

Koliganek Student Handbook 2018-2019



Pride in our Past. Purpose in our Future.

TABLE OF CONTENTS	Error! Bookmark not defined.
1.0 Koliganek School Vision.....	3
2.0 SWRSD Mission & Belief.....	3
3.0 Parents & Visitors	4
4.0 Student-Parent-Teacher Conferences.....	4
5.0 Tips on How To Be A Successful Student	4
6.0 General Student Information	5
6.1 LOCKERS	5
6.2 TEXTBOOKS.....	5
6.3 MEDICATIONS.....	5
6.4 ELECTRONIC DEVICES	5
6.5 LOST AND FOUND	6
6.6 VALUABLES.....	6
6.7 TOBACOO, ALCOHOL, OR DRUGS	6
6.8 WEAPONS & DANGEROUS INSTRUMENTS.....	6
6.9 STUDENT LUNCH.....	6
6.10 INTERNET SAFETY AND ACCEPTABLE USE POLICY.....	6
7.0 Special Education Services.....	8
8.0 Attendance	8
8.1 DAILY SCHEDULE.....	8
8.1.1 Monday Schedule	8
8.1.2 Tuesday Schedule	8
9.0 Absences and Excuses.....	8
9.1 Excused Absences.....	9
9.2 Unexcused Absences/Truancy	10
9.3 Treatment of Unexcused Absences	10
9.4 Procedure to Leave School During the Day	10
9.5 Tardies.....	11
9.6 Truancy Intervention Procedures.....	10
9.8 Skipping	11
9.9 Parental Notification	12
9.10 Absences for New Enrollees.....	12
9.11 Open Gym.....	11
10.0 School Discipline.....	11
10.1 School Rules	11
10.2 Consequences for Behavior Needing Improving.....	12
10.3 Consequences for Behavior Being Rewarded	13
10.4 Cell Phone Policy	13
10.5 Serious Disciplinary Infraction	13
10.6 In-School Suspension.....	13
10.7 Out of School Suspension.....	13
10.8 Expulsion.....	14
10.9 Readmission.....	14
11.0 Curriculum & High School Graduation Requirements	14
11.1 Homework.....	14
11.2 Elementary Program.....	14
11.3 High School Program	14
11.4 Class Membership.....	15
11.5 Schedule Change	15
11.6 Student Grading	15
11.7 Grading System.....	15
11.7.1 Reporting to Parents	15
11.7.2 Grading System for K through 6.....	15
11.7.3 Grades for Achievement in grades 7 through 12	15
11.8 Early Graduation	16
11.9 High School Graduation Requirements	17
11.10 Part-Time Enrollment.....	16
11.11 Assignments.....	16
11.12 Incompletes.....	16

11.13 Honor Roll	17
11.14 Withdrawal	16
11.15 Retention.....	17
12.0 Student Injuries.....	17
12.0.1 Insurance	17
12.0.2 Specific Requirements Concerning Student Injuries	17
13.0 Student Activities	17
13.1 Eligibility for Extra-Curricular Activities	18
13.2 Eligibility Requirements	18
13.2.1 Ineligibility	18
13.2.2 Student Release.....	19
13.2.3 Conduct on Trips.....	19
13.2.4 Other Rules.....	19
13.2.5 Physical Examination	19
13.2.6 Parent Permission Form.....	20
13.3 Field Trips	20
14.0 Student Group Sponsored Activities/Dances	20
14.1 Sponsoring Group Rotation	20
14.2 Approval Procedures	20
14.3 Activity Rules.....	20
15.0 Student Honors and Awards.....	22
15.1 Student of the Month	22
15.2 Honors Students.....	22
15.3 Perfect Attendance Award	22
15.4 Awards Assembly	21
16.0 Student Rights and Responsibilities	21
16.1 Student Rights and Responsibilities	21
17.0 Complaint Procedures.....	22
18.0 Due Process	22
19.0 Fire Drills	22
20.0 Visitors.....	22
Student/Parent Handbook Statement of Understanding.....	23

1.0 Koliganek School Vision

Vision Statement

Koliganek School is committed to providing every student with the opportunity to grow and develop as life-long learners. We believe school should be a positive place where students are actively engaged while working cooperatively with staff and other students to reach their full potential. Our staff, students, parents, and community members work together to create a support network for all students to learn and become productive citizens.

2.0 Southwest Region School District Mission & Beliefs

Mission

The Southwest Region School District is committed to all students receiving an education that continuously affirms human diversity that validates the history and culture of all ethnic groups, that is based on high expectations for the academic success for every student, and that encourages students and parent's active participation.

Beliefs

We believe that...

- Education is built on a foundation of respect for human dignity and diversity.
- Different family and community values must be recognized and respected.
- Different cultural, language and religious traditions must be recognized and respected.
- Children must demonstrate honesty, self-sufficiency, initiative and independent behavior in order to become responsible adults.
- Children must learn to care for their own physical and mental health if they are to become happy, productive adults.
- Children should have an awareness of different lifestyles and careers and the ability to adapt to change.
- It is the responsibility of all citizens of the community to work toward the improvement of their environment, their education and their wellbeing.
- A well-qualified staff, sensitive to the culture of the community in which they work, is necessary to provide a quality education with high expectations for all children.

3.0 Parents & Visitors

The Southwest Region School District Board of Education and the Administration encourage parents, guardians, and interested members of the community to visit the school and to view the educational program. The superintendent or his or her designee shall invite parents, guardians, and the community to open house activities and other events.

The Southwest Region School District Board of Education recognizes the staff time and commitment that school visits require. The Board encourages the staff to accommodate as many requests for visits as possible. In order to ensure the least interruption of the instructional program, parents, guardians, and interested members of the community should make arrangements with the teacher or the site administrator to make visits during school hours. If the parents, guardians, and interested members of the community make these arrangements in advance, it is more likely that they will have an uninterrupted conference.

Before visits, all visitors to the school must register with the school office. We do not wish to discourage people from coming to the school, but our responsibility is for the safety of each child. This necessitates visitor registration.

Students not enrolled at Koliganek School will not be permitted to visit during the school day.

The administration has the right to expel promptly any person from the campus who is disruptive to normal school operations. We will politely ask the person in question to leave, if they chose not to comply, we will contact the appropriate law enforcement authorities.

4.0 Student-Parent-Teacher Conferences

Twice per year, teachers will hold parent-teacher conferences. Students are expected to attend with parents and participate in the meeting. Parents and guardians may arrange special conferences at any time.

5.0 Tips on How To Be A Successful Student

Success in school involves commitment, effort, and time. The following general information is provided for students as a guide for the development of a successful and enjoyable school year.

- **SET GOALS:** Give yourself goals that stretch you to accomplish them.
- **ORGANIZE YOUR TIME:** Your schedule should provide for study time, school-related activities, out-of-school activities, and leisure activities.
- **FIND A GOOD PLACE TO STUDY:** Remove any distractions. Don't kid yourself into thinking that you can study as effectively with music blaring as you can in a quiet atmosphere. Gather all needed materials before starting to study. Have easy access to pencils, books, and any other materials that are needed.
- **USE AN ASSIGNMENT NOTEBOOK:** Don't trust your memory. You should be sure that you know what assignments are required.
- **TACKLE HARD ASSIGNMENTS FIRST:** Do memory work first. Alternate between written assignments and reading. Most students can learn more in three 40-minute sessions than they can in one session of 120 minutes.
- **CONCENTRATE:** Work for a scheduled period of time. Then take a brief period of rest before returning to your studies.
- **TAKE NOTES IN CLASS:** If you take notes in class, you will be able to pay closer attention to the teacher. Note taking also helps you better to remember the information. Your teacher will give you clues to help you to recognize important information. When the teacher has important information, they may speak more slowly, they may write on the chalkboard, or they may repeat statements. Write key phrases only. Keep your notes together, dated, and in order. When studying before a test, they will be helpful.
- **LISTEN IN CLASS AND THEN ASK QUESTIONS FOR CLARIFICATION:** If you do not understand the information, do not be afraid to ask for an explanation.

- **COMMUNICATE WITH THE STAFF:** Let your teachers and counselors know who you are and what you require in order to achieve your goals. Communication is one of the key elements of a successful school career. It is a valuable asset that you can only develop through continued use and interaction.

6.0 General Student Information

6.1 LOCKERS

Students are responsible for materials left in their lockers. Lockers are the property of the school, and they are assigned for student use to store school materials. Students may not utilize personal locks on school lockers. Personal locks will be removed promptly by maintenance. School administration reserves the right to inspect lockers at any time to ensure the safety of all students.

6.2 TEXTBOOKS

Students are assigned specific books that are numbered. In order to receive credit for the book's return, the numbers must match the student to whom the teacher assigned the book. Students will earn a fine for any textbook lost or damaged. Student in-kind service may be substituted for fines with parent permission at the discretion of the administration.

6.3 MEDICATIONS

Per SWRSD Board policy:

Before a designated employee administers any prescribed or non-prescribed medication to any student during school hours, 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.

6.4 ELECTRONIC DEVICES

Electronic devices that are not utilized academically, cause disruptions to the learning environment, or are a danger to the students or others are not allowed to be on, except during lunch break.

These devices include, but are not limited to:

- Headphones
- Stereos
- Laser pointers
- Ipods/ipads
- Cell Phones
- Beepers
- VHF/CB Radios
- Any electronic toy

These items will be confiscated by the school staff and turned over to the principal. The following procedure will be followed:

- | | |
|----------------------------|---|
| 1 st Offense: | Student picks up the item from the principal after school. |
| 2 nd Offense: | Parent must pick up the item from the principal after school. |
| 3 rd Offense: | Parent, student and principal meet and develop a contract. Item returned to parent after the meeting. |
| 4 th Offense +: | Consequence depending on contract |

6.5 LOST AND FOUND

If a student loses a textbook, or a personal item, please check with the office. Items left unattended in the hallways will be placed in the lost and found. All lost and found items will be donated to a local charity or disposed of during Christmas and summer vacations.

6.6 VALUABLES

We caution students not to bring large amounts of money or valuables, such as rings, bracelets, etc., to school. The school is not responsible for personal property.

6.7 TOBACCO, ALCOHOL, OR DRUGS

Any student who buys, sells, takes, or is under the influence of alcohol and/or drugs on the school property will earn a school suspension with the length determined by the severity of the incident. School officials will report the student to the proper law enforcement authorities. Any student who buys, sells, takes, or is under the influence of alcohol and/or drugs at school activities, such as dances, all school sponsored activities, and field trips, will earn a suspension. The school officials will report the incident to the proper law enforcement authorities. The school holds a **ZERO TOLERANCE** policy regarding these behaviors. TAD violations will be entered for high school students.

6.8 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.

Weapons and dangerous instruments are defined as anything designed for or capable of causing death or serious physical injury.

6.9 STUDENT LUNCH

Lunch is provided free of charge to all students at Koliganek School that qualify. Students who arrive late will want to make sure they come to the office to check in so the cooks can count them for lunch.

6.10 INTERNET SAFETY AND ACCEPTABLE USE POLICY

All students, staff, and other users must follow the computer use provisions stated in the Southwest Region Schools Internet Safety and Acceptable Use Agreement, which is provided to all users prior to any authorized use of computers at Koliganek School. High school students who wish to take their laptops home will need to pay a \$40 fee at the beginning of the year. Violations of the policy are recorded school wide and loss of privilege will be school wide.

Consequences for Computer Use

Step 1: Student will lose the computer for one full school day.

Step 2: Student will lose the computer (or access) for one full week. Parents and students will meet with site administrator to get their laptop (computer access) back.

Step 3: Student will lose their computer (or access) for two full weeks. Parents and students will meet with site administrator to get their laptop (computer access) back.

Step 4: Students will lose their laptop for the school year.

Step 5: Students will lose Internet (and possibly all computer) access for the rest of the school year.

7.0 Special Education Services

Federal and State laws require that the Southwest Region School District find and provide a *free and appropriate public education* to all disabled school age individuals (ages 3 – 21) residing in the district. Students with certified disabilities may require specialized or modified materials, equipment, instructional programs, and related services. In all such instances, the district must provide the educationally related services to the individual in accordance with the Individuals with Disabilities Education Act (IDEA).

In conjunction with local village health aides, district personnel conduct an annual “Child Find Screening”. While the district makes a concentrated screening effort every fall, “Child Find Screening” services are available throughout the school year. Anyone who knows of a child who may need screening is encouraged to contact the District’s Special Education Coordinator.

8.0 Attendance

The Southwest Region School District Board of Education recognizes that individual student attendance in school is an important aspect that affects the quality of instruction offered to individual students as well as to the entire student population.

Alaska Statute 14.30.010 to 14.30.050 requires parents or guardians of students between the ages of 7 and 16 to have their children in school. These statutes explain the compulsory attendance of students in public schools. The district administration, teachers, staff, and the school board are required to report non-compliance with the compulsory attendance laws.

8.1 DAILY SCHEDULE

8.1.1 Monday Schedule

8:30 am	Breakfast Served
	Breakfast Ends / Transition to class
8:55 am	Class starts
9:00 am	
11:25 – 11:55 am	K-1 Lunch
11:40 – 12:10 pm	2 nd – 3 rd lunch
11:45 – 12:15 pm	4 th – 5 th lunch
12:02 – 12:39 pm	6 th – 12 th lunch (Monday)
12:02 – 12:32 pm	6 th – 12 th lunch (Tuesday – Friday)
2:15 pm	Dismissal

8.1.2 Tuesday – Friday Schedule

8:30 am	Breakfast Served
8:55 am	Breakfast Ends / Transition to class
9:00 am	Class starts
11:25 – 11:55 am	K-1 Lunch
11:40 – 12:10 pm	2 nd – 3 rd lunch
11:45 – 12:15 pm	4 th – 5 th lunch
12:02 – 12:32 pm	6 th – 12 th lunch (Tuesday – Friday)
1:30 pm	Kindergarten Dismissal
3:38 pm	1 st – 12 th Dismissal

During class periods, students who need to leave the campus must obtain permission from the teacher. After obtaining the teacher's permission, the student will report to the school office and call home to obtain parent permission to sign out. School officials may deny permission to leave the campus. If a student fails to sign out properly, school officials will consider it as an unexcused absence. When this happens, a school official will contact the parents.

9.0 Absences and Excuses

When students attend school regularly, successful educational advancement is enhanced. The responsibility for regular attendance is that of the student and his or her parents or guardian. However, the school is obliged to assist the student and his or her parents or guardians to ensure that regular school attendance does occur.

9.0.1

All absences, whether excused or unexcused, are considered absences, including, but not limited to:

1. Illness
2. Trips
3. Religious holidays
4. Emergencies at home
5. Death in the family
6. Medical appointments
7. Out-of-school suspension
8. Subsistence activities

9.0.2

It is the belief of the Southwest Region School District Board of Education that family trips should be scheduled at a time when school is not in session. For all excused absences and upon request, the teacher(s) are required to provide assignments in each class including homework. The student must complete the work and return it to the teacher(s) no later than the same number of days the student missed. If a student misses a class without an excuse, he/she will not be allowed to make-up missed work.

9.0.4

The site administrator shall notify the students of this policy upon CSC approval of this procedure and thereafter at the beginning of each school year by mail or some other hand-delivered procedure. Each student shall return to the school a copy of the Student/Parent Handbook "Statement of Understanding" (on page 23).

9.0.5

Students maintaining regular attendance and academic eligibility will be eligible to participate in competitive sports activities or other school-sponsored activities. If absent (unexcused) from school on the week of the scheduled travel or activity, the student will not participate in the school activity or sport.

9.0.6

Unless satisfactory arrangements are made with the site administrator and or the superintendent in advance, school officials will drop from the attendance rolls of the school any student absent from school for a period of ten consecutive school days.

9.1 Excused Absences

The principal may excuse student absences for illness/injury, unavoidable emergencies at home, death in the family, medical and dental appointments, religious observances, participation in other approved school activities, or pre-arranged situations approved by the principal in which the educational interests may be equally well served by the student's absence from school.

When students contemplate absence for personal reasons, their parent or guardian should write the site administrator to ask that the expected absence be excused. If the absence would be educationally harmful to the student or would set a poor example in matters of attendance for the student or other students, the site administrator or his or her designee may deny the request. If the site administrator denies the request, he or she will provide a reason (AR 5113 (a)).

9.2 Unexcused Absences/Truancy

If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance. Teachers shall inform students about the class grading system at the beginning of the semester.

The Koliganek CSC and the administration are committed to keep students in school. Truancy is defined as the absence of a student from class without the knowledge of or prior consent of the parent or guardian. The principal or his or her designee shall implement all steps appropriate to reduce student absences and to ensure that all children residing in Koliganek are receiving appropriate educational services, as the law requires.

The principal or his or her designee will report to the Koliganek CSC any apparent violations of compulsory attendance laws.

Unless a child who is subject to compulsory attendance laws is exempted, excluded, or expelled from school attendance, **each five days of unlawful absence constitutes a separate violation of state law** (AS 14.30.020) (AR 5113 (a)).

School officials will notify the parents or guardians of any attendance violation by their child and will inform them of the state compulsory attendance laws. When the student's absenteeism violates the district's attendance policies, the principal or his or her designee shall establish procedures for notifying parents, guardians, and students. Students experiencing difficulty with attendance shall be counseled in an attempt to alleviate the problem. Koliganek School, the parents, guardians, and the student will work together to develop an appropriate plan for improving the student's school attendance.

9.3 Treatment of Unexcused Absences

When students who have been absent from school return, they must present a satisfactory explanation that verifies the reason for the absence. School officials may use the following methods to verify student absences:

1. Written note from parent, guardian, or representative of the parent within two days verifying the absence.
2. In person or telephonic conversation between the school official and the student's parent, guardian, or parent representative. The school official shall record the following:
 - a) Name of student.
 - b) Name of parent, guardian, or parent representative.
 - c) Name of verifying school official.
 - d) Date or dates, inclusive, of the absence.
 - e) Reason for the absence.
3. School official visit to the student's home.
4. Any other reasonable method that establishes the fact that the student was actually absent for the reasons stated. A written record shall be made, including the information outlined above.

9.4 Procedure to Leave School During the Day

The School Board establishes a "closed campus" at district schools. The requirement to keep students on campus is part of the Board's efforts to maintain a safe school climate and to reduce afternoon absenteeism. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school

authorities to leave for a specific purpose. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action. Students who receive permission to leave campus will sign-out in the office.

9.5 Tardies

Tardies are classified as either excused or unexcused and are generally less than ten (10) minutes in length. School officials are authorized to determine the classification of the tardy according to the following guidelines:

1. An excused tardy is one that is unavoidable or there were circumstances that were beyond the student's control.
2. An unexcused tardy is one that the student could have avoided.

School officials are the final authority in determining the type of tardy. Three unexcused tardies equal one unexcused absence for attendance purposes.

9.6 Truancy Intervention Procedures

On-Site Procedures to Address Student Attendance Deficiencies

- A. Counsel the student
- B. Verbal notification and discussion with parent or guardian
- C. Written notification of the parent or legal guardian (a copy of this procedure should be included)
- D. Notification and discussion with the Community School Committee (C.S.C.)
- E. Notification and discussion with the Village Public Safety Officer (V.P.S.O.)
- F. Notification and discussion with the site supervisor
- G. Notification of appropriate Social Service Agency
- H. Notification of State Troopers to request counseling of students and parents
- I. Appropriate documentation submitted to the Superintendent for action.

Elementary Absences: Elementary students (K-6) are counted absent for the first half of the day after 9:30. Arrival between 9:00 and 9:30 is a tardy. Three tardies equal an absence for the purposes of truancy and attendance.

Middle School and High School Absences: Middle School and High school student absences will be counted by class. For example, five absences in one class will begin the truancy procedures outlines above. Ten minutes or more late to a class result is an absence.

Excused Absences: Absences are excused when parents submit a written excuse as outlined within two school days. Students may be excused by telephone if the call is made no later than the day of the absence. Students may be excused for illness/injury, unavoidable emergencies at home, death in the family, medical/dental appointments (note or clinic phone call for verification), religious observations, and school activities.

Continuing Medical Absences: Parents should contact the school when students will be absent for extended periods of time due to illness, surgery, or ongoing medical conditions.

9.8 Skipping

If the student is more than ten (10) minutes late for class, school officials will regard this as "skipping". If a student is on the campus while school is in session and he or she does not have a note from a teacher or other school official, he or she is considered to be skipping. Skipping is an unexcused absence. Students found skipping class will be given a Behavior Improvement Ticket. The principal will contact parents regarding each skipping offense. Students may receive ISS for skipping class.

9.9 Parental Notification

School officials will notify parents of unexcused absences. When a student has accumulated five absences, school officials will ask parents to meet with the administration and the teachers to discuss possible solutions to the problem via letter. Unless a child who is subject to the compulsory attendance laws is exempt, excluded, or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law AS 14.30.020.

9.10 Absences for New Enrollees and Continuing Enrollees

For new enrollees, absences at the previous school or days of absence due to not attending school will count as absences at Koliganek School.

9.11 Open Gym

Any student that is absent any/all periods during the school day or has 2 tardies during the school day will be put on the gym list. When a student receives a Behavior Improvement Ticket they will not be able to attend open gym for that school day.

10.0 School Discipline

10.1 School Rules

All students are expected to be courteous and make an effort to follow all school and classroom guidelines. The students are expected to display respect for all adult instructors and other students. The safety and freedom to learn of every person in school is to be respected and protected at all times.

1. Students are expected to be on time every day and participate in every class.
2. All students are expected to treat all school employees, all visitors and each other with respect and to work cooperatively with each other. (No hitting, biting/fighting, name calling, bullying, talking back and inappropriate gestures.)
3. Tobacco, alcohol, and drugs are not allowed on school property.
4. All weapons are prohibited on school grounds (knives, guns, lighters, etc.)
5. All students are expected to walk in the hallways and classrooms in an orderly manner.
6. Appropriate language is expected on school property.
7. Stereo, headphones/i-pods are prohibited in classrooms. (Unless the teacher approves)
8. Candy, chips, pop and snacks are prohibited in school except for in the School Cafe during lunch.
9. Students must dress appropriately. No clothing that advertises tobacco or alcohol/drugs.
10. Students will remove all headwear (hats/hoods/sunglasses) in the building.
11. Students will display appropriate public affection.
12. No Cell Phones can be seen/heard/or used during instructional or passing time. (Refer to 9.4 for details)

Students will receive a Behavior Improvement Ticket for not following the above rules and will be placed on the No Activities List for that day.

10.2 Consequences for Behavior Needing Improving

Behavior Improvement Tickets will be issued to students in grades 2-12 who choose not to follow the school rules.

Students will start back at their first offense at the end of each quarter.

1st and 2nd Offense: Student is given a behavioral improvement ticket and signs in at the office.

(Student may be asked to leave the room and write a Plan for Improvement at this stage if they argue with the school staff member about the behavior needing improving.)

3rd Offense: Student is given a behavioral improvement ticket and reviews or writes a Student Plan for Improvement with the principal and creates a new plan using a different form. Parents will be contacted at this point in the process.

4th Offense: An intervention team will be set up to discuss the student's Plan for Improvement and come up with possible solutions. Parents will be included in the intervention team.

5th Offense: Intervention team will meet again and think of possible solutions before student receives In-School Suspension.

6th Offense: In-School Suspension will be given for a time of 1-3 days.

7th Offense: Out-of-School Suspension may be implemented.

Severe Clause: Students may be suspended with Due Process for their first offense of fighting, bullying, tobacco and alcohol use, defiant behavior or any conduct that is inappropriate for school.

*Students who receive a Behavior Needing Improvement ticket will take the ticket to the office and sign their Behavior Sheet. That time will be used to discuss the behavior with the student and what possible solutions can be used to improve the behavior. They will be placed on the Gym List for that day.

10.3 Consequences for Behaviors Being Rewarded

Student is given a behavior reward ticket that is posted on the bulletin board.

Student's name is put into a drawing for a reward at the monthly assembly. (prizes may vary)

Students are allowed to participate in after school activities each day. (gym night, practice, dances, movies, etc.)

Students will have quality time to learn in the classroom.

10.4 Cell Phone Policy

Students should be reached at school by contacting the school. Students are encouraged to use the school phones when they need to communicate with parents as well. The following cell phone policy has been put into place to protect the learning environment for all students.

Cell phones should not be used during normal school hours (9:00 to 3:35) except during their lunch period. All cell phones will be taken from students if they are seen or heard during instructional and passing hours. Teachers may use cell phones as an educational tool in their class at their discretion.

1st Offense: Student will lose the phone for the day.

2nd Offense: Parent must pick up the phone from the principal after school.

3rd Offense: Parent must pick up the phone from the principal after school and the parent/student and Principal will develop a contract regarding phones at school.

4th Offense & On: Same as 3rd Offense

10.5 Serious Disciplinary Infractions

Regarding serious infractions that may pose an immediate threat to the life and or safety of an individual or the property of the district, school officials may take immediate steps to intervene. Students may receive in-school suspension or out-of-school suspension for a serious infraction. Some examples of such infractions of a serious nature are:

1. Insubordination towards an adult on campus
2. Swearing at an adult
3. Defacing school property
4. Threatening behavior
5. Fighting
6. Use of drugs, alcohol, or tobacco

7. Stealing
8. Any other action or expression considered inappropriate in an educational setting

10.6 In-School Suspension (ISS)

The site administrator may use in-school suspension to deal with the following offenses:

1. Any of the Serious Disciplinary Infractions listed in section 9.5.
2. Defiant Behavior of a student.

School officials will notify parents of the suspension. During the suspension, the students will be brought their lunch and they will not have normal recess and lunch privileges. If a student is absent from school on the day of their ISS they will serve it the first day they return to school.

10.7 Out-of-School Suspension (OSS)

Continuous and willful refusal to perform school tasks, insubordination, disorderly, vicious, illegal, or immoral conduct or persistent violation of rules are causes for suspension or expulsion. This includes violations of narcotics laws, use of alcoholic beverages, possession or use of weapons or violation of any local, state, or federal law.

School officials will notify parents of the suspension. During the suspension, parents will have complete jurisdiction of their child. After the period of suspension, and following a satisfactory interview with the student, parent, and site administrator, school officials will permit a suspended student to return to school.

During the period of the suspension, school officials will not permit suspended students on campus during school hours, nor to participate in or observe student activities. The student's parents shall have the right to obtain missed assignments within 24 hours of the time of suspension.

The site administrator shall determine the duration of the OSS However:

1. The site administrator or designee may not suspend a student for more than nine (9) days without the approval of the superintendent.
2. The principal or superintendent may deny a student the right of re-admittance to school in those cases in which school officials reasonably believe that a student is a danger to himself or herself, to other students, to teachers, to school officials, or to the educational process of the school. This constitutes an emergency suspension.

10.8 Expulsion

Suspension from school as a penalty is used for severe infractions of school rules. When a student is suspended, school officials may refer his or her case to the Southwest Region School District Board of Education for an expulsion hearing. School officials will inform parents and all other concerned parties of the Board hearing. When the Board expels a student, school officials may readmit the student according to the direction of the Southwest Region School District Board of Education.

10.9 Readmission

In order for students to earn re-admission from a suspension, school officials may request the student to present to the Southwest Region School District Board of Education a statement in writing from a competent medical authority if appropriate. This statement will specify that the student is no longer afflicted with, or suffering from, the physical or mental condition that was the occasion for the suspension decision.

11.0 Curriculum & High School Graduation Requirements

The state of Alaska Department of Education & Early Development (EED) prescribes a program of instruction in the schools. The board policies and administrative regulations of the Southwest Region School District Board of Education supplement the EED regulations.

11.1 Homework

Homework is considered a regular part of the school's academic program. The Southwest Region School District Board of Education encourages parents to provide a regular time and place for students to complete the day's assignments.

11.2 Elementary Program

The elementary school program will include language arts, mathematics, social studies, health, physical education, the arts, science, and bilingual/bicultural instruction where applicable.

11.3 High School Program

The Southwest Region School District Board of Education has determined the graduation requirements for all students enrolled in the district.

These requirements are:

English	4 credits
Mathematics	3 credits
General Science	2 credits
Social Studies	3 credits
Physical Education/Health	1.5 credit
Electives	7.5 credits

TOTAL REQUIRED	21 credits
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Students earn ½ credit per class per semester.

11.4 Class Membership

Freshman	0 – 4.5 credits
Sophomore	5 – 9.5 credits
Junior	10 – 14.5 credits
Senior	15 or more credits

11.5 Schedule Change

School officials allow students ten (10) days after the beginning of each semester to request class changes. Changes will be made based on graduation requirements, individual student needs and class availability.

11.6 Student Grading

Koliganek School has established a grading system and alternative approaches for measuring student performance. These measurements are consistent with the educational program in the district.

11.7 Grading System

11.7.1 Reporting to Parents

Appropriate report cards, forms, and procedures for reporting to parents regarding student performance have been established to complement the grading system and the educational goals of the district. Report cards are issued at the conclusion of each academic quarter for K-5 students. Report cards are issued at the conclusion of each semester for grades 6-12. Progress reports are required for all students with a D or F average at the mid-term or in danger of failing a class due to attendance.

11.7.2 Grading System for K through 2

Students in grades K-2 are graded utilizing a portfolio that provides authentic documentation and assessment of student achievement. The grading system for students in grades K-2 will follow the E, S, NI, U format on report cards for those grades.

- O – Outstanding
- S – Satisfactory
- N – Needs Improvement

11.7.3 Grades for Achievement in grades 3 through 12

Letter Grade	Percent Range	Descriptor	Grade Point Equivalent
A	90% - 100%	Outstanding Achievement	4.0 grade points
B	80% - 89%	Above Average Achievement	3.0 grade points
C	70% - 79%	Average Achievement	2.0 grade points
D	60% - 69%	Below Average Achievement	1.0 grade points
F	0% - 59%	Little or No Achievement	0
I		Incomplete	

After the end of the following grading period, any “I” (Incomplete) grade will become an “F.” Make-up work the student may complete during the summer will not count for eligibility purposes. If a student earns a grade for a course taken a second time, it will replace the earlier grade. However, the student will not earn additional credit for taking the course a second time. Only semester grades will count for credit purposes. Teachers must give quarter and semester grades.

11.8 Early Graduation

Students meeting graduation requirements prior to four full years of attendance may graduate early from Koliganek School. Students will be permitted to participate in graduation ceremonies the following spring.

11.9 High School Graduation Requirements

The number of credits that the Southwest Region School District Board of Education requires for graduation from high school at Koliganek School is 21 credits. In considering whether a student’s transfer credits meet the Southwest Region School District Board of Education’s requirements, the school counselor and the site administrator will exercise their judgment as to whether or not subjects transferred into the Southwest Region School District are acceptable.

11.10 Part-Time Enrollment

Under extenuating circumstances, students may be eligible to enroll for less than a full time schedule. In order to do so:

1. The student must be at least 16 years old.
2. If the student is a minor, he or she must obtain parental permission.
3. A favorable recommendation from the site administrator must accompany the request from those students for whom extenuating circumstances make it impossible for them to attend full time.

11.11 Assignments

Students who anticipate a prolonged absence must obtain a Pre-Arranged Absence form through the site administrator’s office. Each teacher must sign the sheet. Students and parents recognize that make-up work cannot replace regular attendance in the classroom. Students who complete their work in this manner usually find that their grades suffer and they fall behind their classmates.

11.12 Incompletes

Following excused absences, teachers may give incompletes. However, both the teacher and the student will draft a contract that details exactly what work the student must make up and specify the deadline by which the student is to have his or her work completed. The teacher and the student will sign the contract. Teachers will send one copy to the office of the site administrator and one copy to the student’s parent or guardian.

11.13 Honor Roll

Koliganek School shall post an Honor Roll. To qualify for the Honor Roll, a student must have a quarter grade point average of 3.0-3.49. To qualify for Principal's List, students must have a quarter grade point average of 3.5-3.99. Students maintaining a 4.0 grade point average qualify for the Superintendent's List. In addition, Honor Roll students can have no grade lower than a C-.

11.14 Withdrawal

If a student withdraws from the district's schools, he or she must complete a Southwest Region School District Check-Out Form. Until all materials are returned, and financial obligations are paid, school officials will not issue report cards or any other records, including student records.

School officials will not permit students, who have withdrawn from school, on campus during the school hours or to participate in student activities.

11.15 Retention

Before high school students can graduate, they must pass all required classes, and achieve the necessary number of credits.

Retention through grade 8 shall require approval of the principal and shall involve the following:

1. A clear history of special efforts to determine the nature of the student's problems coupled with special efforts to meet the student's needs. Use of the Response to Instruction (RTI) process.
2. Alerting of parents or guardians to the possibility of retention, at least as early as the beginning of the second semester, and involving of parents or guardians in an effort to assist the student to make desired educational progress.
3. Evidence that the retention will likely result in sufficient additional development to more than offset the possible negative effects of the student's being retained.

12.0 Student Injuries

12.1 Insurance

Parents are primarily responsible for their children's health care. The district does not provide medical care or insurance for a student injury that may occur while attending school or participating in school-sponsored activities. The district can provide information on student school accident insurance.

12.2 Specific Requirements Concerning Student Injuries

In the event that a student is injured and requires special treatment outside of Koliganek the district may help meet some of the travel expenses. Before school officials approve requests for payment, applicants must meet the following specific requirements:

1. A health aide, in consultation with BBAHC medical staff, must make a referral to a specialist. The doctor must inform the district either in writing or by telephone that the student must see a specialist.
2. The accident must have taken place either during school or at a school-sponsored activity.

13.0 Student Activities

The district provides a variety of activities for students at Koliganek School. Students are encouraged to get involved in as many activities as they are able to handle. This is an excellent opportunity for students to develop skills that often are not available in the classroom.

The community, the Southwest Region School District Board of Education, and the staff follow and support the Koliganek School Activities Code. This code is one of the strong contributors to the development of good attitudes and sportsmanship. Participants in activities should read and understand it thoroughly.

13.1 Eligibility for Extra-Curricular Activities

Qualifying for eligibility is required for all inter-scholastic activities and travel. Inter-scholastic activities are those that involve student participation and or competition between two or more schools. In order for a student to participate he or she must meet all of the eligibility standards of the Alaska School Activities Association and the district policies.

13.2 Eligibility Requirements

****See also the SWRSD Eligibility Standards for Participants from the SWRSD Student Activity/Travel Handbook.****

In order to participate in extra-curricular or co-curricular activities, students in grades 6 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation or promotion to high school.

As a participant in any Koliganek School activity, students are expected to maintain high standards of conduct toward coaches, classmates, teachers, as well as members of other communities, in and out of school, at all times

Eligibility for playing in games: Per ASAA, District and CSC Policies

**Semester: High School students only
(first semester, first time freshmen are automatically eligible first semester as long as they continue to meet the weekly requirements)**

- ASAA policy for all other semester requirements
 - Passed at least 5 classes the previous semester
 - Be enrolled in at least 4 classes if a senior
 - Maintain 2.0 GPA
- No F's

*May re-gain eligibility at the 4.5-week progress report time **IF**, passed 5 classes the previous semester, GPA is above 2.0 and there were no F's at semester.

Weekly: Grades 5-12

Checked at 8:00 am Thursday of the previous week.

- Maintain a 2.0 g.p.a.
- No Ds or Fs (Below 70%)
- Must not have an absence/suspension the day of an event
- Must not have an unexcused absence the day after an event
- No unexcused absence in previous week
- Three or more unexcused tardies in the previous week
- May be marked ineligible for behavior.

13.2.1 Ineligibility

If any of the following items exist, a student is considered ineligible:

1. One or more F's or D's on the weekly eligibility form.
2. Poor conduct or lack of effort identified by a teacher on the weekly eligibility form.
3. During the school year, if a student is convicted of a misdemeanor. The student will be ineligible for extra-curricular and co-curricular activities for the remainder of the school year.
4. Students participating in extra-curricular or co-curricular activities will not use or possess alcohol, drugs, or tobacco products. If a student violates this policy with regard to alcohol or drugs, school officials will suspend the student from all extra-curricular and co-curricular activities for the remainder of the school year. Tobacco violations will be as follows: 1st Offense: 10 days suspension from activities; 2nd Offense: 45 days suspension from activities; 3rd Offense: Suspension from activity for one calendar year.
5. Prior to practice or competition in any athletic activity, the district requires students in all grades to have a licensed physician or physician's assistant perform a physical examination.

6. While a member of the school team, athletes may not participate on another organized athletic team of the same sport.
7. Any unexcused absence during the week of an activity.
8. If a student has a T.A.D. violation with ASAA they will follow the ASAA regulations for eligibility.

13.2.2 Student Release

Due to safety and legal liability responsibilities, the district discourages parent or guardians from requesting a student release during a school activity. The district stresses that students are expected to travel to and return from events under the supervision of the chaperone/coach.

The district expects students to return from trips with the chaperone/coach. If, after talking directly to the parent or guardian, the situation is appropriate, the supervising teacher may choose to release the student to his or her parent or guardian. However, before the supervising teacher releases the student, the applicant will follow these guidelines:

1. Obtain a written consent waiver. The site administrator must receive this waiver prior to the student's departure for the planned activity.
2. Obtain the signatures of parents or guardians, site administrator, athletic director, coach, or supervising teacher.
3. The waiver will grant a student release only to a parent or guardian or the adult named on the waiver.
4. Assurances that the student-release will not interfere with his or her participation in the activity.
5. The chaperone must have verification of the release.

13.2.3 Conduct on Trips

While participating in school-sponsored activities, while a guest at another school or while engaged in an activity, the district requires all students to conduct themselves properly. A student shall obey the rules, regulations, and directions that the coach, the supervisor, the chaperone, or hosting school may have or give. School officials will deal with infractions in accordance with guidelines in other sections of this manual. For severe infractions of the rules, school officials may send students home immediately at parent or guardian expense. For returns requiring a lay over in Dillingham, district office personnel or the parents will be responsible for supervision of the student until the student is placed on a flight to Koliganek. School officials will not allow students sent home at parent or guardian expense to participate in school activities for the remainder of the school year. Upon returning home, the student will have the opportunity to appeal the decision to the superintendent. If the student is found in noncompliance with the behavior expectations of the District, the local student-parent handbook, or local coach, school officials will impose the appropriate penalty.

13.2.4 Other Rules

1. Unless the supervising teacher has a signed consent waiver from the parent or guardian, students will travel to and return from events with the supervising teacher.
2. If school officials discover that a student is missing, the supervising teacher will:
 - a) Contact the site administrator or his or her designee.
 - b) The site administrator or his or her designee will contact the parent or guardian.
 - c) If the supervising teacher is unable to contact the site administrator, the supervising teacher will attempt to contact the parent.
 - d) The teacher will notify the proper authorities (VPSO, City police, State Troopers) and will report the student as missing.
 - e) The teacher will continue the trip with the remaining students.
 - f) The provisions that include school officials sending a student home at parent expense shall remain in full force.

13.2.5 Physical Examination

Any student wishing to participate in interscholastic sports must have a current physical examination report on file. Note: "Current" means within the last 18 months.

13.2.6 Parent Permission Form

All students wishing to participate in any school-sponsored activity must have a signed parental permission and medical release form on file in the school office.

13.3 Field Trips

School officials and students may plan field trips for groups of students throughout the school year. Field trips enhance the district's total educational program. School officials and students must carefully plan trips and they will follow the guidelines that the principal or his or her designee will establish. Prior to approval of any field trip plans, the plans must show evidence that they take into consideration funding, timeliness, and the educational benefit. The principal or his or her designee must approve all student travel away from the school site.

NOTE: All school rules, eligibility criteria, discipline, conduct rules, etc. apply during any school travel that the District sponsors.

14.0 Student Sponsored Dances/Activities

The district supports the right of students to hold school dances and organize school activities. The district encourages these activities because we realize that our community is limited in terms of activities for students. However, the care of the school facility is of extreme importance. It is imperative that users leave the facility clean for the use of students. The school group that sponsors the event is responsible for the care of the facility. Failure to adequately clean the facility will result in a suspension of sponsoring privileges for the next assigned sponsor week or for a period of one month, whichever is longer. Student groups will pay for all cleaning cost or damages to school property from their activities account. (FAILURE TO CLEAN UP WILL RESULT IN A FINE BASED ON THE AMOUNT OF TIME IT TAKES THE CUSTODIAN TO CLEAN UP THE AREA TIMES \$25.00 PER HOUR.)

14.1 Approval Procedures

1. At least one certified staff member must chaperone all student-sponsored activities.
2. The sponsor(s) and a class representative must sign a Student Activity Request Form and submit to the principal at least 24 hours in advance.
3. The principal must approve the facility use request.

14.2 Activity Rules

1. After the activity, the sponsoring class must, clean all areas utilized including bathrooms, etc. Supplies must be obtained from the custodians prior to the event.
2. Students must stay in the designated activity area. Other parts of the school are off limits.
3. Fighting or cursing are not allowed. Because this is a school function, violators are subject to the school rules and penalties.
4. The sponsoring class will set the minimum grade level of those persons allowed to attend an event.
5. The sponsoring class will put away all stereo equipment and all other items that were used for the activity.

Any sponsoring class that fails to follow the rules will lose its right to sponsor an activity for the remainder of the semester.

15.0 Student Honors and Awards

15.1 Student of the Quarter

Each quarter, the site administrator will honor a student from each class. The student's name will be posted appropriately in the school.

15.3 Perfect Attendance Award

The school will present a special award to those students who have missed no school days.

15.4 Awards Assembly

The administration and staff presents many awards and certificates of recognition at the Annual Awards Assembly. The school urges all students, parent, and alumni to attend and to give recognition to the students who did outstanding work throughout the year.

16.0 Student Rights and Responsibilities

The Southwest Region School District Board of Education recognizes that education is a right not to be taken away without cause. This right, however, is conditional upon the individual's willingness to obey reasonable rules and regulations. The district directs rules, regulations, and disciplinary actions toward serving the educational needs of all children. The Legislature of the state of Alaska authorizes the Southwest Region School District Board of Education that in turn delegates to the administration of the district the responsibility to use fair principles and to exercise prudence in the formulation of essential and enforceable rules. Students must conduct themselves in an appropriate manner so that learning can take place. Students are expected to develop mature behavior, self-discipline, and personal responsibility.

Since it is necessary for rules and regulations to be established, school officials will inform the students of the rules and the rationale behind them. When necessary, school officials will use their delegated authority to enforce these rules. If each individual assumes personal responsibility for his or her behavior, school officials can maintain individual student's rights and privileges.

16.1 Student Rights and Responsibilities

IT IS THE RESPONSIBILITY OF THE STUDENT TO:

1. Attend school daily, except when ill, and to be on time to all classes.
2. Express his or her opinions and ideas in a respectful manner so as not to offend or to slander others.
3. Dress in a manner so as not to be an undue distraction or to interfere with the activities of others.
4. Act responsibly at all times, and to take into consideration the feelings of others. Do not interfere with the rights of others.
5. Conduct oneself in accordance with school rules, policies, and expectations that regulate student behavior.
6. Be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such a case.
7. Take an active part in student government by running for office or conscientiously voting for the best candidates. Make problems known to the administration through the student government.
8. Review questions with the teacher concerning assignments and grades before bringing grievances to the site administrator.
9. Question, review, and understand current policies.
10. Request a review of grades, assignments, or test.

17.0 Complaint Procedure

The Southwest Region School District Board of Education recognizes that students and parents may have concerns regarding the professional staff, support staff, or the instructional program. The Southwest Region School District Board of Education has adopted policies and administrative regulations for the public to follow. In general, the following guidelines are the proper procedures to observe:

1. If the problem involves a classroom teacher, the complaint should go to the teacher first.
2. If the problem cannot be resolved with the teacher, the complaint should go to the site administrator.
3. If the site administrator cannot resolve the problem, or if the problem involves the site administrator, the complaint should go to the CSC. If the CSC cannot resolve the problem, the complaint should go to the superintendent. Every effort will be made to resolve the problem at the lowest administrative level possible.
4. When all other attempts to solve the problem fail, the complainant should ask to have the item included on the agenda of the next regular meeting of The Southwest Region School District Board of Education. The Board's decision will be final.

18.0 Due Process

In any disciplinary action, including suspension of nine (9) school days or less, the student(s) shall have the opportunity to contest any alleged fact leading to disciplinary or other action taken against him or her. He or she has the right to have his or her claims heard before the site administrator. The student shall have the opportunity to have his or her parent(s) or guardian(s) present and to be informed of all the evidence and arguments against him or her. The findings of the site administrator will be final.

¹Restriction from school-sponsored activities.

Discipline problem while on district or school sponsored student activity trip.

- | | |
|-----------------------|---|
| a) First infraction: | District Office will be contacted immediately and arrangements will be made to transport student back to the school site. |
| b) Second infraction: | Restriction from activity travel for one quarter (9 weeks from date of decision). |
| c) Third infraction: | Restriction from activity travel for one semester (18 school weeks from date of decision). |
- Note: Severity of infraction may require involvement of law enforcement agency and additional district penalty.
- Loss of activity travel privileges until student proves himself or herself travel-worthy to site administrator and superintendent. Minimum restriction: one school year.

19.0 Fire Drills

Site administrators will hold fire drills at least once a month. The site administrator will assure that each room has a sign showing the proper route to evacuate the building. Students should be as quiet and orderly as possible as they leave the building. If complications arise or normal exits are blocked, students will follow the instructions of school officials.

False alarms are dangerous to the safety of student and other school personnel. They are also illegal.

20.0 Visitors

Prior going to other parts of the school building(s), all visitors must report to the school office. School officials will not permit unauthorized individuals to loiter in or around the school buildings.

P.O. Box 5025
Koliganek, Alaska 99576
Phone: (907) 596-3444

Student/Parent Handbook Statement of Understanding

Parent or Guardian's Name

Student's Name

Student's Name

As a student at Koliganek School, I (we) understand and agree to abide by the procedures, guidelines, and specific rules and regulation included in this handbook. I (we) further acknowledge that I (we) understand the penalties for rule violations while enrolled in and attending Koliganek School.

As parents of a child or of children who attend Koliganek School, I (we) acknowledge that I (we) have read the Student/Parent Handbook and the student activity rules and guidelines and I (we) agree to assist my child(ren) to obey the procedures, guidelines, specific rules, and regulations included in this handbook while he or she is enrolled and attending Koliganek School. I (we) further acknowledge that I (we) understand the penalties for rule violations.

Student's Signature

Student's Signature

Date

Student's Signature

Student's Signature

Date

Parent's or Guardian's Signature

Date

Please return this form signed to the school office. A copy will be kept in the student's permanent record.