

Hydaburg City School District Student-Parent Handbook

2019-2020



HSCD Student-Parent Handbook
2019-2020
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HYDABURG CITY SCHOOL DISTRICT
PO BOX 109
HYDABURG, AK 99922
(907) 285-3491

Welcome to the Hydaburg City School District.

Our mission is to empower life-long learners by providing purposeful education through healthy relationships using Haida culture and values.

Our vision is, “We are warriors - ready and equipped for whatever lies ahead.”

Our Student/Parent Handbook is a tool to assist you and your student in understanding how Hydaburg City School operates. This handbook is updated before the start of each new school year. If you have any suggestions for additions or improvements, please contact the principal’s office.

Parents / Guardians Rights

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, all Parents/Guardians or students over the age of 18, have the right to see, obtain copies of, correct, and/or limit release of student records. These records may also be reviewed by authorized school personnel. No other individuals may review these records without written Parent/Guardian authorization.

Family Educational Rights and Privacy Act (FERPA)

Educational agencies and institutions to which the Family and Educational Rights and Privacy Act (FERPA) applies must maintain education records consistent with the requirements of FERPA. In brief, FERPA requires those agencies or institutions to provide parents and eligible students access to records directly related to the students; to permit parents and eligible students to challenge those records on the grounds that they may be inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; to obtain the written consent of parents and eligible students before releasing personally identifiable records to other organizations or individuals described in statutory exceptions; and/or notify parents and eligible students of these rights.

To learn more about FERPA and your rights, visit this website:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Ben Glover
Principal

05.17.19

1.0 GOALS FOR STUDENT LEARNING

The School Board believes that a quality education provides an opportunity for each student to develop:

1. The concept of self-worth and the ability to exercise self-discipline.
2. A positive attitude toward responsible citizenship.
3. Mastery of the basic skills in mathematics, technology, language arts (including reading, oral and written communication), the sciences, foreign languages, and fine arts.
4. Skills and other competencies leading toward economic independence consistent with the individual's interests and basic potential.
5. An awareness and understanding of our country's and our local history, ideals, and diverse ethnic, racial, and cultural heritage.
6. An awareness and understanding of the heritage, ideals, and contributions of other cultures, races, and countries.
7. An appreciation of the beauty in literature, art, music, and nature.
8. A recognition of the importance of physical and mental health.
9. An ability to adapt and to participate constructively in a changing society.
10. An understanding of the relationship of people and their environment.
11. Moral and ethical values based on the rights and responsibilities of individuals and their relationships to each other.

2.0 PERSONNEL

2.1 Administration

Bart Mwarey	Superintendent	bmwarey@hydaburg.k12.ak.us
Camille Booth	Assistant Superintendent	cbooth@hydaburg.k12.ak.us
Ben Glover	Pre K -12 Principal	bglover@hydaburg.k12.ak.us

2.2 Administrative Support Staff

Gretchen Klein	Administrative Assistant	gklein@hydaburg.k12.ak.us
Laverne Nix	School Secretary Information Purchasing	lnix@hydaburg.k12.ak.us
Laura Peele	Athletic Director	lpeelee@hydaburg.k12.ak.us
Erlyn Olap	Facilities Use/Maintenance Clerk Accounts Payable	eolap@hydaburg.k12.ak.us

2.3 Teaching Support Staff

Teacher Aide and Migrant Recruiter	Carol Carle	
Para Professionals	Diedre Guthrie	Catherine Kadake
	Jada Guthrie	Miranda Adams
	Sophina Edenshaw	Andrea Glover
	Margaret Lockhart	Andrea Peele
	Stasha Sanderson	Joy Young

2.4 Teachers/Educational Support

Teacher	Assignment for 2019-2020	Email
Ben Young	PreK - K/Haida Language	byoung@hydaburg.k12.ak.us
Erin Rome & William Voelkerding	Grades K-4 Montessori Team	erome@hydaburg.k12.ak.us & wvoelkerding@hydaburg.k12.ak.us
Barbara Harper	5 th and 6 th Grade	bharper@hydaburg.k12.ak.us
Kimberly Livingston	Elementary Special Education	klivingston@hydaburg.k12.ak.us
Oscar Lilley	Secondary Language Arts & Social Studies	olilley@hydaburg.k12.ak.us
Shannon Granger	Secondary Math and Science	sgranger@hydaburg.k12.ak.us
Brian Neely	Career and Technical Education	bneely@hydaburg.k12.ak.us
Dave Bennett	Commercial Foods	dbennett@hydaburg.k12.ak.us
Marsha Browder	Secondary Special Education	mbrowder@hydaburg.k12.ak.us
Elana Jimenez	K-12 School Counselor	ejimenez@hydaburg.k12.ak.us
George Kirchner	Mental Health Therapist	gkirchner@hydaburg.k12.ak.us

2.5 Service Staff

Cliff Carle	Cook
Violet Guthrie	2 nd Cook
Makario Olap	Custodian
Gordon Guthrie	Maintenance
Allen Minch	Maintenance

3.0 PARENTS AND VISITORS

The Board and the Administration encourage parents, guardians, and interested members of the community to visit the school, to view the educational program, and to attend open house events and other school activities. The Board encourages the staff to accommodate as many requests for visits as possible while recognizing the staff time and commitment that school visits require. 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 and the Principal for visits during school hours. All visitors must check into the front office, and get permission from the principal or designee, before going to other parts of the school. For the safety of our students, visitors will be issued a “Visitor’s Pass” to carry while on campus. This pass is to be returned to the office at the time of departure. Unauthorized visitors, or any visitor who is disrupting student learning, will be asked to leave immediately, and may be subject to police intervention.

Student visitors may be allowed on special occasions or during special circumstances. Any student visitor must get the principal’s permission at least one day before the planned visit in order to attend school.

4.0 PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held twice each year, normally at mid-semester. Notification of scheduled dates will be made at least one week before the scheduled conference time. Parents and guardians may arrange special conferences at any time. Teachers will send parents progress reports to parents to update parents on their children’s academic performance. Additionally, passwords to PowerSchool will be made available in order for parents and students to monitor grades.

5.0 GENERAL STUDENT INFORMATION

5.1 Lockers

Students are responsible for materials left in their lockers, if assigned. Students must not exchange combinations of their lockers with other students. Lockers are the property of the school and are subject to search by the Administration at any time.

5.2 Textbooks and Learning Devices

Students may be assigned textbooks, calculators, computers, and other learning devices. Students will be charged for any such items that are lost or damaged at the full replacement price.

5.3 Computer Use is a Privilege, Not a Right

The Hydaburg City School District is proud to be starting a Digital Learning Project. This project loans a school-owned laptop computer to every student enrolled at the high school level for school and home usage to expand and extend the educational process, and to carry out and support the curriculum.

These MacBooks will be an important tool for student learning. We are excited to be able to offer the laptop computers as instructional resources for our students. The students share this excitement. The impact on teaching and learning has been enormous. The students now have access up-to-date information to enhance their learning. Simultaneously, students will increase their technology skills and prepare for higher education and the workforce of the future.

In order to ensure success for our students, we want to be sure they understand that along with this great privilege also comes responsibilities. Since each student and family is responsible for the proper care of this equipment, we know that they will appreciate these procedures to provide our students with guidelines on how to keep their MacBooks in optimal condition. The steps outlined will help students understand how to handle and care for the computers properly and to store them safely, so that they will always have access to their valuable data and programs.

This section of the student and parent handbook has been developed based on the Hydaburg City School District policies. Students and families are responsible for upholding these policies and procedures governing the use of program equipment. No modifications to any software, hardware or any of the equipment or services is permitted without prior permission from a designated Hydaburg City School District technology department representative.

As the technology program proceeds, it may become necessary to modify these procedures. Procedures are periodically reviewed and are subject to change at any time. Appropriate notification will be issued as the procedures are updated.

II. Student Expectations

The Hydaburg City School District (HCSD) is providing student access to its laptops, networks and Internet service for educational purposes and research consistent with the curriculum and instructional goals of the program and expect the student to:

- Follow all program policies and procedures governing the use of school equipment.
- Come to school with laptop batteries fully charged.
 - Charge laptops overnight or for a period of at least five hours.
 - A dead battery is **not** an excuse for late or missing work unless due to maintenance issues. Nor is a lost charger.

- Back up all documents, files, multimedia and projects to program “Cloud” network folders,
 - A lost document is not an excuse for late or missing work.
- Use laptops for educational-related purposes only.
 - School laptops are not to be loaned or leased to anyone else.
- Use laptop in a common family location when at home.
- Have laptops available for inspection at teacher or administrator’s discretion.
- Understand that the same rules and expectations that apply to non-technology related conduct and communication, also govern student use of computers.
- Help conserve resources by using print preview, obtaining teacher permission before printing, and/or printing documents digitally to PDF.
- Software, hardware, or additional plug-ins are not to be loaded on these laptops.
 - Students are responsible for damages caused by any attempt to do so.
 - Make arrangements for tech department staff to properly install any necessary print drivers or Internet provider software.
- Properly store, care for and maintain laptops and associated equipment as outlined in “Laptop Handling and Care Instructions”.
- Understand that intentional mishandling can result in loss of laptop use, disciplinary consequences and/or deductible insurance costs for any needed repair or replacement.
- Notify appropriate building personnel, fill out appropriate forms and follow appropriate protocol if there are any problems with the laptop, including breach of security. This will help get it repaired and returned quickly!
 - Damage reported as accidental will be relayed to program administration who will review this information and report their findings to the student and parents.
- Make no changes or alterations to the configuration of these laptops, other than personal Internet setting changes, when necessary.
 - Changes to the base configuration can result in errors, which can be difficult and costly to fix, charges will be assigned to the student for technology time.
 - Students will be held responsible if any alternations are made and this will result in appropriate disciplinary action.

The building principal shall have final authority to decide appropriate consequences if students are found to be responsible for any unacceptable activity.

III. Parent Expectations

For students to experience all of the success and benefits that this program can offer, the program encourages parents to:

- Share in your son’s or daughter’s excitement about this great opportunity and learn along with them as they use this instructional tool to enhance their learning, and to prepare for their future in the 21st century.
- Remind your son or daughter to charge the computer every evening and bring it to school every day.
- When possible, make arrangements for a fully charged computer to be brought to school, should it be forgotten at home.
- Monitor appropriate Internet use and adherence to Internet guidelines by the student when using their laptop.
- While the Hydaburg City School District will provide some Internet security via a proxy server (meaning some sites will be blocked) during home use the Hydaburg City School District is not able to monitor appropriate student Internet use. Parents should ensure that their child

adheres to Internet guidelines established at home and at school.

- Oversee that students do not load software, hardware or plug-ins.
- Help fill out required paperwork in the event that the laptop requires repair or is lost or stolen and report it no later than the next school day.
- Sign and follow the Technology Program Agreement
 - Reimburse the School Program for any damage or loss (including theft) of the computer equipment, to the limits of the deductible, if such damage or loss is found to be due to negligence or misuse on the part of the student.
- Ensure that only the student and family members will use this computer for school related purposes.
- Return the equipment at the end of the school year or upon leaving the program.

IV. Safety

- Keep personal information about yourself or others off of the Internet.
- Keep all passwords to yourself.
- You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
- The laptop is for your own use only...this is one situation you should not share!
- Notify a teacher immediately if you suspect problems with your laptop, including breach of security.
- Follow all rules so you won't lose privileges and/or have to go through disciplinary actions.
- To prevent loss, damage, or to your laptop NEVER leave it unattended or have it out of its protective bag on the bus or in the cafeteria during lunches.
- Keep your closed laptop in its bag when walking between classrooms.

VI. Copyright Laws

- Respect the rights of copyright owners.
- If you have any questions concerning what is considered legal, please speak to your teacher or administrator.

VII. Prohibited Use & Consequences

- The user is responsible for his/her actions and activities involving School Program computers, networks and Internet services and for his/her files, passwords and accounts.
- Consequences for non-compliance with the policies and procedures laid out in this document will be aligned to the consequences in the School Student Handbook for similar situations. This includes disciplinary actions and financial responsibilities.
- The principal shall have final authority to decide appropriate consequences regarding non-compliance.

VII. Expectation of Privacy

- There should be no expectation of privacy regarding the contents of computer files or communication undertaken by way of the program computers and/or network.
- Teachers and/or school program administration may conduct an individual search of a student's computer files, music, video, e-mail or other related items.
- The school will cooperate with local, state, or federal officials in any litigation related to suspected illegal activities conducted through the program computer systems.

VIII. Repair, Replacement Requests & Support

- In the event that your laptop requires replacement, or is lost or stolen, the parents and student are to fill out a Computer Equipment Report and are to turn it into the main office right away. The main office will then notify the Technology Coordinator.
- The district will make every effort to work with parents/guardians to establish payment plans when students are asked to pay for the loss or damage of a district owned computer and/or equipment due to malicious acts or negligence. If the parents/guardian refuse to pay for the lost or damaged equipment the district reserves the right to garnish the student's PFD until the amount is paid in full.
- Every effort will be made to repair or replace it in a timely fashion. If available, a replacement will be supplied to the student until the laptop is returned.
- Technical support is only available during school hours.
- For simple problems, issues, or questions, fill out an Incident Report and send it in with your child, and we will contact you as soon as possible.

District Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

The District assumes no responsibility for any unauthorized charges made by students, including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations. The School District is not liable for any harm or injury that a user may suffer as a consequence of any inaccurate information the user may obtain through the Internet. By entering into the HCSD User Agreement, the user agrees to be bound by this release of liability and waives any and all rights to assert claims which may arise as a consequence of any inaccurate information obtained from the Internet. (2 AAC 96.400-420)

5.4 Medications

Students who bring prescription medications to school should take their medication to the office and turn them over to the school secretary. The original label on the medicine must contain the name of the student, the name of the doctor prescribing the medicine, and the dosage required. Students **must not** be in possession of non-prescription medications at school. If a parent/guardian wishes to have non-prescription medications administered to their child, the same procedure for prescription drugs is to be used except for the doctor's directive.

5.5 Electronic Devices

In order to accommodate the growing use of cell phones or other signaling devices by students, the following guidelines set aside for use of these devices during the school day.

Purpose

This policy regulates the use of cell phones and other electronic devices in order to insure uninterrupted instruction, safety, decreased bullying, and reduction of theft. Students and staff may bring cell phones to school; however, the purpose of this policy is to regulate their use so that such use does not interfere with instruction, safety, or work for which the individual has been hired.

Definitions

The term, "electronic signaling devices," refers to and includes, but is not limited to, a pager, hands-free phone apparatus, 2-way (walkie-talkie) radio, hand held radio, computer-phone texting, portable signaling device, and other like electronics. The term "misuse," includes but is not restricted to inappropriate language, harassment, bullying, or threats, or when instructed to cease

the use of the device by a person in authority. The phrase, "District owned devices," refers to all cell phones and other electronic devices provided by Hydaburg city School District.

Student Use of Cell Phones or Other Electronic Signaling Devices

All students may use a cell phone before or after school while on school property. High school students may also use a cell phone during lunchtime. **During the instructional day (before starting time and after dismissal time) cell phones and electronic signaling devices must be turned off and/or collected by teachers.**

Any cell phone or other signaling device that is visible is considered in use. **The policy will be administered in the following way: Students shall not have a cell phone on their person during class. The teacher will summon and administrator to confiscate the phone for the balance of the day if a phone is seen.**

Any device that is confiscated by the administration will not be released to the student but shall only be released to the parent/guardian of the student. Any cell phone or other signaling device that rings or vibrates at a prohibited time or location is considered in use and will be subject to the steps above. A student using cell phone communication features (camera, audio recording, text messaging) for academic dishonesty, harassment, bullying, threats, or other inappropriate means will be **severely** dealt with by school administration and school policy on such issues will be enforced.

Any second offense for violation of policy regarding cell phones shall incur the same consequences as any other violation of the behavioral policy.

This policy does not prohibit any device that is used for the following:

1. For medical purposes and is worn by the student because of a condition that requires the device. The parent/guardian shall provide the school with permission for this student to wear the device as well as a signed statement from a licensed physician (MD, DO) prescribing its use.
2. There is an personal emergency the consequences of which will be physical harm.
3. The use is necessary to the performance of an employee-related duty at that particular time and cannot be avoided.
4. The employee/student has received specific and direct permission from a supervisor.

All employees and students are to receive all communication from parents through the school secretary.

Any student who violates this policy in the commission of any other disciplinary offense be in violation of both this policy and the Student Code of Conduct. This would be taken into consideration with regard to discipline and might increase the level of infraction. As communication devices will become an integral part of technology in the Global 21 initiative, with permission from administration, teachers may have the right to incorporate such devices into the curriculum for purposes of instruction and learning.

The Hydaburg City School Board of Education and/or individual schools are not responsible for lost or stolen cell phones or other electronic signaling devices.

5.6 Valuables

Students are cautioned not to bring large amounts of money or other valuables such as rings, bracelets, etc. to school. The school is not responsible for personal property lost or stolen.

5.7 Dress Code

Students should use good taste in dress and grooming. Students **must** remove hoods when in the buildings. The wearing of sunglasses is prohibited unless required by a doctor for medical reasons. The school expects students to follow good health practices in personal hygiene (bathing) and to wear clean clothes. Clothing that promotes the use of drugs, alcohol, or tobacco cannot be worn in school. Clothing that contains obscene or profane language or images will not be permitted. The student who is dressed inappropriately will be asked to go home and change.

5.8 Tobacco, Alcohol, and Drugs

Any student, who buys, sells, takes, possesses, or is under the influence of tobacco, alcohol, or drugs on the school property or at a school-sponsored activity will be subject to disciplinary action up to and including suspension or expulsion and may be reported to law enforcement.

5.9 School Phones

Because most students and teachers are in class all day, it is important to reduce the number of calls to students and teachers. Anyone wishing to call teachers or students on non-emergency matters may leave messages with the school secretary or they may leave a message for the teacher in their voice-mail box. School phones are for school business only. Students may use them only in an emergency or under the direct supervision of staff.

5.10 Fire Drills and Lockdowns

The principal will hold monthly fire drills and will hold lockdown drills as required by the District's Crisis Response Plan. The principal will assure that each room has a sign showing the proper route to evacuate as well as "stay put" instructions. Students should be as quiet and orderly as possible when complying with instructions. If complications arise or normal exits are blocked, students will follow the instructions of school staff. False alarms are illegal and dangerous to the safety of students and school personnel. False alarms will result in severe disciplinary actions and will be reported to **law enforcement**.

5.11 Vehicles on Campus

Motorized vehicles are restricted to the parking areas in front of the library and the gym and to the driveway from the end of the elementary school to the gym parking area. They are prohibited in all other areas including the driveway on the side and rear of the gym and behind the high school. Students violating this rule, regardless of whether school is in session, are subject to losing the privilege of operating a vehicle on school property.

6.0 ATTENDANCE

6.1 Compulsory Education

Every child between 7 and 16 years of age shall attend school at the public school in the district in which the child resides during each school term. If a student starts school at age 6, Compulsory Education begins at that time for that child. Every parent, guardian or other person having the responsibility for or control of a child between 7 and 16 years of age shall maintain the child in attendance at a public school in the district in which the child resides during the entire school term, except as provided in (b) of the state statute. (Alaska Statute 14.30.010) Violations of the state compulsory school laws will be referred to law enforcement.

6.2 Absences and Tardies

Students and parents/guardians are responsible for regular school attendance. Maximum success in school is highly correlated to commitment to regular attendance.

1. If a student has more than fifteen (15) absences in a semester, the student will receive a failing grade. (A tardy of more than five [5] minutes, or three [3] tardies of shorter duration, equals an absence.) Upon written appeal to the Superintendent, a waiver may be granted due to medical reasons not to exceed five (5) absences. If the student needs to request a waiver of greater than 5 absences, the request must be made to the School Board.
 - a. Exceptions to this rule:
 - i. School sponsored activities that take the student away from the classroom
 - ii. "Tardies of a shorter duration" may be up to 15 minutes for the beginning of the school day at discretion of the teacher
2. Nonattendance because of participation in school-sponsored activities shall not be considered an absence, and students shall be given reasonable opportunities to make up work missed while participating in school-related activities. School-sponsored activities are approved, organized, and chaperoned by the Administration. Students who are not formally part of the activity, who "go along for the ride," will be marked absent.
3. Parents/guardians will be notified by letter when a student has reached five (5) and ten (10) absences and for every absence in excess of ten (10) in a given class during a semester.
4. It is not acceptable for a student to be skipping class. If a student is more than 5 minutes late to class and is not in the process of either going to class, to the office, or performing an activity at the request of a teacher or staff that individual is skipping. The individual will be asked to return to class.
5. A student with ten (10) consecutive days of absences from school shall be withdrawn on the tenth (10th) day unless the Administration knows the cause for the absence and has reason to believe that the student intends to return to school.

Punctuality is important to the individual student, the student's classmates, the teacher, and the school. There are few acceptable reasons for tardiness. Missed rides, car problems, waking late, and even parent permission to be late are not acceptable excuses for tardiness. If a student is working with another teacher, the student must have a note from the teacher that kept the student beyond their scheduled time. A tardy is defined as not being present in the classroom at the scheduled start of the class period. Unless a tardy is excused, the teacher is not required to give the student an opportunity to make up missed work. Tardiness is assigned by individual class period. Students are subject to disciplinary action for tardiness.

6.3 Leaving School During School Hours

Hydaburg School has a “closed campus” policy. Students are not permitted to leave the school premises without a written request from the parents/guardians and permission from the Administration. If the parents/guardians submit a written request, a student allowed to leave campus will be the responsibility of the parent/guardian. The school will not be responsible for the whereabouts of these students.

Students are not allowed to leave the school premises at any time during school hours unless they have reported to the office, received permission from the parents/guardians, and have checked out in the office. Students who become ill must report to the office before receiving permission to leave the building. Parents/guardians wishing their student to leave the school premises should contact the school office in advance. A violation of the “closed campus” policy shall result in an automatic one (1) day in-school suspension. Further violations will result in additional disciplinary actions, including out-of-school suspension.

6.4 Activities Eligibility

Students maintaining regular attendance and academic standards will be eligible to participate in competitive sports activities or other school-sponsored activities. If absent for any part of the school day on the day of the scheduled activity (or the preceding Friday if the activity occurs on the weekend), the student will not be allowed to participate in the activity. Exceptions will be made if the student is absent because of an appointment with a health care provider. A note will need to be provided from the health care provider. Students will be subjected to academic performance eligibility standards set by ASAA.

7.0 DAILY SCHEDULE

7.1 First Grade through Sixth Grade

School Starts	8:00 AM
Lunch Monday-Friday	11:30 -12:15 PM
Dismiss Monday-Thursday	2:30 PM
Dismiss Friday	1:30 PM

7.2 Seventh Grade through Twelfth Grade

Time	Description	
8:00 – 9:00	School Community Meeting (10 minutes) Mindfulness & Connection (10 minutes) PE or Health (40 minutes)	
9:00 – 9:50	Reading & Language Arts SKILLS (Writing, Speech, Literature)	
9:50 – 10:00	Snack Break	
	Schedule A	Schedule B
10:00 – 12:00	Personalized Learning Block #1	Core/Intensive #1 (40 minutes)
		Core/Intensive #2 (40 minutes)
		Core/Intensive #3 (40 minutes)
12:00 – 12:45	Lunch	
12:45 – 2:45 (Dismiss on Friday @ 1:30pm)	Personalized Learning Block #2	Core/Intensive #4 (40 minutes) [50 minutes on Friday]
		Core/Intensive #5 (40 minutes) [Not held on Friday]
		Core/Intensive #6 (40 minutes) [Not held on Friday]

8.0 SCHOOL DISCIPLINE

8.1 Student Conduct Policies and Regulations

The Board has approved policies and administrative regulations governing student conduct (5131–5131.9) which are incorporated into this Handbook for reference. Copies of specific Board policies are available on the school website and at the school office.

8.2 General School Rules

1. At Hydraburg Schools we encourage a safe and healthy environment by practicing non-violence, mutual respect, and strong communication. Mutually respectful rules of behavior apply at all times when the student is at school or a school sponsored event. Students will follow these guidelines:
 - a. Follow reasonable requests from others, including staff, peers, etc;
 - b. Properly care for school facilities, equipment, and materials;
 - c. Respect the rights of others, including the right to learn in a safe environment;
 - d. Refrain from physical violence;
 - e. Use appropriate language at school, refraining from profanity;
 - f. Follow all policies as described in this document and in the school board policy manual.
2. There may be situations that are not addressed by the above list. In these circumstances, staff will evaluate the situation and assign appropriate consequences. The school will work with the student to learn expected behaviors. If appropriate to the students' challenges with behavior, loss of privileges resulting from behavioral infractions are listed below.
3. Consequences for violating the general rules of behavior include but are not limited to:
 - a. Referral to the Principal;
 - b. Lunch or after school detention;
 - c. Conference with the parents/guardians;
 - d. Ineligibility for school activities;
 - e. In-school suspension;
 - f. Out-of-school suspension;
 - g. Referral to law enforcement;
 - h. Expulsion.
4. Discipline procedures as established in the teacher's classroom policies.
 - a. Written referral to the Principal; Principal will call the parents or guardians and request a conference.
 - (1st Offense) Lunch period detention
 - (2nd Offense) In-school suspension
 - (3rd Offense) Out-of-school suspension of the following lengths:
 - a. 3 day
 - b. 5 day
 - c. 9 day
 - b. Students will be ineligible for school activities until all assigned discipline is completed.

- c. Students who do not cooperate during in-house suspension will receive out-of-school suspension in the amount of 2 days on the first infraction, 3 days on the second infraction, 5 days on the third and the possibility of home bound instruction on subsequent infractions.

Note: for repeat offenses, or for severe misconduct, in conference with school administration, counseling staff any of the steps listed above may be skipped, and consequences will be applied using the step that is appropriate.

8.3 Prohibited Behaviors

1. Prohibited behaviors include but are not limited to:
 - a. Any act that is considered criminal in nature;
 - b. Fighting, threatening, or intimidating other students or staff members;
 - c. Possession of a dangerous weapon or an item constructed to resemble a weapon;
 - d. Swearing at or verbally and physically abusing staff members or other students
 - e. Vandalism;
 - f. Any act that violates the school's attendance policies;
 - g. Actions or behaviors that endanger others;
 - h. Defiance of school authority;
 - i. Bullying or harassment (including actions of a lewd or sexual nature);
 - j. Any act or behavior that is determined by the Administration to negatively affect the school's learning environment and/or endangers others.
 - k. The use, possession, or distribution of alcohol and/or any federally recognized illegal substances including but not limited to: marijuana, unprescribed narcotic medications, methamphetamine, heroin, PCP and other hallucinogens etc.

Prohibited behaviors apply at all times when the student is on school premises (during, or immediately before or after, school hours or a school-sponsored event) or when the student is participating in a school-sponsored activity off school premises.

8.4 Student Disciplinary Actions Policies and Regulations

These Board approved policies and administrative regulations are referenced in this handbook. (5144–5144.2) These include but are not limited to suspensions and expulsion. *For disciplinary actions up to and including suspensions of up to ten (10) days, the action may be appealed to the Superintendent. For suspensions of more than ten (10) days or for expulsions, the appeal may be made to the Board.*

9.0 CURRICULUM & GRADUATION REQUIREMENTS

The Alaska Department of Education and Early Development (EED), prescribes a minimum program of instruction for schools. School Board policies and administrative regulations supplement the EED regulations.

9.1 Home Learning Activities

Home learning activities are considered a regular part of the school’s academic program. Parents/guardians are encouraged to provide a regular time and place for students to complete the day’s assignments.

9.2 Kindergarten through Eighth Grade Program

The elementary program will include language arts, mathematics, social studies, health, physical education, the arts, science, and English language instruction for students with limited English language proficiency. The K-4 elementary program will be taught through Montessori, a structure that provides age appropriate learning strategies for children in a supportive environment. The 7/8 grade program will serve as a transition high school, incorporating the same schedule for personalized learning with high quality learning activities in language arts, math, social studies, health, physical education, vocational education and the arts.

9.3 High School Program

A. Graduation Requirements

In order to graduate from high school, the student must earn a total of twenty-two (22) credits including the required number of credits in the categories indicated below:

Grades 11 and 12 (Class of 2021 and 2020)

English	4 credits
Mathematics	3 credit
Science	3 credits
Social Studies	3 credits
(incl. ½ credit in AK History)	
Physical Education/Health	2 credits
Technology	2 credits
Electives	<u>5 credits</u>
Total Required	22 credits

Grade 9 and 10 (Class of 2023 and 2022)

English	4 credits
Math	3.5 credits
Science	3.5 credits
Alaska History	0.5 credits
Social Studies	2.5 credits
Social/Emotional (SEL)	1 credit
PE/Health	1 credit
Tribal Government	0.5 credits
Haida Language/Art/Culture	0.5 credits
Community Service/Leadership	1 credit
Electives	<u>5 credits</u>
Total Required	23 credits

B. Required Course Categories

Following are the applicable courses in the categories required for graduation including electives. This is not a complete list as additional courses may be designated to fill certain categories. A course such as Journalism listed in more than one category may be used to satisfy the minimum number of required credits in only one category. The Superintendent may add courses to categories from time to time.

English

English 9,10,11,12, Creative Writing, Journalism (also counts as Technology), Construction English, and other classes as approved by Principal

Mathematics

General Math, Applied Math, Pre-Algebra, Algebra A & B, Geometry, Trigonometry, Pre-Calculus, Calculus and other classes as approved by Principal

Science

Physical Science, Village Biology, Biology I & II, Chemistry, Anatomy/Forensics, Physics, Environmental Science, Life Science, Oceans, and other classes as approved by Principal

Social Studies

Alaska History, US History, World History, Government, Economics, and other classes as approved by Principal

Technology

Keyboarding, Microsoft Certification (also counts as Vocational), Multimedia, Journalism (also counts as English), Robotics, Web Design, Digital Photography, Video Production, Office Applications, and other classes as approved by Principal.

Juniors without 2 completed tech credits are required to take a technology class.

Health and Physical Education

Health, Physical Education, Weight Training, Strength and Conditioning, SCUBA (also counts as Vocational), and other classes as approved by Principal

Vocational

Metal Shop, Wood Shop Microsoft Certification (also counts as Technology), Welding I & II, Basic Mechanics, CORE, Carpentry, Welding, and other classes as approved by Principal

Practical and Fine Arts

Haida Art, Future Living, Creative Cooking, Music, Fine Arts I & II, Intro to Film Appreciation, Survival, EMT/ETT (also counts as vocational), and other classes as approved by Principal

C. Credits

One-half (½) credit per class per semester may be earned. There are no credits smaller than one-half offered.

D. Non-completion of credits

Students who fall short of the graduation requirements at the conclusion of their senior year will not be allowed to “walk” with their graduating class. Students will be given the opportunity to complete the required credits over the summer and/or during the next school year and will have the opportunity to graduate at the conclusion of the following semester.

9.4 Class Standing Minimum Credits

12.0 Junior

18.0 Senior

9.5 Class Change

Students are allowed **five (5)** days from the start of the semester to request to change classes. The student who is absent during this time must meet with the School Principal on the date of return to school in order for a class change to be considered.

9.6 Student Grading

The District has established a grading system and alternative approaches for measuring student performance. The grades of a transfer student enrolled in the District for fewer than twenty (20) days during the quarter will be evaluated on a case by case basis to determine applicability for the grading period. If it is determined that the transfer grades are not applicable, the student enrolled for fewer than twenty (20) days during the quarter will not receive a grade.

Grading System for Kindergarten through 4th Grade

Students will be evaluated using Montessori Grading practices which often include narrative descriptions of student progress.

Grading System for Fifth through Twelfth Grade

Grades are given at the end of each quarter, with the average of the first and second quarter grades being the semester grade.

<u>Grade</u>	<u>Range</u>	<u>Descriptor</u>	<u>Grade Points</u>
A	90%-100%	Outstanding Achievement	4
B	80%- 89%	above Average Achievement	3
C	70%- 79%	Average Achievement	2
D	60%- 69%	below Average Achievement	1
F	0%- 59%	Little or No Achievement	0
I		Incomplete	0
NC	No Credit (given only in extenuating circumstances)		

At the end of the semester, any student receiving an “I” (Incomplete) will have 2 weeks to complete the necessary work. At the end of the two weeks the grade will be posted based upon the grade the student has earned to that point. NC (No Credit) grades will be dealt with on an individual basis with teacher/administrative approval.

If the high school student earns passing grades for a course taken more than once, the last grade earned will replace the earlier grade(s) and credit will be granted only for the last time the course is passed. This provision does not apply to Physical Education, Music, and Vocational courses.

Honor Roll

The Honor Rolls for the first and second semesters are based on the respective semester grades. Honor Roll calculations use the “grade points” for the grading period. The “A” Honor Roll includes those students with a grade point average 3.7 or better. The “B” Honor Roll includes those students with a grade point average of at least 3.0 but less than 3.7.

Honor Roll students will be recognized in the form of a Certificate as well as any other available outlets for recognition such as the HCSD display message board and HCSD broadcast radio.

9.7 Withdrawal

If a student withdraws from school, all textbooks, uniforms, laptops, and other District property must be returned. Transfer of grades or transcripts of withdrawing students will be held until all district property is returned or paid for in full.

9.8 Retention

Retention in grade for kindergarten through the eighth grade should only be considered when:

1. A clear history of action has been taken to determine the nature of the problem and to meet the student's needs.
2. Parents/guardians have been notified within two (2) weeks after the start of the second semester (unless the cause for the retention arises after that time) and parental involvement in the educational progress of the child has been requested.
3. The K – 3 students has been unable to master basic skills expected for those grades.
4. Evidence exists that retention of the student would be of greater educational benefit than the student's promotion to the next grade or that the student is not prepared to satisfactorily perform the work of the next grade.
5. Parental agreement with retention is obtained.

9.9 Correspondence Courses

If a high school student wishes to take a high school course by correspondence that is not offered by the school or does not have an equivalent course offered by the school, the District will pay for the course if the student meets the following requirements:

1. The student has the written approval of the Administration and the teacher recommending that the student take the course;
2. The student takes the course on his/her own (however, a teacher may volunteer to assist the student);
3. The student completes a semester course and receives a grade not later than thirty (30) days after the last day of the school year (if the student does not finish the class within the allotted time, he/she will receive an "F" and will be required to reimburse the District.)
4. The student who fails a correspondence course or who does not complete a course within the time required will not be allowed to take future correspondence courses at District expense and shall be billed for any costs the district incurred.

If a high school student takes a correspondence course to make up for a failed course or lost credit, the student must pay the cost involved. The correspondence grades/credits will be recorded on the student's transcript.

9.10 Modified Schedules

Seniors who are in good standing (credit wise) will have the option to modify their schedule **after** Semester 1. At that time they will be able to take minimum of 4 classes to meet attendance and AASA requirements. They may be traditional classes, on-line, or On-the-Job Training (OJT).

10.0 STUDENT INJURIES AND INSURANCE

For any student injury that occurs while attending school or participating in school sponsored activities, a written report must be filed promptly with the Superintendent by the teacher in charge and the parents/guardians must be contacted as soon as practicable. An accident report must be filled out within 24 hours of the incident. The District provides basic student accident insurance for student injuries that occur while attending school or participating in school sponsored activities.

11.0 STUDENT ACTIVITIES

The District provides a variety of activities for secondary students. Students are encouraged to get involved in as many activities as they are able to reasonably manage while prioritizing their education.

Any student attending Hyaburg City School district will pay a student activity according to the following student fee schedule if they participate in sports:

Elementary sports	\$25
Middle School sports	\$50
High School sports	\$100

Fees must be paid prior to the first competition. If a student is not able to pay the fees, an agreement may be reached with HCSD.

11.1 Eligibility for Co-Curricular Activities

Eligibility is required for all interscholastic activities and for travel. (Interscholastic activities are those that involve student participation and or competition between two or more schools.) In order for a high school student to participate in an interscholastic activity or travel to an Alaska Association of Student Governments event, he/she must meet all of the eligibility standards of the Alaska School Activities Association as well as the District’s standards.

In order to participate in co-curricular activities, students in grades 3 through 12 must demonstrate satisfactory educational progress. **Eligibility Check:** Students participating in activities will turn in a “grade check form” to the principal each week on Wednesday. The following day (Thursday), by the end of the school day the Principal or Athletic Director will notify the students and the coach(es) of those students who are ineligible. Ineligible students will not be allowed to travel or participate in a game or activity until the deficiency is corrected.

In order to be eligible during the first term of the school year, a student must be enrolled, be attending regularly, and be passing all subjects. If a student fails a class in the first term, he/she becomes ineligible for the second term. The grades a student earns during the final term of the year determine the student’s eligibility for the first term of the following year. The student’s first term grades determine eligibility for the first week of the second term, second term determines eligibility for third term and so on. Other requirements and procedures are as follows:

1. Students will participate in fundraisers or pay for travel to participate in activities.
2. In order to participate in a co-curricular activity, the student must check in the previous season’s activity equipment. The student must pay for any equipment that is lost or damaged. In the event that the student is unable to pay, he or she may make arrangements to work off the debt. Prior to participation in the activity, the student must pay the debt.
3. The head coach of each team or advisor of each activity, in consultation with the Administration, will determine the standards of grooming and training that are appropriate for participating students. The head coach or advisor of the activity and the Administration will design regulations that improve education and that promote the safety, health, and performance of the participants. Each coach or advisor will supply a list of team/activity rules to each participant. Each participant will sign a copy of the rules acknowledging that they understand the rules and that they agree to obey them.

4. In order to participate in an activity, sport, or contest on a specific day, **the student must be in school on that day** unless the student presents a medical excuse signed by a health care provider.
5. Students participating in ASAA sanctioned activities must adhere to the ASAA eligibility requirements including but not limited to the ASAA Tobacco, Alcohol, and Drug Abuse Policy.
6. While a member of the school team, athletes may not participate on another organized athletic team of the same sport.

Students participating in any District co-curricular activities are expected to maintain high standards of conduct in their interactions with coaches, classmates, teachers, and referees as well as with members of other communities, in and out of school, at all times. If a student violates school or conduct rules, the Administration will consider suspending the student from the activity.

11.2 Ineligibility

Any of the following will result in a student being ineligible:

1. Any “F” or “D’s” (Incomplete) may be treated as an “F.”
2. Poor conduct, disruptive behavior, or any behavior that is detrimental to the educational environment of the school;
3. Bullying;
4. Any behavior resulting in a **suspension will result in a student being ineligible for the remainder of that week until the following Monday;**
5. In the event of illegal activities by a student:
 - a. District coaches (or the advisor) and the Administration will investigate suspected illegal student activities occurring on school premises or while participating in school sponsored activities including but not limited to allegations made by individuals who sign a statement of accusation.
 - b. First Offense - The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in number 10). Up to 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.
 - c. 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 2019-2020 calendar days of

suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component.

- d. Third Offense - The student will be suspended from interscholastic activities and practice for six (6) months. Both the student and parent/guardian must complete the Third 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 Third Offense educational component. A student may need additional days of practice before returning to competition.
- e. Fourth and Subsequent Offenses - 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 Fourth Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. A student may need additional days of practice before returning to competition.

11.3 Appeals

The student or parent/guardian may appeal an ineligibility determination utilizing the following process:

1. Within three (3) calendar days after the date of the ineligibility determination, the student or parent/guardian may file a written appeal with the Principal.
2. The Principal will hold a hearing within three (3) calendar days thereafter. Within one (1) calendar day after the hearing, the Principal will render a written decision.
3. Within three (3) calendar days from the date of the Principal's decision, the student or parent/legal guardian may file a written appeal with the Superintendent. The Superintendent will hold a hearing within three (3) calendar days thereafter. Within one (1) calendar day after the hearing, the Superintendent will render a written decision.
4. Within three (3) calendar days from the date of the Superintendent's decision, the student or parent/guardian may file a written appeal with the School Board. The Board will hold a hearing within ten (10) calendar days thereafter. Within one (1) calendar day after the hearing, the Board will render a written decision. The decision of the Board is final.

11.4 Student Release from District Chaperone

Due to safety and legal liability responsibilities, the District discourages parents or guardians from requesting a student release from chaperones while on student activity travel. Students are expected to travel to and return from events under the supervision of the teacher/chaperone. If, after talking directly to the parent or guardian, the situation is appropriate, the supervising teacher/chaperone may choose to release the student to the parent or guardian. However, before the supervising teacher/chaperone releases the student, the applicant will follow these guidelines:

1. Provide a consent waiver to the Principal prior to departure on the trip.
2. Obtain the signatures of the parent or guardian, Principal, and the 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, identification is required of the adult the student is being released to.
4. Parents must provide assurances that the student-release will not interfere with his or her participation in the activity.
5. The chaperone or supervising teacher/chaperone must have verification of the release.

11.5 Conduct on Trips

Students are representing the community, school and their families when traveling for school activities. It is important to display strong Warrior values while representing our school through the activities program. While participating in school-sponsored activities or while a guest at another school, 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 Handbook. For severe infractions of the rules, school officials may send students home immediately at parent or guardian expense. For off-island events this will involve arranging for the student to be transported to Ketchikan to meet with parents. 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 to school, the student will have the opportunity to appeal the decision as provided under section 11.3 above. If the student is found in noncompliance with the behavior expectations of the District, this Handbook, or the student's coach or supervising teacher/chaperone, the Administration will impose the appropriate penalty. Students who are scheduled to participate in a school activity or trip who refuse to go will be required to reimburse the school for the expense of non-refundable tickets. Students on school sponsored trips are expected to complete all assigned schoolwork while on such trip.

11.6 Students Absent Without Leave on a School Trip

If the supervising teacher/chaperone discovers that a student is missing while on a school-sponsored trip, the supervising teacher/chaperone will:

1. Contact the Principal or Athletic Director.
2. The Principal or Athletic Director will contact the parents or guardians and the Superintendent.
3. If the supervising teacher/chaperone is unable to contact the Principal or Athletic Director, the supervising teacher/chaperone will attempt to contact the Superintendent before attempting to contact the parents/guardians.
4. The supervising teacher/chaperone will notify the proper authorities (security police, VPSO, city police, State Troopers) and will report the student as missing.
5. The supervising teacher/chaperone will continue the trip with the remaining students as appropriate.

11.7 Statement of Understanding

Before any participation in travel or activities can take place, the District requires students and their parent or guardian to sign a "Statement of Understanding." This statement contains provisions that the student and his/her parent or guardian has read and understands the eligibility requirements and the penalties for infractions of the rules.

11.8 Physical Examination

In order to participate in co-curricular activities, the student must provide a current physical examination report (dated on or after the most recent July 1) provided by a physician or physician's assistant.

11.9 Parent Permission Form

In order to participate in any co-curricular activity, the student must provide a signed parent/guardian permission and medical release form.

11.10 Chaperone Numbers for Travel with Students

The following chaperone complement applies to student travel off Prince of Wales Island. When student travel takes place on Prince of Wales Island the following schedule may be used as a guide.

<u>Activity</u>	<u>Students</u>	<u>Chaperones</u>
Regular Season Varsity Basketball	10	1
Varsity Basketball Tournaments	10	2
Regular Season Junior High Basketball ¹	14	1
Elementary School Basketball ²	14	1

¹ Limit of 14 students for Prince of Wales Island travel; limit of 10 students if off-Island travel is authorized.

² Elementary team travel is limited to Prince of Wales Island.

Note: Co-ed student activity groups traveling off Prince of Wales Island must be accompanied by both a male and a female chaperone.

11.11 Minimum Number of Participants in Athletics

The District supports the concept that athletics make a positive contribution to the development of students and that they are a worthwhile part of the educational program. However, financial factors influence the District's ability to support athletic activities.

In order for the District to get the maximum benefit from an athletic activity, the following minimum number of participants has been established:

<u>Activity</u>	<u>Minimum Number of Participants</u>
Basketball	7
Wrestling	5
Volleyball	8
Cross Country	5

If the sport does not have a sufficient number of participants at the start of the season, the Superintendent may cancel the activity and the coaching contract will become void. In the event that the number of participants drops below the designated limit during the season, the Superintendent may cancel the activity and prorate the coaching contract.

12.0 STUDENT RIGHTS AND RESPONSIBILITIES

12.1 Student Rights

No student will be discriminated against on the basis of race, creed, color, gender, academic ability, or in any other manner that is prohibited by law.

The Board recognizes that education is a right not to be taken away without cause. This right, however, is conditioned upon the student's willingness to obey reasonable rules and regulations. The District directs rules, regulations, and disciplinary actions toward serving the educational needs of all students. The Legislature authorizes the School Board, which in turn delegates to the Administration, 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.

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

In the enforcement of rules and regulations, students shall be entitled to the due process rights as prescribed in this Handbook as well as in District policies and administrative regulations.

12.2 Student Responsibilities

It is the responsibility of the student to:

1. Attend school daily, except when ill or otherwise excused, 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, to take into consideration the feelings of others, and to not interfere with the rights of others.
5. Conduct themselves 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 the matter.
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 complaints to the Administration.
9. Question, review, and understand current policies.

13.0 COMPLAINT PROCEDURE

The Board recognizes that students and parents/guardians may have concerns regarding the professional staff, support staff, or the instructional program. Therefore, the Board has adopted policies and administrative regulations for the public to follow in making complaints. Upon request, interested persons may obtain from the Administration copies of these policies and supporting regulations: BP 1312 Public Complaints Concerning the Schools, BP 1312.1 Public Complaints Concerning School Personnel, BP 1312.2 Public Complaints Concerning Instructional Materials, and BP 1312.2 Public Complaints Concerning Discrimination. In general, the following guidelines should be observed:

1. If the problem involves a teacher or other school employee, the complaint should go to the teacher/other employee first.
2. If the problem cannot be resolved with the teacher/other employee, the complaint should go to the Principal.
3. If the Principal cannot resolve the problem, or if the problem involves the Principal Teacher, the complaint should go to the Superintendent.
4. Efforts will be made to resolve the problem at the lowest administrative level possible.
5. If the above process does not result in a resolution of the problem, the complainant should ask to have the item included on the agenda of the next regular Board meeting. The Board's decision will be final.

14.0 STATEMENT OF UNDERSTANDING

HYDABURG CITY SCHOOL DISTRICT
P.O. BOX 109
HYDABURG, ALASKA 99922
PHONE: 907-285-3491

STUDENT AND PARENT HANDBOOK
STATEMENT OF UNDERSTANDING
2019 – 2020

Parents/Guardians Name(s)

Student's Name(s) (List all students in your family.)

Student. I understand and agree to abide by the procedures, guidelines, rules, and regulations included in this Handbook. I further acknowledge that I understand the penalties for rule violations while enrolled in Hydaburg City School District.

Parents/Guardians. As the parent or guardian of a child/children enrolled in Hydaburg City School District, I/we acknowledge that I/we have read the Student Parent Handbook including the procedures, guidelines, rules, and regulations therein and I/we agree to assist my/our child/children to obey the procedures, guidelines, rules, and regulations included in the Handbook. I/We further acknowledge that I/we understand the penalties for rule violations.

Student's Signature(s) (Signatures of all students listed above.)

Parent's/Guardian's Signature(s)

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