team travels with one less person. Another person cannot be substituted unless the change is made three (3) calendar days before departure.

Changes can be made to hotels when on the road or before departure **only** after receiving approval from the Activities Director, Principal, or Superintendent.

The coach may submit a hotel preference; however, this does not guarantee placement at the requested facility. When checking out of a hotel, coaches must obtain a receipt, sign the receipt and submit it to the Business Office.

APPENDIX I: COACH/SPONSOR ACKNOWLEDGEMENT

By signing this form, I acknowledge:

1. I have received the Petersburg School District's 2018-2019 Student Activities Handbook for Coaches and Sponsors. Additional copies are available on the district website.
2. I understand it is my responsibility to read the district handbook *and* the ASAA handbook and follow the stated philosophy, all guidelines, rules, regulations, and policies found in both documents.
3. I understand that there will be a review of my performance at the end of the season.
4. I understand that any health/medical information I learn about a student-athletes is to be considered private and confidential.
5. I understand that I will provide a copy of the following:
 - a. Alaska State Coaching Certification (NFHS)/Principles of Coaching
 - b. Current First Aid Card
 - c. Concussion Training Certification
 - d. Sudden Cardiac Arrest Certification

Coach/Sponsor Name (Printed) _____

Coach/Sponsor Signature _____

Date _____

APPENDIX II: LETTERING & PIN AWARDS

At the completion of a sport/activity season students are awarded pins and in some cases a letter for their participation in an activity. Below are the requirements used for these awards. Some coaches and sponsors may have alternate as well as additional criterion in order for awards to be earned.

Letter “P” - For completion of 1st Varsity Activity. Student must complete the entire season in full.

Bar – A single bar is given for each year of completion of an activity. A short single bar is awarded for a Junior Varsity completion of a season. A long single bar is awarded for a Varsity completion of season.

Activity Pin – Given once during career at the completion of a student-athletes specific activity/athletic season. (i.e., Volleyball player completes season and will receive a volleyball pin).

Blue/Gold Star – All-Conference Honors

Gold Star – All State Honors

All-Academic (Lamp) – Given to seniors who have earned All-Academic honors at Region V Events.

Good Sport (Handshake) – Given to students who have earned the Region V Good Sport Award at Region V Events.

MGR. – Manager pin given to students who have completed a full season as a manger for a specific team. Given once.

CAPTAIN – Given to a student who has completed a full season and earned the honor of captain given by the Coach/Designee of the activity.

APPENDIX III: ALTERNATIVE EDUCATION PROGRAM & HOME SCHOOL STUDENTS ELIGIBILITY

A. To be eligible during a school semester for participation in interscholastic activities, a student must meet the following criteria:

1. Be properly registered in a 9-12 or 10-12 high school program or any combination thereof, in the member school where the student will participate or where authorized by a member district, be enrolled in the member district's non-member school or program (including district correspondence), when such district is paying the student surcharge for that student or, in the case of students attending alternative education programs, be registered with their School of Eligibility, as described below.
2. Students enrolled in an alternative education program, as defined in Article 1, Section 8 herein, are eligible to participate in the interscholastic activities of only one member school per year, except as provided under the Transfer/Residency Rule (Article 12, Section 9). That school shall be considered the School of Eligibility. The School of Eligibility shall be the public school (1) 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; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves; or The School of Eligibility may be a private or religious school that the student would be eligible to attend were the student not enrolled in an alternative education program; and at which the student requests to participate; and if the administrator of the school approves. The School of Eligibility must ensure that the alternative education program student meets all eligibility requirements before being permitted to participate. Alternative education program students who request to participate in the interscholastic activity program of a member public school or district, or a private or religious school, must be properly registered for participation in interscholastic activities with the member school district or School of Eligibility. Schools (districts) may require that alternative education program students who request to participate in interscholastic activities at one of its member schools pre-register either prior to the beginning of the school year, prior to the beginning of a sport or activity season which begins before school starts, or upon moving into the district's boundary.
3. Not be a graduated senior, with the exception that the eligibility of a senior graduating near the end of a regular school year, shall extend through the conclusion of any current school athletic season in which he or she is participating.

4. For all second-semester freshmen, sophomores and juniors, as well as seniors who are not on track to graduate and/or who have not passed all parts of the High School Graduation Qualifying Exam (HSGQE), must be enrolled in a minimum of five (5) semester units of credit, or the equivalent, * at the School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting of credit toward graduation from the school district or the School of Eligibility.
5. Seniors who are on track to graduate and who have passed all parts of the HSGQE must be enrolled in a minimum of four (4) semester units of credit, or the equivalent, * at the School of Eligibility or supervised by the School of Eligibility or its school district that led to granting of credit toward graduation from the school district or the School of Eligibility. Full time seniors who are not required to take the HSGQE, and who are on track to graduate, must be enrolled in a minimum of four (4) semester units of credit, or the equivalent, * at their School of Eligibility.

** (Semester units may be earned through university courses or school district operated or approved correspondence programs).*

6. Must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.
7. Must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program).

B. Alternative Education Programs: A student in grades 9-12 in an "alternative education program" as defined in Article 1, Section 8, is eligible to participate in interscholastic activities at a member public, private or religious school, as follows: Students enrolled in an alternative education program, may participate in interscholastic activities when such participation is sanctioned or supported by this Association; is conducted outside of the regular school curriculum; and does not involve participation in student government at a school. Such students need not be enrolled in the member public, private or religious school in which they participate in interscholastic activity, except that 1. In order to participate in the All-State Music and Solo and Ensemble Music Festivals, such students must be enrolled in a corresponding music class at their School of Eligibility, at which they may be selected for participation through a competitive audition process, and 2. In order to participate in All-State Art or in the World Language Declamation Festival, such students must be enrolled in a corresponding class at their School of Eligibility. ASAA may waive the requirement for students enrolled in alternative education programs or in the event that the individual school of eligibility does not offer Music, Art or World Language classes. Nothing in these bylaws precludes a school or school district from imposing additional eligibility rules upon alternative education program students that are reasonable, prudent and not in conflict with these bylaws or AS 14.30.365. Nothing in these Bylaws or in Association policies prohibits a member school or district from

adopting a "fair share" policy as to the equitable charging of fees to alternative education program students who participate in the member school's or district's interscholastic activities.

APPENDIX IV: DISTRICT SPONSORED TRAVEL

Petersburg High School Athletics & Activities

Key: Y = District covers from general fund/N = District does not cover.

<u>ACTIVITY</u>	<u>GENERAL BUDGET</u>
XC	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters).</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel, as well as overages on budget.</p> <p>*First non-region/non-required event, substitute is covered and per diem is covered as well as travel cost for coach but does not include student travel.</p> <p>*Second non-region/non-required event district does not cover any cost.</p> <p>*Region & State Travel is limited to region number maximums and ASAA maximums.</p> <p>*State Tournament/Meet, all expenses are the responsibility of the individual traveling and fundraising funds.</p>
SWIM/DIVE	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters).</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel.</p> <p>*First non-region/non-required event, substitute is covered and per diem is covered as well as travel cost for coach but does not include student travel.</p> <p>*Second non-region/non-required event district does not cover any cost.</p> <p>* Region Travel is limited to region number maximums and ASAA maximums.</p>

	<p>*State Tournament/Meet, all expenses are the responsibility of the individual traveling and fundraising funds.</p>
VB	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters).</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel.</p> <p>*First non-region/non-required event substitute is covered and per diem is covered as well as travel cost for coach but does not include student travel.</p> <p>*Second non-region/non-required event district does not cover any cost.</p> <p>* Region Travel is limited to region number maximums and ASAA maximums.</p> <p>*State Tournament/Meet, all expenses are the responsibility of the individual traveling and fundraising funds.</p>
WREST	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters).</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel.</p> <p>*First non-region/non-required event substitute is covered and per diem is covered as well as travel cost for coach but does not include student travel.</p> <p>*Second non-region/non-required event district does not cover any cost.</p> <p>* Region Travel is limited to region number maximums and ASAA maximums.</p> <p>*State Tournament/Meet, all expenses are the responsibility of the individual traveling and fundraising funds.</p>
GBB	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters).</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel.</p>

	<p>*First non-region/non-required event substitute is covered and per diem is covered as well as travel cost for coach but does not include student travel.</p> <p>*Second non-region/non-required event district does not cover any cost.</p> <p>* Region Travel is limited to region number maximums and ASAA maximums.</p> <p>*State Tournament/Meet, all expenses are the responsibility of the individual traveling and fundraising funds.</p>
<p>BBB</p>	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters).</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel.</p> <p>*First non-region/non-required event substitute is covered and per diem is covered as well as travel cost for coach but does not include student travel.</p> <p>*Second non-region/non-required event district does not cover any cost.</p> <p>* Region Travel is limited to region number maximums and ASAA maximums.</p> <p>*State Tournament/Meet, all expenses are the responsibility of the individual traveling and fundraising funds.</p>
<p>CHEER</p>	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget and within travel number parameters).</p> <p>*Homecoming @ WRG & Region V Tourney travel cost only.</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel.</p> <p>*Non-region/required event district does not cover any cost.</p> <p>*Region Travel is limited to Region number maximums.</p> <p>*State Tournament/Meet, all expenses are the responsibility of the individual traveling and fundraising funds.</p>

BASEBALL	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget)</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel.</p> <p>*First non-region/required event substitute is covered and per diem is covered as well as travel cost for coach not students.</p> <p>*Second non-region/required event district does not cover any cost.</p> <p>* Region Travel is limited to region number maximums and ASAA maximums.</p> <p>*State Tournament/Meet, all expenses are the responsibility of the individual traveling and fundraising funds.</p>
T&F	<p>*ALL REGION V REQUIRED EVENTS. (Within Budget)</p> <p>*Fundraising covers all non-region events and/or non-required events, and alternate travel.</p> <p>*First non-region/required event substitute is covered and per diem is covered as well as travel cost for coach not students.</p> <p>*Second non-region/required event district does not cover any cost.</p> <p>*Region Championship travel is limited to all that are eligible and ASAA State travel is limited to qualifiers only.</p> <p>*State Tournament/Meet, all expenses are the responsibility of the individual traveling and fundraising funds.</p>
SOFTBALL	CLUB ACTIVITY – ALL COST COVERED BY CLUB. NO FUNDS FROM GENERAL FUND
MS Activities	<p>*Priority will be given to the Stikine Tournament for travel if possible. Alternate event will be determined based upon location and date of event. Final determination will be done by Principal and/or designee.</p> <p>*MMS Activities covers coach and chaperone travel cost and per diem ONLY</p>

	<p>*District covers travel costs for each team. Each student must pay the required activity fee for each activity and responsible for all forms.</p> <p>*MMS Activities are limited to 1 (one) travel trip per season per year. If the activity is part of the Stikine Conference, that activity will travel only to the Stikine Tournament.</p>
<p>MUSIC</p>	<p>SE Honors Music:</p> <ul style="list-style-type: none"> - Male & female chaperone=Y - Per diems=Y, Sub=Y, Lodging=Y - Student Activity Fee=Y (\$150.00 during travel & \$25.00 during hosting) Student Lodging=N <p>Pep Band:</p> <ul style="list-style-type: none"> - Male & female chaperone=Y - Per Diem=Y, Sub=Y, Lodging=Y - Student Activity Fee=N, Student Covers all travel costs & participation fees <p>Music Fest:</p> <ul style="list-style-type: none"> - Male & female chaperone=Y - Per Diem=Y, Sub=Y, Lodging=Y - Student Activity Fee=N, Student Covers all travel costs & participation fees <p>All State Honor Music & Band:</p> <ul style="list-style-type: none"> - Male & female chaperone=Y - Per Diem=N, Sub=Y, Lodging=Y - Student Activity Fee=N, Student Covers all travel costs & participation fees <p>Out-of-State Travel:</p>

	<ul style="list-style-type: none"> - All cost associated with out-of-state is covered by student and ASB funds. - District does not cover any out-of-state chaperone travel.
ART	<p>Region V Art Fest:</p> <ul style="list-style-type: none"> - Male & female chaperone=Y - Per Diem=Y, Sub=Y, Lodging=Y - Student Activity Fee=N, Student Covers travel costs & participation fees
NOSB	<p>Tsunami Bowl (National Ocean Science Bowl) *Within Budget</p> <ul style="list-style-type: none"> - Male & female chaperone=Y - Per Diem=Y, Sub=Y, Lodging=Y - Student Activity Fee=Y (\$150.00) <p>*General covers all cost of up to 1 (one) team travel cost which is a total of 6 students.</p>
STATE TRAVEL FOR ALL ACTIVITIES	<p>STATE TRAVEL FOR ALL ACTIVITIES</p> <p>Coache(s)/Chaperone(s)=Y</p> <ul style="list-style-type: none"> - Per Diem=N, Sub=Y, Lodging=Y - Student Participation Fee=Y, Student Covers travel, lodging, and transportation costs.

MITKOF MIDDLE SCHOOL

<u>ACTIVITY</u>	<u>GENERAL BUDGET</u>
XC	Cross Country: <ul style="list-style-type: none"> - Male & Female Chaperone: Y - Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY) - Student Activity Fee=Y, 7th-8th Grade: \$50.00 – 6th Grade \$25.00. - 7th-8th Grade Travel Only
GIRLS, BOYS BASKETBALL & CHEER	Girls Basketball, Boys Basketball, and Cheerleading <ul style="list-style-type: none"> - Girls Coach (1) = Y, Boys Coach (1) = Y, Cheer Coach (1) Y. In the event that another chaperone is needed for gender purposes, district will cover the transportation cost for that activity. - Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY) - Male & female chaperone=Y - Student Activity Fee=Y, 7th-8th Grade: \$50.00 – 6th Grade \$25.00. - 7th-8th Grade Travel Only
TRACK & FIELD	Track & Field: <ul style="list-style-type: none"> - Male & Female Chaperone: Y - Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY) - Grades 7-8 Travel Only - Student Activity Fee=Y, 6th – 7th – 8th Grade: \$50.00
WRESTLING	WRESTLING

	<ul style="list-style-type: none"> - Coach (1) = Y, In the event that another chaperone is needed for gender purposes, district will cover the transportation cost for that activity. - Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY) - Student Activity Fee=Y, 7th-8th Grade: \$50.00 – 6th Grade \$25.00. - 7th-8th Grade Travel Only
VOLLEYBALL	<p>VOLLEYBALL</p> <ul style="list-style-type: none"> - Coach (1) = Y. In the event that another chaperone is needed for gender purposes, district will cover the transportation cost for that activity. - Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY) - Student Activity Fee=Y, 7th-8th Grade: \$50.00 – 6th Grade \$25.00. - 7th-8th Grade Travel Only
ROBOTICS	<p>ROBOTICS</p> <ul style="list-style-type: none"> - Male & Female Chaperone: Y - Per Diem=Y, Sub=Y, Lodging=N (GROUP HOUSING ONLY) - Student Activity Fee=Y, 7th-8th Grade: \$50.00 – 6th Grade \$25.00. - 7th-8th Grade Travel Only
NATIVE YOUTH OLYMPICS	<p>NATIVE YOUTH OLYMPICS</p> <ul style="list-style-type: none"> - Male and Female Chaperone: Y - Per Diem=N, Sub=Y, Lodging=Y - Student Activity Fee=TBD - Grade levels that travel - TBD

APPENDIX V: FUNDRAISING GUIDELINES

****All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events****

Concession Fundraising

All fundraising events require that:

- All students involved have equal opportunity to participate
- At least 1 district employee is designated as a responsible adult sponsor
 - District employee will check out a cash box if needed.
 - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for preparation/planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Administration.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can allow admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

Recommendations for Concession Fundraising are:

- Students will sign up for assignments based on approx. 2-hour long time slots
 - Recommended for standard concessions: 2 students 1 adult
- All students will earn a “share” for participation in the following
 - 1.5-2 hours of work time (set-up, serving and cleaning)
 - Parents can earn “share” for their student for 1.5-2 hours of work time
 - Shares for items donated (baked goods, groceries, etc.)
- All profits are divided equally based on number of shares earned
- Shares are divided at the end of all concession fundraising for the event. This provides the best opportunity for equity of participation and earning.
- Shares are divided after expenses are taken out (net fundraised amount)
- Shares are tracked on a spreadsheet and tracked by the district sponsor

****All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events****

SEAWEED

All fundraising events require the following:

- All students involved have equal opportunity to participate
- At least 1 district employee as a responsible adult sponsor
 - District employee will check out a cash box if needed.
 - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activity Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

All students are encouraged to participate. If students are unable to attend because they are traveling for another activity on the day of collection, family members can fill in and earn shares for them.

- Students earn 1 share for helping to collect the seaweed
- Students earn 1 share for having a vehicle and delivering
- Students can earn an additional “share(s)” for having other family members helping to collect seaweed, 1 “share” per working family member, up to 3 additional family members.
- Tracking is done on a spreadsheet. Students are responsible for signing up with activity sponsor(s) to let him/her know that they are planning to participate.
- The student also informs the sponsor(s) if they have a vehicle available to transport seaweed and how many family members will be there to help.
- On the day of collection, students are responsible for checking in with the sponsor to let him/her know that they are there, as well how many family members are there to help. This ensures that shares are distributed evenly.

- Failure to check in and verify with sponsor(s) may result in lack of shares. This is the student's responsibility.

****All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events****

RAFFLE TICKETS

All fundraising events require the following:

- All students involved have opportunity to participate
- At least 1 district employee as a responsible adult sponsor
 - District employee will check out a cash box if needed.
 - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

Raffle Recommended Guidelines

- All money goes into the gaming account. **(required)**
- There are 200 tickets available to be sold.
- Tickets are divided into books of 5.
- **Each student has the opportunity to sell at least one book of tickets. Students will sign the spreadsheet/document indicating that they have received the tickets.**
- Once a student has sold their entire book of tickets, they must turn in the ticket stubs and money before receiving another book of tickets.
- No student may have more than one book of tickets at a time.
- Students/Families are financially responsible for tickets signed out.
- Money is distributed to students based upon the total money brought in minus the money out, tax required for gaming permit, and number of tickets sold. (Net proceeds)

- Activity district sponsor with other sponsor(s) are responsible for tracking tickets in and out, collecting money for tickets turned in, as well as filling out deposit slips. Information is tracked on a spreadsheet.
 - Example -
 - $200 \times \$100.00 = \$20,000$
 - Monday-Thursday = \$300.00 (1 \$100.00 winner and 1 \$200.00 winner)
 - Friday = \$900.00 (1 \$100.00 winner, 1 \$200.00 winner, and 1 \$300.00 winner)
 - This year totals
 - There were 3 Fridays X \$900.00 = \$2,700.00
 - There were 9 weekdays X \$300.00 = \$2,700.00
 - $\$2,700.00 + \$2,700.00 = \$5,400.00$
 - $\$20,000.00 - \$5,400.00 = \$14,600$
 - $\$14,600.00 \times .01$ (raffle tax to be paid to the state) = \$146.00
 - $\$14,600.00 - \$146.00 = \$14,454.00$
 - $\$14,454.00$ divided by 200 = \$72.27
\$72.27 goes into each student account for each ticket sold
If a student sells 5 - $\$72.27 \times 5 = \361.35 goes into their account.

****All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events****

COMMUNITY EVENTS

All fundraising events require the following:

- All students involved have opportunity to participate
- At least 1 district employee as a responsible adult sponsor
 - District employee will check out a cash box if needed.
 - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These

must be redistributed within the respective event to honor those who supported the event and student.

Community Events include any performance and/or activity specifically designed to raise funds i.e. Jazz Concert.

- Students will sign up for time slots based on approx. 2-hour long slots
 - Requirements are based on identified need
 - Students are required to check in with event sponsor(s) to verify participation.
- All students will earn a “share” for participation in the following
 - 1.5-2 hours of work time (set-up, serving and cleaning)
 - Parents can earn “share” for their student for 1.5-2 hours of work time
 - Shares for items donated (baked goods, etc.)
- Students performing at the event will receive 2 “shares” per hour of performance
 - Up to a max of 4 “shares”
- All profits are divided equally based on number of shares earned
- Shares are divided after costs are taken out
- Shares are tracked on a spreadsheet and tracked by the district sponsor

If tickets are sold by students prior to event as means of earning “shares”

- Students will have the opportunity to sell tickets until the Monday before the performance/activity
- Tickets will be distributed equally to students participating
- Students/Families are financially responsible for tickets
- Unsold tickets will be returned on Monday before the performance/activity
- If sponsor(s) determine to open up ticket sales to community at local store, this will happen after students have the opportunity to sell first and available the week of the performance/activity starting on Tuesday.
- Students will earn 1 “share” for every ticket sold to the event.

****All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events****

OTHER EVENTS AND FUNDRAISING

It is recognized there are long standing fundraising events who have their procedures for earning distribution. i.e. 50/50 raffles, Chicken Dinner, Shrimp Dinner, Luau, etc. These are guidelines and recommendations for school-based fundraising activities in order to create equal opportunity and equity in earnings for all students.

APPENDIX VI: MITIGATION PLANS FOR ACTIVITIES & ATHLETICS 2020-2021

Activity Mitigations will be distributed on a season-by-season basis. All mitigation plans will work alongside the plans for Petersburg School Districts plans for the 2021-2022 school year.

APPENDIX VII: GRADE CHECK DATES PHS & MMS 2021-2022

Tuesday, September 7th, 2021
Tuesday, September 14th, 2021
Tuesday, September 21st, 2021
Tuesday, September 28th, 2021
Tuesday, October 5th, 2021
Tuesday, October 12th, 2021
Tuesday, October 19th, 2021
Tuesday, October 26th, 2021
Tuesday, November 2nd, 2021
Tuesday, November 9th, 2021
Tuesday, November 16th, 2021
Tuesday, November 23rd, 2021
Tuesday, November 30th, 2021
Tuesday, December 7th, 2021
Tuesday, December 14th, 2021
Tuesday, December 21st, 2021
Tuesday, January 11, 2022
Tuesday, January 18, 2022
Tuesday, January 25, 2022
Tuesday, February 1, 2022
Tuesday, February 8, 2022
Tuesday, February 15, 2022
Tuesday, February 22, 2022
Tuesday, March 1, 2022
Tuesday, March 8, 2022
Tuesday, March 22, 2022
Tuesday, March 29, 2022
Tuesday, April 5, 2022
Tuesday, April 12, 2022
Tuesday, April 19, 2022
Tuesday, April 26, 2022
Tuesday, May 3, 2022
Tuesday, May 10, 2022
Tuesday, May 17, 2022
Tuesday, May 24, 2022
Tuesday, May 31, 2022



Petersburg High School
Home of the Vikings

P. O. Box 289
109 Charles W. Street
Petersburg, Alaska 99833
Telephone and Fax: 877-526-7656

Principal
Richard Dormer

Office Staff
Marsha Sandhofer, Administrative Assistant
Erica Thompson, Attendance/Registrar
Office Hours: 7:00 AM - 4:00 PM

Faculty

Ioana Ward	Dino Brock	Jenna Turner
Carissa Cotta	Ryan Hayes	Jon Painter
Ashley Lohr	Jim Engell	Dustin Crump
Beau Ward	Thomas Thompson	Alice Cumps
Matt Lenhard	Jill Lenhard	Tim Shumway
Dave Owens	Cynthia Fry	Mikalai Potrzuski

email addresses for all faculty and staff are as follows: firstinitiallastname@pcsd.us
example: rdormer@pcsd.us

Administration
Jaime Cabral, Activities Director/Dean of Student Development
Erica Kludt-Painter, Superintendent

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WELCOME TO PETERSBURG HIGH SCHOOL

This is your student handbook. It is intended to be used to acquaint you with your school, its operation, government, opportunities, and your responsibilities as a student citizen. Knowledge and an understanding of this handbook will ensure that you have an enjoyable and productive year.

PHILOSOPHY

Petersburg High School (PHS) fosters the development of wise decision-makers who can communicate clearly, think creatively, develop positive values, and attain personal goals. The school provides opportunities to learn skills and attitudes and increase aesthetic awareness. Through instruction and the activity program, the school teaches an appreciation of the citizenship responsibilities of American democracy. Petersburg High School assists students to develop the self esteem, knowledge, and discipline necessary to choose and prepare for a career and recognize learning as a life-long process.

MISSION STATEMENT

In a safe and orderly environment, Petersburg High School provides an education which enables students to develop their intellectual, social, physical and aesthetic lives.

BOARD OF EDUCATION

The Petersburg School Board is elected by the people of the Borough of Petersburg. The board is directed by the State of Alaska to establish policies consistent with Alaska law which determines what is taught and to whom. The Petersburg School Board consists of five members elected for a term of three years. The board holds public meetings on the third Tuesday of each month. The Board's Policy Manual presents the school's operating structures and philosophy in much more detail and is available online at www.pcsd.us or at the district office, 201 Charles W. Street.

ADMINISTRATION

Superintendent of schools. The Superintendent is charged with the responsibility of administering the educational program within the framework of the Petersburg School Board's policies.

High school principal. The high school principal is responsible for the high school buildings and the program of studies carried on therein.

ADVANCED PLACEMENT CLASSES (A.P.)

AP admissions criteria: Students who wish to enroll in Advanced Placement classes must go through an application procedure. The AP teacher will distribute the application materials in the spring for the next school year's class. *The class size is limited to a maximum of 25.*

Applicants for AP English will be asked to submit writing for scoring, and those students receiving the highest scores will be considered for the class. The applications will have a due date, and submissions received after that date may not be considered. Once students have been admitted their junior year, they are not required to re-apply for admission in their senior years. Students who take an AP course do so with the understanding that they are expected to take the AP test in May.

For purposes of GPA, Advanced Placement (AP) courses will be calculated on a 5.0 scale if students complete the course in good standing.

ALCOHOL, ILLEGAL DRUGS AND TOBACCO (PCSD BP 5131.6)

The use, possession, sale, purchase, or transfer (any transaction) of products containing tobacco, alcoholic beverages and drugs are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events, and school-sponsored trips of any kind. The school district unequivocally supports drug-free schools and disciplinary measures to assure that the schools stay drug free.

See Tobacco, Alcohol, Drugs under Extracurricular Activities for violation consequences.

ATTENDANCE

It's very difficult to learn when you're not in class. Students who have been absent are responsible for making up missed work without disrupting the flow of classroom activities. *Alaska Statute 14.30.010. (When Attendance Compulsory)*

Tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in learning, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education.

Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times.

Note: Remote/At-Home learning is not an option for students, with the exception of school-sponsored trips or by teacher request. Students that choose to stay home for the reasons listed below (Legal Reasons for an Excused Absence) will contact their teachers via email to create a plan for learning and completing the missed material (see Make Up Work) .

A. ABSENCES

Block classes count as two (2) absences; and daily classes count as one (1) absence. Being absent from a class for more than 10 minutes may be considered as an absence. Students who will be absent for a prolonged time must complete a trip slip and submit to the office. There are two types of absence, excused and unexcused. Valid reasons for an excused absence are listed below. Unexcused absences are those for which there is not a legal, excusable reason for the absence.

B. HOME NOTIFICATION

Attendance records are kept each period. Every effort is made to notify parents by phone when a student is absent and the school does not have prior notification. Parents are notified by letter when the student is in danger of failing due to absences.

C. TARDIES

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late will be assigned an aggravated tardy which will have more discipline associated and may result in loss of credit on class assignments. After three (3) tardies per semester, students will be assigned 30 minutes of detention for each additional tardy. Habitual tardiness may result in additional consequences.

LEGAL REASONS FOR AN EXCUSED ABSENCE (BP 5113)

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence. Home study may be provided for extended medical leave.
2. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
3. Death in the immediate family, parents, grandparents, or siblings.
4. Students participating in Viking Swim Club or other sanctioned club sports. Absences must be prearranged with the proper forms through the attendance office.
5. Family trips or employment (such as commercial fishing) -- special arrangements must be made with the principal. A trip slip must be on file in the high school office a minimum of three days before departure.

ABSENCES REPORTING

A note or a phone call by parent/guardian explaining daily absences is needed. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message.

1. All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office, we will call to verify the absence. This procedure ensures student safety.

If a student is absent for **5 consecutive** days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. A "Release from School" form may be requested from the Petersburg Medical Clinic by a patient or patient representative at no charge.

Please consult Petersburg Medical Center (or attending medical facility) and your insurance provider to predetermine medical costs. Petersburg School District is not responsible for medical charges associated with your child.

2. If a student is going to be out of school for family trips or other personal reasons, a "Parent Request for Student Absence" needs to be filed in the office before leaving (with the exception of family emergencies.) The students generally know this as a "trip slip" (which must be signed and turned into the office before all travel.) Class work will be done according to the arrangements made ahead of time with individual teachers. Students need to take this form to their teachers a minimum of three school days prior to their absence. In order to receive credit for work missed, the student must have a signed trip slip and complete assigned work on time.
3. Step 1: After five (5) cumulative days of absences per semester in the HS, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
4. Step 2: After ten (10) absences per semester in the HS, a second letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.
5. Step 3: Students who have absences beyond 12 days per semester in the HS, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and or other professional evaluations.

MAKEUP WORK

Students are responsible for any missed work when they are absent. The student needs to confer with the teacher, either via email or on the first day returning to school, to create a plan for learning and to get the assignments missed. Makeup work due dates are to be arranged between the teacher and student, before the absence if possible. If work is not turned in during the agreed-upon time frame, a "0" will be placed in the grade book for those assignments. Unexcused absences may result in reduced or no credit for assignments that were assigned or due on the date of the student unexcused

absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If you feel there are extenuating circumstances, a parent/guardian has the option of the appeal procedure, starting with the teacher.

CHECKING OUT

Parents are advised to call the school on the morning of a student's absence, if possible. Please call the main office by 8:15am at 877-526-7656 x200, or you may call outside office hours and leave a message. Notification will enable the teacher to plan makeup 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 (excluding open-campus lunch), including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check in to the office before re-entering class. Failure to check out through the office will result in disciplinary action.

Out of School Suspension. Daily work is to be handed in the day OSS students return to school, unless prior arrangements have been made with the teacher(s). All of their assignments are posted on the teacher's web site. Work not handed in on time turns into a "0".

BULLYING

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated. (Source: *stopbullying.gov*)

A form of repeated aggression and occurs when a person(s) with a perceived power imbalance willfully subjects another person (victim) to an intentional, unwanted, and hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, intimidation, discomfort) at any school site or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. Students who engage in such conduct shall be subject to a range of punishment to include parent conference, verbal or written reprimand, in-school or out-of-school suspension, and/or placement in an alternative learning environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to school staff members, who shall promptly initiate an investigation. Allegations of bullying shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of bullying to a teacher, counselor, or principal. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

False Reporting Harassment: Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students.

Retaliation Prohibited: Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in disciplinary procedures, which may include suspension or expulsion of offending students. *All information regarding Reporting of Harassment to Retaliation Prohibited referenced in AR 5131.43(b)*

Cyberbullying/Harassment via Technology: The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to 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. Students and staff who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy. In

situations in which the cyberbullying originated from a non-school computer, but is brought to the attention of school officials, disciplinary measures may be imposed provided the cyberbullying and/or Internet threats: 1. Contain threats of violence against staff members or students; 2. Threaten vandalism to school property; 3. Suggest or advocate physical harm to staff members or students; or 4. Create a significant disruption to the school's educational mission, purpose and objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials. BP 5131.43(b)

CAREER AND TECHNICAL EDUCATION (CTE)

Petersburg High School currently offers several Career and Technical Education courses to prepare students for the workplace with career-ready skills and training. They include: Metals, Advanced Metals, Marine Fabrication, Woods, Advanced Woods, Construction, Culinary, Advanced Culinary, Aquaculture, Advanced Aquaculture and CNA (certified nursing assistant).

Non-Discrimination Policy

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Kludt-Painter at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

COLLEGE COURSES FOR HIGH SCHOOL CREDIT

Students wishing to take courses outside those offered by Petersburg High School for high school credit must have **prior** administrative approval. Complete the Outside Credit Request Form, attach the college course syllabus and get signatures on the form which include student, parent, counselor and principal. This form must be completed and submitted to the counseling office.

- The course may have an on the job training component, but it cannot be the main part of the course.
- The course must be completed in the school year in which the student began taking the course. Summer courses must be completed before the first day of the school year.
- Outside courses may not be taken for course retakes to improve GPA and do not replace previously earned grades in other courses.
- The course must be 100-level or above and considered by the college to be a General Education Requirement (GER). College remediation and orientation courses may be accepted for elective credit only.
- College courses for high school credit must be a minimum of 3 credits (0.5 HS credits).
- Any requests submitted after the completion of the semester will NOT be accepted.
- Outside courses may NOT be taken to replace a course currently taught by PHS staff, unless a bona fide conflict exists. Conflicts must be approved by both the high school counselor and principal.
- After completion of the course, the student must submit the final transcript to the counseling office.
- This does not include CTE dual credit courses.
- Cost/fees charged by the university are the family's responsibility.

COMPUTER USE, INTERNET RULES, AND WEB PAGE DEVELOPMENT

Prior to having access to the technology infrastructure of Petersburg High School, students must understand and have on file a signed statement agreeing to comply with district policy related to the acceptable use of technology. Specifically, the

Parent/Student Computer Use Contract, Internet Use Agreement, and the Laptop Check out Form must all be signed and submitted to the office prior to access being granted.

Petersburg High School fully expects all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working within our computer system:

1. The school's Internet connection must be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school and faculty.
2. During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity. For example chess would be appropriate if related to the activities of a Chess Club.
3. Students are required to bring their notebook computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) must be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses and activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. Laptops, wireless cards, and backpacks belong to and are distributed by the school.
8. Laptop computers may be collected at Christmas break and will be at the end of the school year for maintenance and reimaging.
9. Laptop computers will be available for faculty inspection at any time.

Access to the Petersburg School District computer systems is a privilege, not a right. Violating the letter or spirit of the above regulations may be cause to deny a student access to Petersburg School District computer systems, loss of computer privileges, including the privilege to take their laptop off school grounds, and/or may result in more serious disciplinary action.

CREDIT BY EXAMINATION (Course Challenge)

Credit by Examination is an opportunity for students in grades 9-12 to receive credit through a testing process. Students who have completed 8th grade and those entering grades 9-12, who are currently enrolled in PSD, may challenge courses for high school credit. This option is designed to provide students the opportunity to demonstrate mastery through exam. It is not a process for credit recovery or course retakes. Assessments determined by the content area teachers will be used in most instances to challenge courses in mathematics, language arts, science, social studies, and world languages by demonstrating mastery of course material. The course challenge request form, along with a \$25 fee, must be submitted to the PHS office before the course begins for the student. Upon receipt of an approved application for Credit by Examination (Course Challenge), the Principal (or designee) will consult with the content area teachers to determine the appropriate evaluative process. This examination may include an assessment of the student's knowledge and comprehension of the subject through a curriculum-based exam, evaluation of the student's higher-level cognitive skills and comprehension of the concepts through a written essay, and/or evaluation of the student's lab or performance knowledge and techniques by setting up, explaining, performing, and/or demonstrating activities required in a class typical of the one challenged. An eighty-percent (80%) score or higher is required to receive credit, and any score less than 80% will not receive a credit. A student cannot be granted Credit by Examination for a course in which he or she has previously earned credit nor may he or she earn credit for a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course. If credit is denied, a student may not reapply for a Course Challenge for the same course. Only approved PSD courses can be challenged. Credit awarded for successfully challenging a course will appear on the student's transcript with the grade of "Pass", but no points will accrue to the grade point average. The word "Challenged" will follow the course title. (BP 6155)

DANCES

Dances must be scheduled three days prior (minimum), and approved by the advisor and principal. The activity director and principal will schedule a maximum of four dances a year. Dances will end before midnight unless authorized by the principal and permission to extend curfew is authorized by the Petersburg Police Department. All school dances will be supervised by four chaperones (minimum), including administration, certified staff, and

parents, if possible. Students will not be allowed to leave and return while dances are in progress, and outside containers are not allowed. All dances are restricted to Petersburg High School students unless special permission has been requested and granted by the principal.

Attendance at a PHS dance is a privilege, not a right. By voluntarily entering a dance, students are granting implied consent for staff to perform safety checks, which may include being lightly searched by a same-gender chaperone. In addition, the use of a Passive Alcohol Sensor (Alcohol Light) will be used to prevent students under the influence of alcohol from entering the dance, ensuring student safety and deterring illegal conduct.

Parents/students will be notified in the school bulletin prior to the dance of these safeguards, and signage will be posted when student searches and the PAS/Alcohol Light are going to be utilized. Specific details regarding student expectations and dance rules are available in the office. Compliance with these rules is required.

Alcoholic beverages, tobacco, and/or drugs are not permitted at dance functions by students, guests of students, or chaperones. Students are not permitted to have consumed alcohol or drugs or be under the influence of alcohol or drugs immediately prior to attending a dance function. The Alcohol Light (PAS) will be used to check all students entering PHS dance functions. The Petersburg Police Department will be called, parents will be notified and School Board Policy will be enforced when students are found violating this policy. BP 5131.6, BP 5030, BP 5144, BP 5145.12

DANGEROUS ITEMS

To further ensure student safety, dangerous items such as knives, explosive materials, etc. are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events and school-sponsored trips of any kind. By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

DISCIPLINE

The school is responsible for students' safety and welfare in school and during school-sponsored functions; therefore, students are subject to school discipline during these times. It is expected that high school students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies.

Students may be disciplined for behavior, prohibited by student discipline rules, that occurs off campus if the behavior is either related to school or school activities or is likely to affect safety or welfare or disrupt the orderly educational process in the District.

IN-SCHOOL SUSPENSION (ISS)/DETENTION

In-school suspension or detention may be assigned by the principal or designee. Students must be making adequate progress on any detention time, as determined by the principal or his designee, before attending any school function, including practice for activities. Students receiving a disciplinary slip will receive a minimum half-hour detention.

DRESS AND GROOMING

In accordance with the implementation of the District's goals and strategies, the dress code for all students shall meet school board requirements (BP 5132) and create an environment that contributes to the learning needs of students.

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 be non-disruptive of the educational activities and processes of the school.

Shoes shall be worn.

Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt.

Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear/Undergarments shall not be visible.

Leggings and yoga pants, when worn, cannot allow more of the wearer's body to be seen than when wearing jean-like material, must be completely opaque, and of a material substantially thicker than tights.

Head coverings shall not be worn in the auditorium, and may be worn at staff discretion in classrooms and at assemblies. Religious head coverings are allowed as long as they do not disrupt the educational setting.

Mini skirts, mini dresses, and short shorts are not permitted. Hemlines shall be no shorter than mid-thigh.

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.

(updated 1/2017)

DUE PROCESS

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action. Definition of the various disciplinary actions, and the authority and grounds for imposing discipline are specified in school board policy.

For the sanctions of ISS and/detention the student will have the opportunity to explain his/her conduct to the principal. A conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS or detention.

For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 10 days), the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.

An extra-curricular suspension shall not be postponed while awaiting an appeal hearing. Under certain circumstances, the principal may order a short-term suspension to begin before an appeal hearing. The appeal hearing will be held as soon as practical after short-term suspension begins.

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 two (2) school days of the imposition of discipline. Commencement of short-term suspension shall be deferred until after the superintendent hearing.

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 five (5) days of the Superintendent's decision. Commencement of short-term suspension shall be deferred until after the Board's hearing. The hearing shall be held no later than the next regularly scheduled Board meeting. The Board shall issue a written decision within seven (7) school days of the hearing date. Complete hearing rules and timelines are outlined in school board policy manual.

The sanctions of long-term suspension and/or expulsion may be ordered only by the school board after a formal hearing. Formal hearing procedures are specified in the school board policy. Re-admittance to school is contingent upon the Board's satisfaction that the cause for long-term suspension or expulsion has been remedied.

All procedures in the school board policy are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

ELECTRONICS--PERSONAL

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director or principal.

Student cell phone use is a privilege, not a right. Cell phone privileges will vary from teacher to teacher depending on the learning expectations. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member if they are disrupting the learning environment. The return of personal devices may require parent permission or meeting, depending on each respective situation. Any devices that takes pictures should not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.

EVALUATION OF STUDENT ACHIEVEMENT

A complete record of grades earned, activities, conduct, test results, and attendance is maintained in the high school office. Each student has a transcript and a cumulative folder. The transcript contains the courses taken, grades, number of credits earned, and awards earned. The cumulative personal folder contains test results, biographical data, medical records, citizenship information, and pertinent documents relating to your education.

Your school record is invaluable to you and is used for recommendations to future employers and for college, vocational, and technical school entrance. All information in these files is confidential and will be disclosed only to qualified persons, including the student, parents, and teachers.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Extra-curricular activities are very important to student growth. Student participation is a privilege, not a right. There are special school rules for participation in extra-curricular activities, and students must meet all of these expectations in order to participate. These rules apply to students who participate in extra-curricular activities and are not limited to the time or season of the extra-curricular activity only. The extra-curricular activities covered by the rules include, but are not limited to, all athletic units; Washington, D.C. Close-up; debate; the music program; pep club; and ASSG. Students are expected to meet the financial obligations of travel not covered by the school district. A student becomes ineligible for interscholastic competition regulated by the Alaska School Activities Association (ASAA) on his/her 20th birthday. A student becomes ineligible for interscholastic competition, regardless of age or grades, at the beginning of his/her ninth semester in high school. Participation in Washington, D.C. Close-up is limited to one (1) year. Enrollment in band, jazz band or chorus is required for travel to Music Festival. **NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.**

GRADE REQUIREMENTS

Any student participating in an interscholastic activity for which grade or credit requirements are established by the ASAA shall meet those requirements. ASAA requires that a student must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system. Students must be in regular attendance at school classes in which enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program)

Petersburg School District additionally requires that students participating in an interscholastic athletic, extracurricular, or co-curricular activity must maintain grades of "C" or better in all courses as reported on the most recent athletic director grade check, mid-quarter or end of quarter grade report to be eligible for competition and/or travel.

A student determined ineligible at the end of the fourth quarter (last quarter of the school year) shall remain ineligible for competition and/or travel until the first official grade determination of the following school year. The student may attend practice during periods of academic ineligibility, including summer workouts. The athletic director or administration will perform activity eligibility grade checks on a regular basis, approximately every week, including mid-quarter and quarter grade reports. A student is deemed ineligible on their most recent and current quarter grade check if they possess a grade letter of an F, D, or I. The student is ineligible for all travel and/or competition until the student successfully passes the next grade check. Grade checks will take place every Tuesday throughout the school calendar year unless otherwise noted.

A student who receives an "I" (Incomplete) shall remain ineligible for competition and/or travel until the "I" is replaced by a passing grade ("C", "B", "A"). Converting an "I" (Incomplete) to a grade of "D" does not automatically qualify the student for competition and/or travel.

ATTENDANCE REQUIREMENTS

Students must attend all classes on the day of travel or activity, up to departure time for the event. If students leave on a weekend or holiday, students must attend all classes on the last school day before departure. The principal, coach and athletic director may approve special circumstances requiring

alternative student travel arrangements. Students must return to school in a reasonable time, as determined by the coach/sponsor and/or athletic director, when returning to Petersburg from school-sponsored travel. Any absence following travel must be excused by the athletic director or principal. Failure to return in a reasonable time will result in an unexcused absence and the student may be ineligible for the next school-sponsored activity.

BEHAVIORAL EXPECTATIONS

Students representing PHS are expected to behave in a mature manner, dress appropriately, and conduct themselves with grace and politeness. Our students have a fine reputation, and we are very proud of it. Participation in activities is a privilege, not a right. A coach or an administrator has the right to deny a student's participation. Students must be making adequate progress on any outstanding detention time, as determined by the principal or his designee, to be eligible to practice or compete.

Petersburg Schools maintains a zero tolerance for students using tobacco, illegal drugs, weapons, and alcoholic beverages. Students are expected to disassociate themselves from situations where alcohol and controlled substances are being illegally used.

If a student is not under school supervision and is issued either a citation, the police have made a report to the school the student and/or parent choose to self-report, or the school otherwise becomes aware of a possible violation, then the school shall investigate the matter and the student will be subject to discipline under these extra-curricular activities rules.

Students representing PHS are expected to obey all school rules and city, state and federal laws. Petersburg School District maintains high expectations of students involved in extra-curricular activities, and has taken a firm position that those students should not be using alcohol, tobacco, or illegal substances. Because of the tremendous responsibilities inherent in student activities, it is expected that students will abstain from use and that both students and their parents will honor this rule. Infractions that occur while the student is under school jurisdiction or control may result in more serious discipline.

Traveling students are not allowed to ride in automobiles except those driven by housing parents or school-authorized staff. 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 the students' own expense.

Students may, at the reasonable discretion of the Superintendent, be disciplined for behavior prohibited by student discipline rules as mandated by ASAA, that occurs on or off campus any time of the year if the behavior is either related to school or school activities or is likely to affect student safety or welfare or disrupt the orderly educational process in the District. To the extent appropriate, the Superintendent shall follow the Discipline Chart for Extra-Curricular.

ELIGIBILITY FOR TRAVEL/PARTICIPATION IN SCHOOL ACTIVITIES

As a member of the Alaska School Activities Association, Petersburg High School upholds its by-laws.

In order for a student to be eligible to travel and/or participate in extracurricular activities, he/she must meet the following conditions:

- ✓ Have a current physical examination, student consent form and current signed High School Activities agreement on file in the office. All school fees must be paid before traveling.
- ✓ Be enrolled in at least five semester credits.
- ✓ Have received no D's or F's on the most recent midterm or quarter grade report. A single D with prior permission of the principal may be allowed to participate. This is a special provision and will be applied on a case by case basis. Students with one D may be given this allowance once during the school year.

- ✓ Be in compliance with absence limits.

- ✓ Be present in class for the entire school day on the day of an activity or school-sponsored trip. Any exceptions to this, such as a doctor's appointment that cannot be scheduled at another time, must have prior approval of the principal. A student violating this rule will be ineligible to practice, participate or travel on the day of the violation. Check out times will be established for each trip. Failure to check out through the office will result in disciplinary action. Only participating students will be housed.
- ✓ Students should bring sufficient funds for their own expenses. \$20 per day for food is recommended, plus additional money for transportation costs. An individual sleeping bag, plus towel, uniform, and warm clothes should be brought.
- ✓ State travel is the responsibility of the student. Payment for state travel must be made prior to departure.
- ✓ All school fees must be paid prior to first scheduled event, whether student travels or not.
- ✓ Student and parent/guardian must sign ASAA's Student and Parent/Guardian Acknowledgment Form.

TRAVEL RULES

While traveling to or engaged in an out-of-district school-sponsored activity, students are expected to follow all rules described herein, as well as those that are a part of the Activities Agreement and any that might be established by the advisor, coach or chaperone.

Housing with a Host Family

1. Students must abide by all rules established by the host family.
2. Students must abide by all curfews established by the coach or sponsor if earlier than item "3" below or in addition to "3" below.
3. Generally, students must be in the house one hour after the event. In special cases, such as an extended school dance, students are permitted to stay out until 1:00 AM
4. **Coach/Sponsor is to contact host parents to provide contact information and any special rules students are expected to follow.**
5. Host parents are to contact the Coach/Sponsor, Activity Director, or Principal should issues or problems arise.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach immediately. The housed student is expected to remove himself/herself from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.
7. Host parents are expected to provide one or more meals per day for the students.
8. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator. The host parent will be notified about any changes.
9. **No housed student may drive any vehicle while being housed with a host family.**
10. Host parents will have working smoke alarms installed in their homes.
11. Host parents are encouraged not to leave students unattended at their home. If the host parent is working during the day, the student can be dropped off with the coach/chaperone.
12. (PCSD Rule) **No student is to be housed alone with a host parent.**
13. (PCSD Rule) **Only students of the same gender may be housed in the same host residence.**

Group housing in a school, church, community facility, etc.

1. **(PCSD Rule)** Coach/Sponsor/Chaperone is to "house" with the team or group when group housing is provided.
2. **(PCSD Rule)** Coaches and Sponsors may release students *only* to their parents on district sponsored activity travel.
3. ASAA regulations and PCSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
4. **(PCSD Rule)** Students must be assigned a sleeping area, and an adult (coach/sponsor/chaperone) must be present in the area at all times.
5. When notifying the host school of your intention to group house, state the number of participants, male and female, and the number of chaperones that will be coming.
6. Honor the host schools request regarding when the student needs to vacate the facility.
7. No students is to be in any part of the host facility without a chaperone.
8. No use of any home phone without chaperone permission.
9. Please keep your area clean and policed daily.

10. Please clean the assigned area prior to departure. Leave the facility the same way you found it.
11. Host school will supply phone number contacts in case of problems or emergencies at the school.
12. Mixed groups will be kept in separate rooms, if possible.
13. Students should not leave the housing area without coaches/advisors permission and always with a buddy.
14. If the host school requires you to be group housed, the host school will provide one meal a day.
15. Adhere to host schools rules at all times.
16. Do not prop doors open to the school, host school will provide keys to school.

Housing in a hotel or related facility

1. **Coach/Sponsor shall establish curfew hours while traveling. The curfew time is not negotiable.**
2. Only students assigned to a room may be in that room after curfew.
3. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
4. Students are not allowed in rooms assigned to persons of the opposite sex.
5. People not associated with the team or the school shall not be allowed in team rooms.
6. Students on trips may not leave the team unless accompanied by a parent or guardian, the coach or sponsor has given explicit agreement and written request by the parent/guardian is provided to the coach/sponsor.
7. Students are expected to adhere to all school and team rules and attend all activity/team functions.
8. When in public on road trips, students shall be in groups of three (3) or more.
9. When in a hotel and outside their assigned room, students shall be in groups of two (2) or more.

Rule Infraction Consequences (Student)

In the event a PCSD student should fail to abide by established rules, one or more of the following consequences may apply:

1. The student may be withdrawn from the competition
2. The student may be sent home immediately at his/her parent's expense
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction
4. The student may be dismissed from the program
5. The student may be subject to further consequences to be determined by the school administration or the Superintendent

Travel "Rules of the Road" (Students)

Petersburg School District students are expected to conduct themselves with honor and integrity at all times while traveling within or outside of the school district. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
2. Students cannot travel if they are not making adequate progress on unserved detention time.
3. Detention unserved at the end of one school year carries over to the beginning of the next school year.
4. Students must participate in at least one meet to be allowed to go to Regionals.
5. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
6. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school or the school district shall not be tolerated. This behavior shall include but is not be limited to:
 - a) Alcohol or drug use
 - b) Public displays of affection or sexual contact of any kind
 - c) Vandalism or trashing of rooms or other property
 - e) Shoplifting or other illegal actions
7. **Coaches shall establish curfew hours while traveling for the benefit of the team. The curfew time is not negotiable.**
8. Students on trips may not leave the team unless accompanied by a parent or guardian, or host family, and written permission has been given to, and the coach or sponsor has given explicit agreement.
9. Students are expected to adhere to attend all team/group functions.
10. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.

11. Coaches will address the code of conduct to be followed on busses or public transportation.
12. Teams will clean up their areas prior to leaving any competition site.
13. Students shall demonstrate good sportsmanship at all times.
14. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.

TOBACCO, ALCOHOL, DRUGS (T.A.D.) – Extracurricular (PCSD BP 5131.6)

An extracurricular student who receives an alcohol or drug citation shall promptly notify the activity director or principal. Any extracurricular student who fails to do so may forfeit their reduction option or be subject to further disciplinary action once the school learns of the offense. All student(s) and parent(s)/guardian(s) are required to attend the ASAA TAD Introduction Session once (1) per calendar year in order to participate in any practice for any activity.

Determination of Violations

A student is determined to have violated the T.A.D. policy if they use, possess, sell or furnish tobacco, alcohol and/or illegal substances, receive a citation from a law enforcement officer for alcohol or illegal drug violations, or is observed by a Petersburg School District staff member using, possessing or selling tobacco, alcohol and/or illegal substances. Observation by a staff member via the internet, video, picture or other media will be considered.

A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

First Offense

The student will be suspended from interscholastic competition for 30 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension will be reduced to 15 days if the student completes 15 hours of community service and the student enrolls and actively participates in the *Prime for Life Risk Reduction* counseling program through a certified provider at the student's expense.

First Offense – student self-report

If the student self-reports a personal violation of the tobacco, alcohol or drug policy before the District otherwise learns of the student's actions, and the student did not receive disciplinary action from school officials or law enforcement officers, the District may reduce the first offense suspension to 10 days. To regain eligibility, the student must complete all requirements listed above for a first offense violation.

First Offense violation during travel on school-sponsored trip

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. To regain eligibility, the student must enroll and actively participate in the *Prime for Life Risk Reduction* counseling program through a certified provider at the student's expense. The suspension will be reduced to 45 days if the student additionally completes 15 hours of community service.

Second Offense

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section 10). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll, actively participate and follow through with treatment recommendations in Prime for Life through a certified provider at the student's expense. The suspension will be reduced to 60 days if the student additionally completes 20 hours of community service.

Second Offense violation during travel on school-sponsored trip

The student will be suspended from interscholastic competition for 180 calendar days (as defined in section 10). The

student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. The suspension will be reduced to 90 days if the student additionally completes 20 hours of community service.

Third Offense

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 5.D of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3rd Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA. *There is no reduction for 4th and further offenses.

Fourth Offense

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4th Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

TOBACCO VIOLATION CONSEQUENCES

All violations of only the tobacco policy by an extracurricular student will be subject to the ASAA T.A.D. policy minimum suspensions.

First Offense

The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section 10). Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation.

A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

Second Offense

The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 5).

Third Offense

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 5.D of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3rd Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA. *There is no reduction for 4th and further offenses.

Fourth Offense

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) calendar year. Both the student and parent/guardian must complete the 4th Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities.

Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred. An extra-curricular suspension shall not be postponed while awaiting an appeal hearing except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

PHYSICAL EXAMINATIONS

Students must have a physical exam on file before participation in any athletic activity. Students who participate in extra-curricular activities are required to have some type of health insurance. Forms are available at the office for purchasing student accident insurance.

NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.

FEES and Textbooks

Student fees are collected each year. The basic fee includes a yearbook and admission to all the regular home sports events. Certain subjects within the curriculum also have a required student fee. These fees are collected at the school office.

Students are issued textbooks and all books are identified by the book number and the student's name. It is the responsibility of the student to return the book in good condition with allowance made for general book wear and depreciation. The student is responsible for paying established fees for book damage or loss. Grade cards and/or transcripts will not be released until all fines or fees are paid.

Students are issued lap top computers for their use 24/7. Students are expected to treat the lap top computers as if they were their own. Gross negligence on the part of students for damage to the lap top computers will result in additional fees. See the technology use policy.

FIRE DRILLS

Required fire drills are held monthly during the school year.

SIGNAL: A continual sounding of the fire alarm is the signal to exit immediately

PROCEDURE: Upon hearing the alarm, rise and leave the room briskly and in an orderly way. Form a line and file outside the building according to the instructions of the teacher. When outside, be alert to further instructions so that fire lanes may be kept clear. Return to class at a signal from the principal or teachers.

GRADUATION REQUIREMENTS

The following program meets the requirements for graduation at PHS. Students are required to complete a minimum of eight semesters (or the equivalent) of high school work as well as the following:

English	4 credits	(1 credit each year for 4 years)
Science	2 credits	(1 credit each year of 9 th & 10 th including Physical Science and Biology)
Math	3 credits	(in grades 9, 10 and 11)
Social Studies of	3 credits	(World History 9 th /10 th , US History 11 th , American Government and AK History 12 th (semester each). Beginning with the Class of 2019, World History will be taken during their 9 th grade year.)
P.E. extracurricular	1 credit	(½ credit allowed for participation in district-funded sport or approved dance program, Viking Swim club or other school-approved activity program beginning in grade 10. Participation in two such activities will be required to earn ½ credit)*
Health	½ credit	
Electives	<u>10.5 credits</u>	
TOTAL CREDITS	24	

*To be approved, the dance program must meet the following criteria:

- established program for three (3) years
- taught by a qualified and recognized instructor
- holds a public performance
- willing to participate in granting credit option and to follow school requirements for participation
- willing to document minimum of 75 hours of physical activity

The Superintendent may recommend to the Board that the eight-semester attendance requirement be waived in the case of students who have completed all requirements for graduation. Early graduation requires approval of the School Board on an individual basis. The student requesting early graduation must have an education plan filed with the Board.

For existing high school students, the selection of Valedictorian, Salutatorian, and Historian will be determined at the end of the 2nd semester of the graduating class's senior year. The student with the highest GPA, carried out to the ten thousandths decimal place, will be selected as Valedictorian and the student with the next highest GPA will be selected as the Salutatorian, and the student with the next highest GPA will be selected as the Historian. If there is a tie in GPA, more than one Valedictorian, Salutatorian or Historian will be selected. The selection for Valedictorian, Salutatorian, and Historian will be determined based on a weighted grade point scale. (AR 5127)

Students need 24 credits to graduate. Students will not be allowed to participate in the graduation ceremony unless they have successfully completed all requirements. Students graduating from a non-district sponsored homeschool program are not eligible to participate in the graduation ceremony. In order to participate in the graduation ceremony, a student must be enrolled as a student in Petersburg School District. (BP 5127)

Study Hall classes do not receive credit. Resource classes are on a Pass/Fail grading scale.

Recognizing that the graduation ceremony is a school-sponsored, community celebration, student attire must comply with current district policies. This includes language and images on the graduation hat, gown and visible clothes worn underneath the gown must be in compliance with school policies. Violations will result in district staff requiring removal of the hat/gown prior to the graduation ceremony and replacing it with non-decorated attire.

All transfer of credits to Petersburg High School must come from a school accredited by AdvancED, the only body to be recognized by the State Department of Education and Early Development (DEED). Credits from alternative educational programs must fit the adopted statutory definition, in AS 14.30.365 (c) (1), of "alternative education program" as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or theme-based program; a home school program that is accredited, as defined in this section; a charter school authorized under AS 14.030.250-14.03.290; a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020

GUIDANCE PROGRAM

A counselor is available to assist all students with personal and school problems and to assist them with educational and vocational planning. However, he/she will not choose a program for you. The final choice must rest with the parent and student. Some examples of how the counselor can help you are as follows: class scheduling, job exploration, post-secondary training selection, information on financial aid, planning for careers and life work, and personal social issues.

PHS classes are designed for classroom participation, not individual study. The superintendent or designee may allow home study programs based on PHS classes, if warranted.

Students may elect any course, for which they are otherwise qualified, without regard to race, color, creed, sex or handicap. Questions regarding discrimination should be referred to the Title IX and section 504 coordinator/Director of SPED Services.

GUN FREE SCHOOLS

By state law, any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis. The term "firearm" means a firearm as 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.

HALLWAY BEHAVIOR

Students are to be in the classroom or library when school is in session unless they have permission from the teacher. Those who receive such permission for a good reason are expected to be quiet while in the halls. The school is not an appropriate place to show intimate affection.

HARASSMENT

All students and staff have a right to a safe educational environment. Sexual harassment interferes with this right and will not be tolerated. Sexual harassment is specifically prohibited by state and federal law. Harassment includes unwanted sexual comments and behaviors, as well as racially or religiously oriented remarks and other behaviors that prevent a student from being comfortable in their school environment. Harassment may be directed toward persons of the same or opposite sex. Concerns about harassment should be brought to the attention of a teacher, counselor or principal so that appropriate action can be taken.

HELP FROM TEACHERS

Teachers will be glad to assist students who are having difficulty with their courses; however, it is the student's responsibility to ask for help and obtain make-up assignments. Teachers are available before and after school and by appointment. One may ask for additional help or tutoring from our special services teacher.

HONOR ROLL

An honor roll will be calculated at the close of each semester. A student must have an average of 3.3 or higher to be eligible. High honor roll is considered 3.5 and above and certificates will be issued for this achievement. Students must be enrolled in a minimum of six classes at PHS to be eligible for honor roll. A "D" in any class disqualifies a student for honor roll.

IMMUNIZATIONS and HEALTH SCREENINGS

State law requires that students complete their immunization program before being allowed to attend school.

All students may be screened for health statistics (such as height and weight) every school year, performed by a certified nurse, typically the school nurse, if applicable. All results are confidential and are only reported by student number to the state. Parents or students who wish to not have health screenings done at the school must notify the office staff.

LENGTH OF SCHOOL DAY

Petersburg High School begins at 8:15 A.M., and continues until 3:00 P.M. Monday through Thursday. Students will be released at 2:00 P.M. on Friday.

LIBRARY

Our library supports the curriculum of the middle school and the high school. It is part of the Alaska Library Network and is connected electronically to the Petersburg Public Library. A common library card serves both facilities. The library houses a collection of books, periodicals, non-print media and audio-visual equipment.

The librarian maintains a study atmosphere in the library and all students are encouraged to use the library any time during the school day. There are no fines. Library check-out privileges may be suspended until overdue books are returned. Students are responsible for material they check out and must pay replacement costs of lost or damaged materials.

LOCK DOWN AND LOCK OUT DRILLS

Lock down drills are also held periodically during the school year. This is done so that students learn how to respond quickly to any disaster in which students need to remain in school for safety reasons.

SIGNAL: A repeating two-toned sounding of the alarm is the signal for students to quickly enter the nearest classroom.

PROCEDURE: Once within the classroom, students should follow the teacher's directions for lock down procedures

LOCKERS

Every student is issued a locker and combination on the first day of school. Personal valuables can be checked into the office to be kept secure. The high school accepts no responsibility for theft from lockers.

Your lockers are not your property. They may be inspected periodically.

MOTOR VEHICLES

Angled parking on Charles W. Street is reserved for school employees.

Students are not allowed to park in visitor parking in front of the school during the school day.

All drivers must take great care when parking and driving near the school.

Weapons, including guns, are not allowed in parked vehicles.

Remember that very small children are walking in the area and they are especially difficult to see; please drive slowly and cautiously.

Student-operated vehicles may not be used to travel to and from off-campus class activities without signed parent permission on file in the principal's office. Cases of speeding or reckless driving and improper parking will be reported to the police department. When a student parks his/her vehicle, it should be locked. The school assumes no responsibility for vehicles or their contents. Moving violations in the school zone have the consequence of double the fines and points. Illegally parked vehicles may have a district parking boot placed on the vehicle's wheel. Students will receive one warning, then the fine to remove the district parking boot is \$85.00, to be paid at the district office.

NATIONAL HONOR SOCIETY

Seniors, juniors and sophomores with a 3.6 grade point average are eligible for selection. Selection is also based upon leadership, service, and character. Members must maintain the high standards which warranted their election or they will be dropped from the society. National Honor Society members are expected to take challenging math, science, and English classes each year.

(web site: www.nhs.us)

NONDISCRIMINATION POLICY

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Kludt-Painter at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

PART-TIME ENROLLMENT

Students who are enrolled in another school as their primary school may also enroll at Petersburg High School, if space is available in the desired classes. Part-time students will enroll after full time students have registered.

Students at PHS may register for dual enrollment with other accredited schools with the principal/counselor approval. Correspondence classes should be scheduled outside the regular school day. Student requests for correspondence study during the school day at Petersburg High School will be considered only if the student is a junior or senior, and has the principal's permission. Distance delivery instruction as a way to expand and enrich P.H.S existing curriculum and/or to provide opportunities to make up credits needed for graduation, require principal/counselor approval. Students enrolled in distance delivery classes need to pay close attention to timelines and due dates in order to complete courses in a timely manner; a semester class must be completed within a semester.

PBIS

PBIS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBIS also improves academic performance.

The most important part of PBIS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the three main expectations of Petersburg School District -- Be Safe, Be Respectful, and Be Responsible.

PHYSICAL EDUCATION AND ATHLETICS HEALTH RESTRICTION

A student who has been removed from participation in physical education class, an athletic practice or game for serious physical injury or medical condition by a supervising adult (i.e. coach, parent, athletic director, etc.) may not return to play until the student has been evaluated, diagnosed and cleared for participation by a licensed practitioner, which may be:

1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (*AS 08.64.370(1), (2), or (4)*),

OR

2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

If your child has a diagnosis that may restrict or limit his/her activities in physical education, then your child's doctor must fill out a Release From School form and have it submitted to the school office at the beginning of the school year or prior to the beginning of the next school day. The doctor must specify the amount of time this form is valid. Note that a student who is unable to participate in physical education is not able to participate in interscholastic sports and may be excluded from certain field trips.

The following health conditions may require a completed Release From School form:

- Asthma
- Heart Conditions, including murmurs
- Orthopedic problems
- Cerebral Palsy
- Seizure Disorder
- History of head injury, dizziness and/or fainting
- Any other disease/illness that may restrict physical activity.

During the school year, your son/daughter may sustain an illness or injury that will require your child to be excluded or restricted from participating in physical education and interscholastic activities. All notes from a medical professional or parent must be brought to the school office for your child to be excused from gym. Petersburg School District limits parent excuses to 3 days for each quarter in the MS and 3 days per semester in the HS. Students requiring more than the above exclusion/restriction must bring in a doctor's note to be excused (see above). Additional excused days of physical education may be required to be made up with the PE teacher.

Parents who are a licensed practitioner cannot excuse their own child, as legal documentation must come from a third party medical professional.

POST HIGH SCHOOL EDUCATION

Information about colleges, technical and vocational schools is available in the guidance counselor's office. Together with your parents and the guidance counselor, you should begin planning for your future. For those who plan to continue their studies after high school graduation, there are a number of scholarships and student loans available to help you financially. These financial aids are announced in the early spring, and it is the student's responsibility to apply for this assistance. Parents and students should begin this process at least during the student's junior year in high school.

POWERSCHOOL

Petersburg High School can provide parents and students access to current grades and attendance through the Internet. The following website will allow you access to your information: <http://pcsd.powerschool.com/public/home.html>
For security purposes, parents and students are assigned unique user names and passwords for each individual student at PHS. To receive your ID and password, contact the high school office.

PROGRESS REPORTS IMPROVEMENT NOTICES

A progress report is sent home every mid-quarter (four to five weeks) to the parents of those students whose work is failing or near failing. The purpose of this notice is to notify the student and parent that the course work is below par and that additional work will be necessary on the part of the student in order to prevent failing. Limited tutorial help is also available to students. All students involved in extra-curricular activities will have their grades checked regularly by the coaching staff, in addition to every mid-quarter as well. Student's grades and course progress may be checked anytime via Powerschool student information system at www.pcsd.powerschool.com

Improved work notices may also be sent to the parent of students whose work has improved. Through this notice a teacher can express his/her congratulations and encouragement to the student in hopes that the student will continue in this manner.

REPORT CARDS AND GRADING SYSTEM

Report cards are issued every nine weeks. These cards should be shared and discussed with your parents. It is not necessary to return these cards to the school because you will receive a new card at the end of each nine-week period. Our grading system is as follows:

<u>Standard 4.0 Scale</u>			<u>Advanced Placement 5.0 Scale</u>		
A	Outstanding Achievement	4.0 grade points	A	Outstanding Achievement	5.0 grade points
A-		3.7	A-		4.7
B+		3.4	B+		4.4
B	Above Average Achievement	3.0	B	Above Avg. Achievement	4.0
B-		2.7	B-		3.7
C+		2.4	C+		3.4
C	Average Achievement	2.0	C	Average Achievement	3.0
C-		1.7	C-		2.7
D+		1.4			
D	Below Average Achievement	1.0			
D-		0.7			
F	Failing	0			
I	Incomplete	0			
NG	No Grade	0			
M	Insufficient data/credit by another institution				

Grade Point Averages (GPA) will be calculated using a 4.0 scale. Advanced Placement (AP) courses will be calculated on a 5.0 scale if students complete the course in good standing. Beginning with the Class of 2019, GPA will include plus and minus grading on a student's transcript. Student transcripts include both a weighted and non-weighted GPA.

A student may take one elective course on a pass/fail basis each semester (does not include courses required for graduation, such as American Government, English I, etc.) The pass/fail grade will not be used in the computation of your grade point average. Such election must be made and the teacher and the counselor notified within the first two weeks of the course. An Incomplete grade must be made up within two weeks. If not made up within two weeks after the end of the term, an incomplete will be assigned the grade that indicates the student's earned progress during that term. Classes taken for credit recovery can only receive a maximum grade of 70%.

RE-TAKING A CLASS

If students feel they have not gained all that they could from a class in which they have attempted, they have the option to take it over. In that case, both classes/grades will be shown on the report card and/or transcript. The old grade will be changed to either a P or NG and will not be considered for either GPA or credit; only the new one will be used. However, in cases of a tie in class ranking, the student who re-took a class will receive the lower ranking.

It should also be noted that students are given credit and a grade each time they take repeatable classes (i.e., band, physical education, chorus, etc).

SAFE SCHOOLS AND CRISIS RESPONSE

Students need to feel safe within their school. The District has a crisis response plan. Procedures are in place for a response to threats of attack, shooting in the school and hostage situations as well as other dangerous situations, including a death. The response team consists of staff, parents, students, police, clergy, and social service professionals.

Students who are aware of plans that would endanger any member of the school community or school property should contact the principal or Superintendent immediately to let them know about the situation. A student should never hesitate to contact school officials or Crime Stoppers (772-7463) with knowledge concerning threats towards another student, staff member or the school buildings. What one student may believe to be an insignificant threat could, in actuality, be the only information known to prevent a tragedy. Students sharing information with school officials can know that their efforts will be respected and valued even if the threat proves to be uneventful.

SCHEDULING OF CLASSES

All students must enroll in seven (7) classes each semester of the school year, unless approved by the principal.

A student who drops a course during the first two weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first two weeks of the semester shall receive an W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Most classes earn one credit for a year's work. Teacher aide earns $\frac{1}{2}$ credit for a full year's time, and can only be taken twice during a student's school career, unless approved by the principal. Students who desire to be a teacher aide must have C's or better in all classes on their last semester grades.

SCHOOL CALENDAR

All approved student activities must be placed on the school calendar in the office a minimum of two weeks in advance of the scheduled date. Activity Request forms are available in the office. Forms must be completed and signed by an advisor and the principal and returned to the office one week prior to the event.

SEARCH AND SEIZURE

BP 5145.12

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. Authorization to search is specified in school board policy. No decorations allowed on outside or inside of locker unless approved by the office.

Any District administrator may 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. The use of drug-detection dogs and metal detectors, or similar detection devices, may be used upon express authorization of the Board/Superintendent.

The Superintendent or designee may request a drug test from a student, if they have reasonable cause to suspect that the student is under the influence of alcohol or a controlled substance not prescribed as required by law. A student's failure to comply upon request pursuant to this policy will be used as evidence against the student in a disciplinary proceeding and will subject the student to other sanctions by board policies and school rules.

Items discovered in the course of a search that are illegal or violate school or district rules shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item may be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent or designee may direct that the item be surrendered to police.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered.

STUDENT COUNCIL

The student council is a learning opportunity for PHS students to develop and promote commitments to citizenship, scholarship, leadership, human relations and cultural values. The student council teaches and provides the means through representative government to develop decision-making skills. Classes report their activities and concerns through their elected representative to the council. Council activities and decisions are in turn reported back to classes, organizations and faculty. Decisions and requests of the student council are communicated to the administration, faculty, and school board through the student council school board representative.

The student council is made up of elected Associated Student Body Officers (president, vice president, secretary, treasurer, sergeant-of-arms (ASB Executive Board), city council representative, school board representative, curriculum steering committee representative, library board representative, parks and rec representative, public safety representative), the president and class representative for each class. Student council meetings are scheduled monthly or more regularly.

An agenda will be prepared by the president prior to meetings and Robert's Rules of Order are followed during meetings.

STUDENT INFORMATION RELEASE

Release of Information to military recruiters

The federal Elementary and Secondary Education Act requires all local education agencies to provide to military recruiters, upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the District to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

Institutions of Higher Learning information release

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the District to provide the requested information to institutions of higher education, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

STUDENTS' RIGHTS, RESPONSIBILITIES and GRIEVANCE PROCEDURES

PHS students have the right to learn in school without interruption. Any school attempting to serve the needs of hundreds of individuals must, in order to protect the rights of all, establish guidelines so that all will know how to pattern their behavior. Many rules are unnecessary if members of the organization keep in mind their purpose for being here and are considerate toward the rights of others. Honesty, fairness, ambition and understanding are character traits that we should continually work to develop.

Students are guaranteed the right to appropriately express themselves, conduct meetings and carry out actions in accordance with the democratic process, and through the student council organization which has been established for the purpose of learning and practicing this process.

Care and respect for the physical condition of the buildings and grounds are the responsibility of us all.

School rules have been made to protect every student's right to learn. If a student breaks a school rule, it means they are interfering with the right of others to learn. Remember that a lot of thought has gone in to making school rules. They have not been made to upset students or to make adults happy. They are there for student protection!

All school rules are related to law that guarantees a free, public school education to all people ages seven through sixteen. No one can take that right away from students without a good reason. Such "good reasons" are related to

behavior. If students behave in a way that endangers other people, their right to a free education can be taken away. Also, if students interfere with the education of others, their rights can be taken away.

Principals and teachers have the responsibility to keep the school safe and secure. Students have the responsibility to always behave in a safe and secure manner. When student behavior is not responsible, consequences result.

If there are any questions relating to student rights, contact the principal. Petersburg Schools are committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Superintendent.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

The Petersburg School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and fair disposition of their grievances.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Petersburg School District
Superintendent's Office
P.O. Box 289
Petersburg, Alaska 99833
Tel: (907) 772-4271
Email: exec@pcsd.us

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator of the ADA Coordinator at:

Petersburg School District
Superintendent's Office
P.O. Box 289
Petersburg, Alaska 99833
Tel: (907) 772-4271
Email: exec@pcsd.us

Upon receipt of a complaint the, Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate the alleged violation within fifteen (15) days from the date it is received and shall render a written resolution of the complaint within thirty (30) days.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

Students are responsible for personal items brought to school.

VIRTUAL HIGH SCHOOL (VHS)

Virtual High School is a non-profit consortium of schools that offer full-semester online courses to the participating schools' students. PHS is a participant in this consortium and therefore will be integrating the VHS program and its course offering into our existing curriculum. There are 25 VHS student seats available for PHS students each semester.

Selection of VHS students will be based on rubric graded scores of an application packet. The application process will include, but is not limited to, evaluation of a Pre-Student Survey, Personal Questionnaire, two teacher evaluations and consideration of student activities, resources, academic standing, and transcripts. A baseline will be established for admittance to the VHS program and a minimum score will be necessary for acceptance. No student can be guaranteed admittance.

Each VHS class is one semester in length and worth $\frac{1}{2}$ of a PHS credit. PHS VHS students will be expected to commit to one full year (2 semesters) of VHS classes and can take one VHS course per semester. This will translate into one full PHS credit. If a course is offered at both PHS and VHS it is expected that students will enroll in the PHS offering. Challenges to such an expectation are reviewed by an evaluation board consisting of the SC (Site coordinator), Counselor, Principal, Teacher of subject being challenged, Student, and an Advocate of the student's choice (i.e. parent/guardian/teacher).

Students enrolling in VHS are scheduled with one class period to devote to VHS work. The SC will be the teacher responsible for VHS students. Workspace and place are authorized by the SC. AP Courses taken through VHS are subject to an additional fee payable to the school by the student prior to the first day of instruction. Students enrolling in Advanced Placement courses may be eligible, depending on course load, to obtain a Release Period for the purpose of completing VHS AP coursework.

The VHS calendar schedule is not the same as that of PHS; consequently VHS classes will be in session days that PHS is not. PHS VHS students will be accountable for work on all VHS scheduled class days, regardless of the Petersburg High School calendar schedule.

All VHS grades are final. Grades cannot be replaced or adjusted. Quarterly grade checks for VHS will be determined by the VHS calendar and the most recent VHS grade check prior to the Petersburg High School grade check date. For example, if VHS grade check is March 15 and the PHS grade check is March 20th, grades from VHS on the 15th will be used to determine eligibility on March 20th.

Some VHS courses have additional fees associated with enrollment, such as Advanced Placement (AP) VHS classes. Students are responsible for all VHS fees associated with each class in which their child is enrolled. Families will receive communication from PHS before being charged VHS fees. Withdrawing from a VHS course follows the same guidelines as PHS classes, and the student may be responsible for VHS fees resulting from withdrawing. Petersburg School District will sometimes offer courses through vendors similar to VHS that incur charges to the school and/or student. For these courses that the school district sponsors, the student may be responsible for fees if they fail to complete the course in good standing. Families will be notified in advance when their child has enrolled in such a course.

Behavior consequences for VHS courses will follow the district's cheating/plagiarism policy for assignments, tests, and writing. Academic consequences will be applied at the discretion of the VHS instructor.

VISITORS

Visitors to the school must check into the office. They must have the principal's and teacher's permission before attending class.

WITHDRAWAL FROM SCHOOL

A student wishing to withdraw from PHS must inform the principal and circulate a withdrawal form, signed by the parent/guardian, to each teacher for signatures from whom the student is currently taking a course. The teacher will verify that books have been turned in and indicate the grade earned at the time of withdrawal. The librarian must also initial the withdrawal form to indicate that all books have been turned in to the library. All fines must be paid prior to withdrawal. Before a student withdraws, an exit interview with the school counselor and principal must be completed.

Transcripts will not be sent to other schools until the student has met all obligations to PHS. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay.

GLOSSARY

Aggressive behavior: physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

Assault, physical: to intentionally, knowingly and recklessly cause or act in an attempt to cause physical injury to another, assault includes, but is not limited to, aggressive behavior.

Assault, verbal: to place another person in fear of imminent physical injury by words and/or conduct.

Bullying: a form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. The behavior is repeated.

Cheating: submitting someone else's work as your own or providing your work to another, giving another student answers on an exam, and providing answers electronically. Using any resources not from your own brain, which includes any screen shot of tests; any other tab open/swiping screens; using vocab hover tool; leaving test open for other students to study from for retake.

Detention: assignment to a designated area before, during or after school.

Drug: an illicit substance.

Drug/Alcohol Free School 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

Drug paraphernalia: includes, but is not limited to, any item or device used to conceal, process, prepare, inject, ingest, inhale or otherwise introduce a substance into the human body.

Expulsion: removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester but not to exceed one (1) year.

Fighting: mutual use of physical force by two or more students in circumstances in which it is not possible to determine the aggressor.

Firearm: includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one-half inch in diameter; or as defined in section 921 of Title 18, United States Code.

Harass: to persistently act in a manner (verbal or physical) which serves to distress, annoy or torment another person or to act in such an extreme manner in a single incident to severely distress, annoy or torment another.

Hazing: initiation rites perpetrated against a new student, new member, or lower classman.

In-school suspension: removal of a student from the classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building. Lunch may be eaten in the ISS room or a lunch time other than the regular time may be assigned. The student in ISS is counted present on the attendance roles. The work collected may be turned in for credit.

Plagiarism: plagiarism is using someone's words that are not your own, such as the words of peers or copying from resources online or in other formats.

Pornography: material that depicts erotic behavior and is intended to cause sexual excitement. Pornographic material may be protected expression unless it is determined to be obscene. Child pornography is illegal under state and federal laws prohibiting the depiction of minors in sexual acts.

Reasonable: using or showing reason or sound judgment, sensible.

Restitution: reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

Sexual harassment: any unwelcome sexual advance, request for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning or work environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic or employment experience, (b) is used as a basis for academic or employment decisions, (c) interferes with an individual's academic or employment performance, or (d) created an intimidating, hostile or offensive academic or employment environment is included in this definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

Suspension: temporary removal of a student from the school building and property and/or from participating in school activities.

Trespass: unauthorized presence on school property.

Truancy: willful and unjustified failure to attend school by one who is required to attend; skipping. This includes leaving the building without prior approval and/or checking out through the office.

Weapon: any item (ex: gun, knife, club, etc.) used to injure, defeat, or destroy; or as defined in Board Policy Administrative Regulation 5131.7 (Weapons and dangerous instruments).

PETERSBURG DISCIPLINE GRID

(This chart has been prepared to provide assistance; it should not be interpreted as absolute)

Our philosophy is to involve parents as much as possible in student discipline. Parents will be notified when infractions are either recurring and/or serious. Discipline measures will be cumulative. Prior behavioral misconduct will affect subsequent disciplinary measures.

OFFENSE	OCCUR	CONSEQUENCE
ALCOHOL Using, possessing, taking action to possess, selling, distributing, or being under the influence of alcohol (or substances promoted as alcohol). *1, *Additional consequences apply for students enrolled in activities.	First Second Third	Parent notification, police notification, 3-5 days suspension, Prime for Life (12 week) Reduction, or similar counseling Parent notification, police notification, 5-7 days suspension, counseling Parent notification, police notification, 10 days suspension, Expulsion hearing
AUTOMOBILE MISUSE Not following rules and regulations concerning vehicles on school premises.	First Second Third	Parent contact, student conference, possible detention, possible police notification Parent conference, police notification, detention, possible ISS, loss of driving privileges Student contract with principal, parent and police
*BUS MISCONDUCT Not following the posted instructions governing riding school buses.	First Second	Parent contact, detention, some loss of bus privileges Parent conference, possible ISS/OSS, progressive loss of bus privileges
USE OR POSSESSION OF DRUGS Using, possessing, taking action to possess, selling, distributing, or being under the influence of drugs or other intoxicants (or substances promoted as dangerous drugs). Possessing any drug paraphernalia. *1 *Additional consequences apply for students enrolled in activities.	First Second Third	Parent & Police notification, 3-5 days OSS, Prime for Life counseling Parent & Police notification, 5-7 days OSS, additional counseling Parent & Police notification, 10 days OSS, expulsion hearing
*DEFIANCE OF AUTHORITY/Disrespect/Insubordination Refusal to follow the reasonable requests of District personnel.	First Second Third	Parent conference, apology, detention, possible suspension Parent conference, student contract, possible suspension Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
*DISORDERLY OR DISRUPTIVE CONDUCT Language or behavior that disrupts and/or interferes with the educational environment or process. Includes sustained loud talk, horseplay	First Second Third	Parent contact, apology, detention, possible suspension Parent conference, possible suspension Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
*DISRUPTIVE APPEARANCE / STUDENT DRESS Dress or grooming that interferes with the learning process or school climate, is unclean, or threatens the health/safety of the student or others. (Clothing, jewelry, or working/graphics on clothing that is sexually suggestive, drug related, vulgar, that depicts violence, insulting, gang membership related, or ridicules a particular person or group.)	First Second Third	Teacher directed, change in dress Office referral, parent contact, change in student dress Principal referral
SKIPPING CLASS Student leaves or misses class without permission	First Second	Detention, parent notification Parent contact, possible suspension
FIGHTING A hostile physical encounter between two or more individuals.	First Second Third	Parent and police notification, 1-3 day suspension Parent conference, police notification, 3-5 days OSS, community service, recom. Counseling Parent conference, police notification, 5+ days OSS, Expulsion hearing
FIRE SETTING / ATTEMPTED FIRE SETTING / FIRE PLAY Using fire to destroy or attempt to destroy property.	First	Parent and police notification, suspension, possible Expulsion hearing
FORGERY/THEFT Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission	First Second Third	Parent and police notification (discretion),detention or possible suspension, restitution Parent and police notification, restitution, suspension, possible Expulsion hearing Parent and police notification, suspension, Expulsion hearing
LEWD CONDUCT / PROFANITY	First	0-5 days OSS

Indecent exposure and/or the use of obscenity, profanity (oral, written, or gestured). Includes possession, selling and distribution of lewd materials.	Second	5-10 days OSS, Continued violation may result in expulsion
HARASSMENT/BULLYING Student delivers disrespectful messages* (verbal, written or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes harassment via electronic means. *disrespectful messages include negative comments based on race, religion, gender, age and/or origin; sustained or intense verbal attacks based on ethnic origin, disabilities or personal matters.	First	Parent conference, detention, possible suspension (ISS)
	Second	Parent/principal conference, suspension (OSS)
	Third	Possible 3-5 day OSS, recommendation for expulsion hearing
INAPPROPRIATE LOCATION/OUT OF BOUNDS AREA Student is in an area that is out of school boundaries	First Second	Detention, parent notification Parent/principal conference, detention, student contract, possible ISS
CHEATING/COPYING Submitting someone else's work as your own or providing your work to another	First	Zero on assignment, parent notification, possible detention
	Second	Zero on assignment(s), parent conference, detention/ISS, possible reflective assignment
LYING	First	Test: zero on exam, no retake option, 2x detention, parent meeting with admin and teacher, next activity suspension within 30 days
PLAGIARISM Using someone else's words and/or ideas	First	Plagiarism: Zero on assignment/exam, no retake option, 2x detention, parent meeting w/admin and teacher, next activity suspension within 30 days
	Second	
GANG AFFILIATION DISPLAY Organization composed of students that has an element of purpose which is concealed from the public and shared only confidentially among members. Participation in gang-related activities at school or school functions (possession or display of gang-related clothing, symbols, or paraphernalia, distribution of gang literature or materials, display of gang-related posters or graffiti, signs, or signals, harassment or intimidation of others or recruitment for gang membership).	First	Parent conference, detention, student contract
	Second	Parent/Principal conference, suspension (OSS), contract dependent
PHYSICAL AGGRESSION/ASSAULT Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	First	Parent conference, police notification, 3-5 day OSS
	Second	Parent conference, police notification, 5-10 day OSS
	Third	10 days OSS, expulsion hearing
TARDINESS Arriving late to school and/or class. Aggravated Tardy > 10 min late to a class	First	Office referral, detention, parent notification
	Repeat	Excessive tardies will result in a parent/principal discipline plan Aggravated tardy=45 min detention w/ teacher of the affected class
TECHNOLOGY MISUSE Failure to comply with the District's "Electronic Use Agreement."	First	Refer to PCSD Technology Plan for Discipline Procedures
USE OR POSSESSION OF TOBACCO Using, possessing, and/or distributing of tobacco in any form.	First	Parent and police notification (discretionary), detention, possible ISS, addiction counseling
	Repeat	Parent and police notification, detention, progressive suspensions, contract, further addiction counseling
TRESPASSING Being present in unauthorized places or refusing to leave when asked to do so by District personnel.	First Second	Admin OSS
UNEXCUSED ABSENCE/TRUANCY Any absence that has not been excused by parent or legal guardian and/or appropriate school official.	First	Parent notification, detention
	Second	Parent notification, detention, repeated = truancy notification, possible police, ISS/OSS
PROPERTY DAMAGE/VANDALISM Intentionally damaging, defacing, (including tagging/graffiti), or destroying public or private property.	First	Parent and police notification (discretionary), restitution, detention, possible ISS
	Second	Parent and police notification, restitution, OSS, possible expulsion
	Third	Parent and police notification, restitution, OSS, expulsion hearing
WEAPONS: EXPLOSIVE DEVICES Using, possessing, or selling an explosive device or material.	First	Parent notification, police notification, 10 days suspension, Expulsion hearing

WEAPONS: FIREARMS OR KNIVES Using, possessing, or selling a firearm (any weapon, including a starter gun, that will or is designed to or readily be converted to expel a projectile by the action of an explosive. Or using, threatening to use, possessing, or selling knives of any form/length	First	Parent and Police notification, 10 days OSS plus Expulsion hearing
USE/POSSESSION OF COMBUSTIBLES WITH INTENT TO HARM Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm (matches, lighters, firecrackers, gasoline, lighter fluid)	First	Confiscation, parent & police notification, possible suspension, possible expulsion hearing

* = "occurrence" resets every year

*1 = If a student is suspected of drug or alcohol use, the administration has the right to test and the student is required to submit to the testing. If the student refuses, he/she will be given the same discipline action as if guilty.

DISCIPLINE CHART -- EXTRACURRICULAR PARTICIPATION

This chart has been prepared to provide assistance; it should not be interpreted as absolute.

	next activity suspension (minimum)	suspension	suspension	1 year for each additional offense
A. Skipping class (missing whole class or leaving class w/o permission)	X			
B. Disrespectful & inappropriate behavior (including swearing)	X			
C. Harassment/bullying	X	X(*)	X(**)	
D. Sexual harassment	X	X (*)	X(**)	
E. Cheating	X			
F. Stealing		X(*)	X(**)	X
G. Vandalism	X	X(*)		
H. Fighting	X	X(*)		
I. Use, sale, purchase, possession of smoking tobacco	see Extracurricular Activities above (pgs. 11-13)			
J. Use, sale, purchase, possession of smokeless tobacco	see Extracurricular Activities above (pgs. 11-13)			
K. Use and/or possession of inhalants, alcohol or illegal drugs including controlled substance transactions while not under school jurisdiction or control	see Extracurricular Activities above (pgs. 11-13)			
L. Use, sale, purchase, possession of inhalants, alcohol or illegal drugs, including controlled substance transactions while on school property, school trips, or otherwise under school jurisdiction or control	see Extracurricular Activities above (pgs. 11-13)			
M. Verbal, physical assault, or bullying other students		X	X	X
N. Verbal, physical assault, or bullying school personnel		X	X	X
O. Possession or use of weapons, other than firearms				X
P. Possession or use of firearms, including explosives				X
Q. Trespassing	X	X(*)		
R. Inappropriate use of school equipment.	X	X(*)		
S. Tattoos or body piercing on school sponsored trip.		X(*)		

Key:

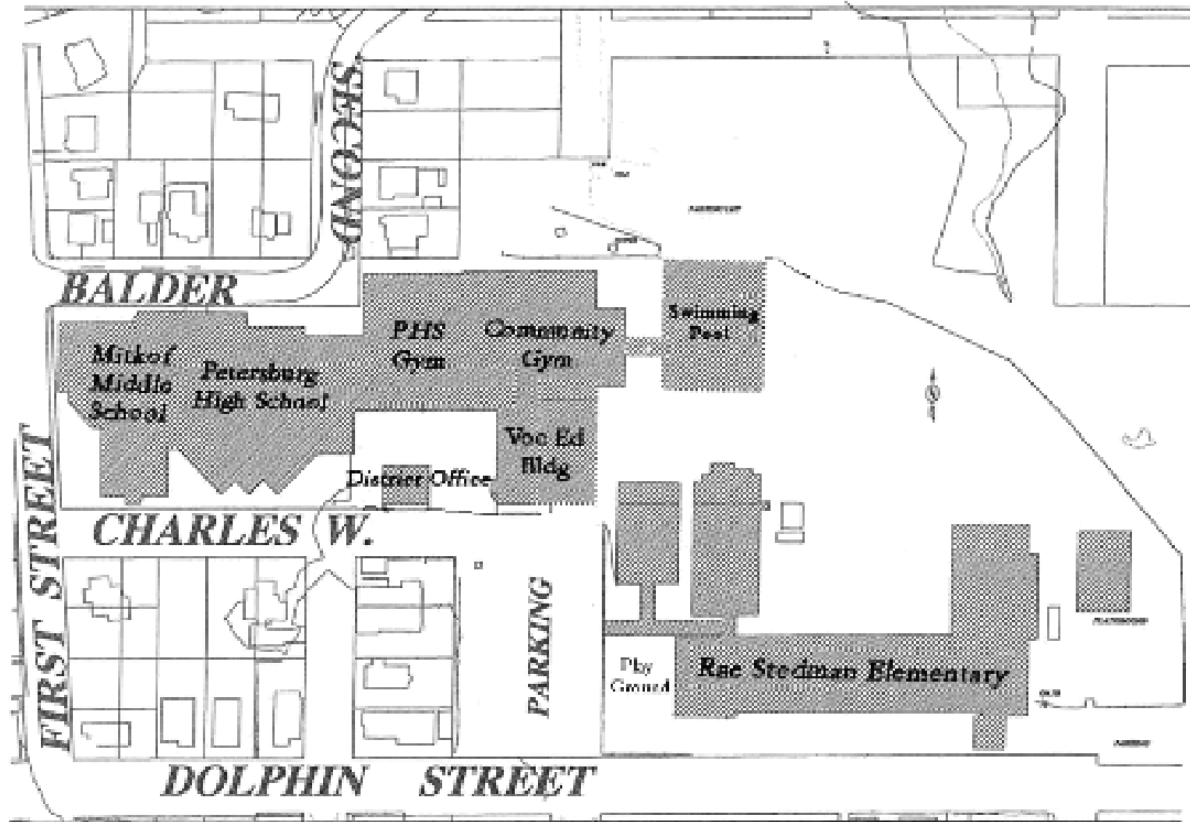
A. A student classified as skipping a class is someone who attended classes previous to or after an unaccountable absence. An unaccountable absence is where the student is marked absent from a class, but has not notified the office that he/she is checking out of school, or is missing from class for more than 15 minutes.

* Fifty percent (50%) of the suspension will be forgiven if the student completes fifteen (15) hours of community service. The student will be allowed to practice during his/her suspension.

** Thirty percent (30%) of the suspension will be forgiven if the student completes twenty (20) hours of community service. The student will be allowed to practice during his/her suspension.

SCHOOL GROUNDS MAP AND SCHOOL ZONE

Petersburg City Schools



Evidence-Based Interventions

Evidence-based interventions are practices or programs that have **evidence** to show that they are effective at producing results and improving outcomes when implemented. The kind of evidence described in ESSA has generally been produced through formal studies and research. Under ESSA, there are four tiers, or levels, of evidence:

Tier 1 – Strong Evidence: supported by one or more well-designed and well-implemented randomized control experimental studies.

Tier 2 – Moderate Evidence: supported by one or more well-designed and well-implemented quasi-experimental studies.

Tier 3 – Promising Evidence: supported by one or more well-designed and well-implemented correlational studies (with statistical controls for selection bias).

Tier 4 – Demonstrates a Rationale: practices that have a well-defined logic model or theory of action, are supported by research, and have some effort underway by an SEA, LEA, or outside research organization to determine their effectiveness.

Select Relevant Evidence-Based Interventions

(The following excerpt is taken from U.S. Department of Education’s [Non-Regulatory Guidance: Using Evidence to Strengthen Investments](#), page 4-5.)

Once needs have been identified, SEAs, LEAs, schools, and other stakeholders will determine the interventions that will best serve their needs. By using rigorous and relevant evidence and assessing the local capacity to implement the intervention (e.g., funding, staff, staff skills, stakeholder support), SEAs and LEAs are more likely to implement interventions successfully. Those concepts are briefly discussed below (also see Part II of this guidance for more information on evidence-based interventions):

- While ESEA requires “at least one study” on an intervention to provide strong evidence, moderate evidence, or promising evidence, SEAs, LEAs, and other stakeholders should consider the entire body of relevant evidence.
- Interventions supported by higher levels of evidence, specifically strong evidence or moderate evidence, are more likely to improve student outcomes because they have

been proven to be effective. When strong evidence or moderate evidence is not available, promising evidence may suggest that an intervention is worth exploring. Interventions with little to no evidence should at least demonstrate a rationale for how they will achieve their intended goals and be examined to understand how they are working.

- The relevance of the evidence – specifically the setting (e.g., elementary school) and/or population (e.g., students with disabilities, English Learners) of the evidence – may predict how well an evidence-based intervention will work in a local context (for more information, also see Part II and endnotes). SEAs and LEAs should look for interventions supported by strong evidence or moderate evidence in a similar setting and/or population to the ones being served. The What Works Clearinghouse (WWC) uses rigorous standards to review evidence of effectiveness on a wide range of interventions as well as summarizes the settings and populations in the studies.
- Local capacity also helps predict the success of an intervention, so the available funding, staff resources, staff skills, and support for interventions should be considered when selecting an evidence-based intervention. SEAs can work with individual and/or groups of LEAs to improve their capacity to implement evidence-based interventions.

Some questions to consider about using evidence:

- Are there any interventions supported by strong evidence or moderate evidence?
- What do the majority of studies on this intervention find? Does the intervention have positive and statistically significant effects on important student or other relevant outcomes, or are there null, negative, or not statistically significant findings?
- Were studies conducted in settings and with populations relevant to the local context (e.g., students with disabilities, English Learners)?
- If strong evidence or moderate evidence is not available, is there promising evidence?
- Does the intervention demonstrate a rationale that suggests it may work (e.g., it is represented in a logic model supported by research)?
- How can the success of the intervention be measured?

Some questions to consider about local capacity:

- What resources are required to implement this intervention?
- Will the potential impact of this intervention justify the costs, or are there more cost-effective interventions that will accomplish the same outcomes?

- What is the local capacity to implement this intervention? Are there available funds? Do staff have the needed skills? Is there buy-in for the intervention?
- How does this intervention fit into larger strategic goals and other existing efforts?
- How will this intervention be sustained over time?

Resources for Exploring EBIs

The following websites can be useful in finding evidence-based educational interventions and exploring interventions that have been successful in addressing identified needs. These sites use varying criteria for determining which interventions are supported by evidence and distinguish between randomized controlled trials and other types of supporting evidence.

- [Doing What Works](#) by the US Department of Education
- [Intervention Central](#)
- [RTI Action Network](#) by the National Center for Learning Disabilities
- [National Center for Positive Behavior Interventions and Supports](#)
- [National Center on Response to Intervention](#)
- [What Works Clearinghouse](#) by the USDOE Institute of Education Sciences
- [Social Programs That Work](#) by the Coalition for Evidence-Based Policy
- [Practical Intervention in the Schools Series](#) Book Series
- [Results First Clearinghouse Database](#) by Pew Charitable Trusts as rated by eight national databases
- [Roadmap to Evidence Based Reform for Low Graduation Rate High Schools](#) by the Every Student Graduates Center at Johns Hopkins University

16 Health and Safety Protocols



Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff.

Funding Sources: ESSER III

Consider...

- Consider the [CDC's webpage for schools](#).
- Consider the [CDC's voluntary K-12 Schools COVID-19 Mitigation Toolkit](#).
- Consider the [US Department of Education's Roadmap to Reopening Schools, Volume 2](#).

Possible Allowable Activities

- Provide stipends to existing staff or hire new staff to develop public health protocols for school sites
- Hire additional facilities staff to ensure the health and safe operation of school facilities
- Provide professional development opportunities to staff in areas recommended by the CDC

Questions?

Please contact us: DEED.CARES@alaska.gov

District ARP Plan Milestones



Updated Smart Start Plans

Posted on district website by: June 23, 2021

Within 30 days after receiving ARP ESSER III funds, districts will develop and make publicly available on the district website the plan for safe return to in-person instruction.

- Adopted policies and a description of the policies for-
 - Universal and correct wearing of masks
 - Physical distancing
 - Handwashing and respiratory etiquette
 - Cleaning and maintaining healthy facilities, including improving ventilation
 - Contact tracing in combination with isolation and quarantine, in collaboration with the State local, territorial, or Tribal health departments
 - Diagnostic and screening tests
 - Efforts to provide vaccinations to educators, other staff, and students, if eligible
 - Appropriate accommodations for children with disabilities with respect to the health and safety policies
- Description of how the district will ensure continuity of services including, but not limited to, services to address student's academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services.
- Periodic review of the plan no less frequently than every six months for the duration of the ARP ESSER III grant period.

Program Details Completed in GMS

Due: August 23, 2021

Within 90 days of receiving ARP ESSER Funds, districts will complete an ARP ESSER Plan.

Statutory requirements have been incorporated into the GMS application for ARP ESSR III funds.

Section A: District Plan for Safe Return to In-Person Instruction and Continuity of Services

- A.1. Describe how the district developed the plan for the safe return to in-person instruction and continuity of services. Provide how the district sought public comment on the plan and took such comments into account in the development of the plan. Include which stakeholders were involved in the development of the plan.
- A.2. Provide the link to district's Smart Start Plan.

Section B: Stakeholder Consultation

- B.1. Describe how, in the planning for the use of ESSER III funds, the district provided opportunities for input and engaged in meaningful consultation with stakeholders including, but not limited to: students; families; school and district administrators (including special education administrators); teachers, principals, school leaders, other educators, school staff, and their unions; Tribes; and other stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children and youth in foster care, migratory children, children who are incarcerated, and other underserved students.

Section C: Identifying Needs

- C.1. Describe the extent of the impact of the COVID-19 pandemic on student learning and student well-being, including identifying the groups of students most impacted by the pandemic.

Section D: Coordination of Funds

- D.1. Describe how the district will coordinate with other federal education funding (i.e., other federal COVID Relief funding, ESEA, IDEA, CTE, and Child Nutrition).

(Continued on next page)

Section E: Use of Funds

- E.1. Describe how the funds will be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, in line with the most recent CDC guidance, in order to continuously and safely operate schools for in-person learning.
- E.2. Describe how the district will use the funds it reserves under section 2001(e)(1) of the ARP Act (totaling not less than 20 percent of the LEA's total allocation of ESSER III funds) to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs.
- E.3. Describe how the district will use funds to meet students' social, emotional, and academic needs, including through summer enrichment programming and other evidence-based interventions, and how they advance equity for underserved students.
- E.4. If applicable, describe how the district will use funds to sustain and support access to early childhood education programs.

Section F: Evaluation

- F.1. Describe how the district will evaluate the level of implementation and effectiveness of programs funded.

Section G: General Education Provision Act (GEPA)

- G.1. Describe how the district will comply with the requirements of Section 427 of GEPA, 20 U.S.C 1228a. The description must include information on the steps the district proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.