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***NOTICE OF NON-DISCRIMINATION:**

As a recipient of federal funds, the Craig Elementary and Middle School has a continuous obligation to comply with the following federal regulations: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, in all activities, services, programs, and employment.

The Craig Elementary and Middle School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs/activities and provides equal access to the Boy Scouts of America and other designated youth groups. The following individual has been designated to handle inquires regarding the non-discrimination policies of the Craig City School District:

Jack Walsh, Superintendent
P.O. Box 800; Craig, AK; 99921
(907) 826-3274 ext. 3003

Letter from the Principal

Dear Students, Parents, and Guardians:

Welcome to the **2016-2017** school year at the Craig Elementary and Middle School! The entire staff is committed to providing the best possible educational opportunities for our students. It is our goal that all students are successful and that all students enjoy learning; therefore, we are dedicated to working as a team with students, parents/guardians, and the community.

This handbook will be a useful reference for you throughout the school year. Please familiarize yourself with the policies and procedures outlined in the handbook. **The last page is to be signed by the student(s) and a parent/guardian and returned to the school offices for our records.**

As you are reading through the handbook, please keep in mind that each student has the right to a safe and healthy learning environment, as well as the right to pursue his/her education without interference. Also, keep in mind that teachers have a right to teach without interference as well. Maintaining an attitude of respect along with responsibility in following school policies and procedures will ensure that these rights are protected.

Best wishes for an exciting and successful year. Please feel free to contact the school if you should happen to have questions and/or need assistance during the school year. Student success in school is dependent upon a strong relationship between the school and the home. Hence, I genuinely thank you in advance for partnering with the Craig Schools; I look forward to a great year with great students!

Respectfully,

Jackie Hanson
Principal, Craig Elementary & Middle School

Craig City School District Mission Statement

The Craig City School District is dedicated to providing a meaningful, comprehensive, and engaging education to all students so they participate responsibly in the global society.

A Global Citizen is a person fully able to engage productively and effectively with the global academic, business, civic and cultural environments by possessing and demonstrating:

- ❖ Excellent written and oral communication skills
- ❖ The ability to work effectively in teams
- ❖ A mastery of common business technology tools
- ❖ The ability to analyze and solve complex problems
- ❖ The sensitivity and skill necessary to succeed in a culturally diverse global environment
- ❖ The flexibility to accept and initiate change

It is the objective of the Craig City School District to ensure that 100% of students will:

- ❖ Be involved in the learning process
- ❖ Perform at their maximum learning potential
- ❖ Be engaged with community involvement as part of their educational process
- ❖ Graduate prepared for post-secondary success

The Craig City School District believes that:

- ❖ All students can succeed
- ❖ Every student deserves an advocate
- ❖ Cultural diversity is essential in supporting our mission
- ❖ Educational rights and responsibilities must be balanced
- ❖ Student achievement is dependent upon a unified staff, community, and school board
- ❖ Every student deserves the opportunity to receive the highest-quality education through worthwhile learning objectives
- ❖ There should be several pathways to provide for post-secondary options
- ❖ Community and family involvement is vital to student success

Craig City School District Disclaimer

Rules cannot be written to cover all behaviors in all situations. School personnel may need to assess and address a given situation and take action (which may include disciplinary action) in light of the school's mission statement as well as school board policies and state/federal laws/regulations.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

Craig Elementary & Middle School Office Hours

Craig Elementary & Middle School office hours on regular school days are 7:45 a.m.-3:45 p.m. Monday through Friday.

Craig Elementary & Middle School Schedules

The school day for Kindergarten to 5th grade starts at 8:00 a.m. and ends at 2:45 p.m., except for Friday(s); on Friday the school day will end at 1:45 p.m.

The school day for 6th to 8th grades starts at 7:58 a.m. and ends at 2:45 p.m., except for Friday(s); on Friday the school day will end at 1:45 p.m.

Doors at both ends of the elementary and middle school buildings will open at 7:45 a.m. Students may then wait in the foyer/commons until 7:58 a.m. at which time they may go to their classrooms. Students will not be supervised until 7:45 a.m. at the school; however, if students are dropped off earlier than this time, they may wait in the covered area at the front of the buildings or on the back playground at the elementary or back stairs at the middle school. If students are waiting at the front (main) entrance, they need to make sure that they are not interfering with traffic. **Please remember there is a drop-off zone on Port Bagial Road on the east edge of the school property.**

Elementary (K-5) Daily Schedule:

8:00-2:45 p.m. (Monday-Thursday)
8:00-1:45 p.m. (Friday)

Middle School (6-8) Daily Class Schedule:

(Monday-Thursday)		(Friday)	
1 st Hour	7:58-8:43 a.m.	1 st Hour	7:58-8:38 a.m.
2 nd Hour	8:46-9:31 a.m.	2 nd Hour	8:41-9:21 a.m.
SNACK	9:31-9:43 a.m.	ADVISORY	9:21-9:31 a.m.
3 rd Hour	9:46-10:31 a.m.	SNACK	9:31-9:41 a.m.
4 th Hour	10:34-11:19 a.m.	3 rd Hour	9:43-10:23 a.m.
5 th Hour	11:22-12:07 p.m.	4 th Hour	10:26-11:06 a.m.
READING	12:10-12:35 p.m.	5 th Hour	11:09-11:49 a.m.
LUNCH	12:35-1:09 p.m.	6 th Hour	11:52-12:32 p.m.
6 th Hour	1:12-1:57 p.m.	LUNCH	12:32-1:02 p.m.
7 th Hour	2:00-2:45 p.m.	7 th Hour	1:05-1:45 p.m.

Elementary & Middle School Daily Lunch Schedules:

K, 1 st , 2 nd , 3 rd Grades	10:55-11:35 a.m.
4 th & 5 th Grades	11:45-12:25 p.m.
6 th , 7 th , 8 th Grades	12:35-1:09 p.m.

Craig Elementary & Middle School Personnel

School Board Members:

Dolores Owen	Board Chair
Scott Brookshire	Vice Chair
Sarah Altland	Secretary
Bob Claus	Board Member
Jen Creighton	Board Member
Senior Class President	Student Board Representative

Administration & Central Office Staff:

		Ext.
Jack Walsh	Superintendent	3003
Jackie Hanson	Elementary & Middle School Principal	3005
Kim Brand	High School Principal	2003
Cindy Bennett	Business Manager	3004
Melinda Bass	Accounts Payable/PACE Coordinator	3006/3039
Lani Johnson	Elementary Secretary	3001
Karen Packer	Middle School Secretary	3002
Melissa Walters	K-12 Counselor	3022/2002
Brad King	Curriculum, Evaluation, Assessment, & Grants Director	3040
Zack Scheidecker	Maintenance/Transportation Director	3009
Kristine Cervera	Nutrition Services Director	3034
Cheryl Bobo	Technology Director	3036
Karen Cleary	CTE Grant Director	3001
Jennifer Hilder	Special Education Coordinator	3032
Dina Merchant	SOAR Grant Coordinator	3022

Elementary & Middle School Certified & Classified Staff:

<u>CEMS Certified Staff</u>	<u>Ext.</u>	<u>CEMS Classified Staff</u>	<u>Ext.</u>
Adams, Aly - Elem Teacher	3027	Beckman, Grace - SpEd Paraprofessional	3032
Anderson, Blaire - Elem Teacher	3028	Brown, Wendy - SpEd Paraprofessional	3032
Andrews, Josh - MS Teacher	3079	Bueno, Emily - SpEd Paraprofessional	3018
Ballou, Katie - Elem Teacher	3030	Cass, Perry - Bus Driver	3001
Bennett, Karri - Title I Teacher	3025	Chaffee, Maren - SpEd Paraprofessional	3018
Glore, Cindy - Elem Teacher	3033	Coats, Lila - Nutrition Service Assistant	3034
Fairbanks, Ronnie - MS Teacher	3077	Coats, Melissa - SpEd Paraprofessional	3032
Hanson, Chuck - K-8 H.PE Teacher	3015	Grieve, Jared - Network Technician	2005
Head, Debbie - SEALS Teacher	3078	Horner, Myla - Nutrition Service Assistant	3034
Hilder, Jennifer - SpEd Teacher	3032	Nelson-Weaver, Carmel - SOAR Grant Tutor	3022
House, Christy - Elem Teacher	3026	Pierce, Don - Bus Driver	3001
James, Vanessa - Elem Teacher	3029	Robertson, Neva - SOAR Grant Tutor	3022
Long, Justin - K-12 Music Teacher	3013	Seal-Uttke, Noel - Custodian	3002
Penrose, Pam - SpEd Teacher	3018	Stevens, Jim - Maintenance Assist/Bus Driver	3009
Pierce, Lorraine - Elem Teacher	3076	Thibodeau, Vera - Computer Tech II	3037
Richardson, Brandy - Elem Teacher	3031	Tipton, Jeannie - Library Paraprofessional	3073
Seibel, Bill - MS Teacher	3080	Uttke, Cory - Custodian	3001
Wood, Courtney - MS Teacher	3019	Vickers, Amanda - SpEd Paraprofessional	3031
Yates, Julie - SOAR Grant Mentor	3022	Yates, Elena - SpEd Paraprofessional	3022
Yenna, Hollis - MS Teacher	3016		

Craig Elementary & Middle School Personnel Contacts

All school employees may be contacted through district email. The email addresses are as follows: first name initial, full last name, @craigschools.com.

***For example:** Jackie Hanson's district email address is: jhanson@craigschools.com

I. GENERAL INFORMATION

A. Student Rights, Responsibilities, & Expectations

Student Rights

Each student has:

1. The right to a basic education.
2. The right to due process.
3. The right to be treated with respect.
4. The right to confidentiality of records.
5. The right to hold and to appropriately express opinions.
6. The right to participate in approved and appropriate school programs.
7. The right to attend school without fear of harassment, intimidation, discrimination, or harm.
8. The right to be safe.

Student Responsibilities

Each student is:

1. To be aware of school rules, understand them, and obey them at all times.
2. To be present and to make an honest effort during all regularly scheduled classes.
3. To refrain from any behavior disruptive to the learning process.
4. To respect the dignity and worth of every individual and the rights of others.
5. To dress and appear in a way that meets reasonable standards of health, cleanliness, safety and decency.
6. To take pride in the school.
7. To be responsible for his/her behaviors and actions.
8. To be responsible with district-owned laptop computers.

Student Expectations

Each student is expected to be familiar with the information and guidelines contained in this handbook. These expectations have been developed through the efforts of staff members, parents/guardians, community members, and students.

Each student is expected to:

1. Follow reasonable staff and school directives with respect - the first time asked.
2. Hold to a high moral standard, which is set for students and our school. Harassment, physical/emotional harm, embarrassment, obscenities, put downs, and back talk are not acceptable.
3. Respect others and their property. Keep hands, feet, and other objects to yourself.
4. Maintain an educational atmosphere that revolves around good manners, respect for others, and taking pride in our school.
5. Be on task and work in a manner that does not detract from the education of others.

B. Comment on School Authority

Both the Alaska Legislature and the State Board of Education have given to public schools the authority to establish rules which restrict student behavior while in school, while traveling to and from school, while participating in school events, and while traveling to and from school events.

The Board of Education of the Craig City School District has enacted policies that govern students' behavior. In addition, the school board has authorized the administration to develop rules that are in keeping with its policies. When enrolled in the Craig City School District, students accept these policies as a condition of enrollment.

C. Comment on Due Process

Due Process is a procedure, which the Supreme Court has directed to be a part of any school policy and procedures dealing with student rights. Due Process recognizes the right of the student to appeal a decision made by the coach, chaperone, sponsor, teacher, or administration. The Due Process steps are outlined below and are a procedure for the student and his or her parent/guardian to follow in appealing decisions relating to rule infractions. Students and parents will be expected to follow the Due Process procedures to insure that all student rights are acknowledged under the law.

D. Complaint Procedure(s)

In order to promote fair and constructive communication, procedures have been developed that govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to resolve concerns with staff members personally.

- ❖ No anonymous correspondence shall be considered
- ❖ Complaint forms are available in school offices
- ❖ Complaints to be considered officially by the administration or the school board shall be in writing
- ❖ Complaints will be investigated by the administration before consideration and/or action by the school board

School Board Policy 1312 advises the public that the proper channeling of complaints involving personnel, instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

The board encourages those with complaints to bring problems to the board only after the proper channeling procedure has been followed and only after the complaint(s) have been first considered by the superintendent. Complainants should consider and accept the superintendent's decision as final. However, the complainant may request the opportunity to address the school board regarding the complaint if they so choose.

E. Admission Age

A child, **five (5) years** of age **on or before September 1**, may be admitted to Kindergarten. A child, **six (6) years** of age **on or before September 1**, may be admitted to first grade. The Board authorizes the admission of students under school age who exhibit the ability to perform satisfactorily, including advancement through the curriculum or grade level by the following year (CCSD BP 5111). Consideration for early admission to kindergarten will be given to children who will be five (5) years of age between September 1 and October 1 of the school year for which admission is sought. Consideration for early admission to first grade will be given to children who will be six (6) years of age by September 1st of the school year for which admission is sought. Additional information on the district's procedure for determining eligibility for early admission may be obtained at the elementary office.

F. Immunization Requirements

Upon initial entry to school, each student's parent or guardian must provide the school with an up-to-date immunization record in accordance with Alaska Law. New students must have a complete immunization record as well. Continuing students need to keep current on immunizations required by law. If your child needs an immunization, please contact your doctor or the Craig Public Health Center at 907-826-3433.

G. Enrollment Requirements

To enroll in school for the first time, a student needs:

1. Proof of up-to-date immunizations or an original and completed immunization exempt form with the appropriate signatures. **Alaska State law requires this before any student is allowed to attend school.**
 - ❖ **All children must be immunized against the following: Diphtheria, Hepatitis, Measles, Pertussis, Polio, Rubella, and Tetanus.**
2. A copy of the child's official birth certificate is required for all students entering school. Parents or guardians will have up to 30 days to provide evidence of age.
3. Updated emergency locator information is needed so schools can contact parents during the day. Parents should keep the school informed about their daytime phone number and also the name and number of an alternate contact.
4. Additional information requested will include: residence and mailing address, last school attended, medical history, parent/guardian employers, parent/guardian contact information, and student ethnic origin.

H. Classroom Placement

The school attempts to place students in the best possible teacher/class environment. Parents may request in writing that their child be assigned to a certain class. The letter must be signed and dated by May 1st with a reason stated for the request. Class placements are based on academic level, balanced gender ratios, learning styles, ability, and social considerations. The final decision

regarding which placement is in the best academic interest of your child(ren) will be made by the school staff and administration.

I. Communicable Diseases

Craig Elementary and Middle School students, who are afflicted with a communicable, contagious, and/or infectious disease or who are likely to transmit such a disease will be excluded from school. These include, but are not limited to: head lice, hand/foot/mouth disease, impetigo, pink eye, ringworm of the scalp, scabies, and confirmed cases of strep. In addition, a student must not attend school if he/she shows any of the following symptoms: breathing difficulties, frequent cough or nasal discharge, diarrhea, vomiting, and/or fever. Parents/guardians are encouraged to keep their children home with a fever until twenty-four (24) hours after the fever breaks.

If a student at school exhibits any of the above-listed symptoms, the parent/guardian will be notified and asked to pick up the student. The student will be readmitted upon written notification from a health professional attesting to their recovery and non-infectiousness and/or after the infectious period has passed.

J. Medications

Craig City School District personnel shall **not** dispense or administer any medication to students without prior written authorization and instructions provided by a health care provider as well as written authorization of parents/guardians, except where, in the judgment of medical personnel, emergency provision of medication is necessary to prevent serious harm to the student. The District may decline a request for administration of medication if the principal or superintendent determines that compliance with the instructions for providing the medication would be unreasonably difficult or burdensome for personnel or that questions of health or safety make compliance inadvisable.

K. Directory Information

The Craig City School District may release student directory information including the student's name, address, telephone, date and place of birth, parent/guardian's name(s), participation in officially recognized activities and athletics, weight and height of the athletic teams, dates of attendance, awards received, grade point average, rank in class and most recent previous educational agency or institution attended by the student. Parents/guardians and/or students have the right to refuse permission for the release of information in any or all of these categories by providing written notification to the principal prior to September 15 of each school year or within two weeks of enrollment if after that date.

L. Public Forum

The Craig Elementary and Middle School are **not** public forums. Anyone interested in posting signs or notices, distributing leaflets or other information, advertising, and/or addressing students or staff within the school buildings or on school grounds must obtain prior permission from the building principal.

M. Dropping-Off & Picking-Up Students

Craig Elementary School: When dropping-off and picking-up students at the Craig Elementary School, drivers should stay in the right-hand lane. This is the pick-up and drop-off lane. Please do not leave your car unattended. A driver must be in the car at all times when in the driving circle. If you must leave your car, please park in one of the parking lots or designated “Visitor Parking” spaces. **Please keep entrances to the parking lot open so others can get in and out. The left lane of the driving circle is for through traffic only; please do not stop in this lane. A recent option is a pull out behind the playground on Port Bagial Boulevard. This option may be considered quicker than the usual driving pattern.**

Craig Middle School: When dropping-off and picking-up students at the Craig Middle School, drivers should utilize the lower parking lot. Please do not leave your car unattended. A driver must be in the car at all times when passing through the lower level parking lot. If you must leave your car, please park in one of the “Visitor Parking” spaces in the lower level parking lot. Please note, the parking spaces at the Middle School are limited, so please park carefully beside the car next to you in order to maximize the space so that more cars can be accommodated. **In addition, please refrain from parking up on the top parking lot or in the designated “Fire Lane” areas (by the fire hydrant) as it presents a safety hazard and is against fire code/regulations.**

N. School Boundaries

The Craig Elementary and Middle School campus boundaries run from the south edge of the Craig/Klawock Highway, south along Port Bagial Boulevard, along the north edge of Water Tower Road, north along the west edge of School Road.

The Craig Elementary and Middle School are Drug-Free Schools. Boundaries regarding Drug Free School Laws extend five hundred (500) feet beyond campus boundaries. The Drug Free School boundaries are in effect for all district school buildings including the PACE Center. Several legal penalties are in place for any person in possession of drugs and other controlled substances within this zone.

O. Closed Campuses & Passes for Leaving

The Craig Elementary and Middle School are closed campus facilities. Students are not permitted to leave the school grounds once the student has arrived at school. If a student needs to leave, that student must check out with office personnel. Students who sign out at the office must have parent/guardian permission and must also check in with office personnel upon return. Students who fail to follow this procedure will be considered truant and may receive disciplinary action including detention and/or suspension.

P. Leaving School Early & School Messages

It is understood that your child may need to leave school before dismissal time on occasion. Please call the elementary/middle school office ahead of time or notify the office and teacher in writing. **In addition, please communicate after school plans with your child before school.** In the event that you need the elementary/middle school office to get a message to your child before the end of the day, please call before 2PM Monday - Thursday or 1PM on Friday.

Q. Field Trips

Field trips help connect student learning to resources in the community. Parents/guardians are asked to sign a blanket field trip permission form at the beginning of the school year. Field trips that are specific and/or are out of the ordinary will require special permission. In addition, the classroom teacher will notify the student(s) - as well as the parent(s)/guardian(s) - before all such trips take place. Parents/guardians are always encouraged to attend field trips as chaperones.

R. Nutritional Snacks & Meals Program

The Craig City School District supports healthy eating and physical activity for all students. All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Foods and beverages provided through the National School Breakfast and Lunch Programs shall comply with federal nutrition standards under the School Meals Initiative. Parents/guardians are encouraged to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards established by the district.

The Craig City School District participates in the Federal Free and Reduced Lunch Program. Forms are available at the elementary and middle school office or on the district website. Breakfast/Snack costs are \$1.50 (K-8) and \$2.00 (9-12). Lunch costs are \$2.50 (K-8) and \$3.25 (9-12). A single milk for those who bring their lunch is \$.50. Adult lunches are \$5.00. Each student will be assigned a hot lunch number when they pay for their lunches.

The Craig Elementary and Middle School are closed campuses. Students are allowed only in authorized areas of the school campus during their lunch period. Students are not allowed in the area behind the school, in the parking lots, or outside the campus boundaries. Students may go off-campus for lunch **only when** a parent or legal guardian picks them up at the school office or when a special privilege has been given by administration.

S. Volunteers

Volunteers are a mainstay of our school program! Please contact your child(ren)'s teacher or the PTSA if you have time and talents to share; we need you and your talents in our school. Please remember that **all** volunteers will need to check-in/sign-in at the elementary or middle school office.

T. Classroom Visitation

Parents/guardians are welcomed into their child's classroom. Parents/guardians are also encouraged to volunteer in the classroom. Before you come into the classroom, please **contact your child's teacher** to make arrangements and be sure to **check-in/sign-in at the office**. In addition, please understand that the teacher will be engaged with your child and others and may not be able to visit or to conference with you about your child's progress in school during class time. Teachers are more than happy to schedule individual conference times with parents/guardians outside of instructional time. Please contact your child's teacher if you would like a conference.

Although we encourage parents to visit the classroom, **we are unable to accommodate younger siblings during class time**. Your cooperation with this policy is appreciated.

U. Dress Code

Student attire/dress and fashion accessories must be appropriate for school and must not be disruptive or a distraction to the educational process.

Attire/dress and fashion accessories containing any type of profanity, abusive language, racism, violence, weapons, nudity (real or in caricature), promotion of drugs, alcohol, and/or tobacco products are prohibited. Blouses/shirts and pants/shorts/skirts that expose any portion of the waist, midriff, hips, and/or undergarments are not allowed. Fashion accessories and/or apparel that could be - or are - recognized as weapons, including chains exceeding twelve (12) inches, are not allowed. Hats are to be removed and hoods are to be put down before entering the school building.

All attire/dress must be decent, clean, healthy, sanitary, and safe. Pajamas, pajama bottoms, and slippers are prohibited. Flip-flops, slides, and/or any other open-toed shoe must be worn with socks.

A student wearing inappropriate attire/dress will be required to change. A student wearing an inappropriate fashion accessory will be required to remove the accessory.

V. Personal Electronic Devices

In order to minimize distractions, academic dishonesty, and theft, all personal electronic devices (mp3 players, cell phones, ipads, personal laptops, etc.) are to be turned off and stowed away during the regular school day. Use of personal electronic devices is only allowed before and after school. Under no circumstances are personal electronic devices to be used in the cafeteria, library, or gymnasium.

Students bring personal electronic devices to school at their own risk. The CCSD and its faculty/staff will accept NO responsibility for any damaged, missing, lost, or stolen personal electronic devices.

W. Craig Elementary School Party Invitations

In order to avoid hurt feelings in the Craig Elementary School, please **do not** send party invitations with your child(ren) unless the **entire class** is to be included.

X. Craig Middle School Lockers & Locks

Craig Middle School students will be assigned a locker and a lock by the office. Students bear all responsibility for loss of personal belongings or for loss of books and other items issued by the school. The district accepts no responsibility for theft from lockers. Lockers are to be kept clean and in order. Any decorations must be able to be taken off the locker cleanly. Do not leave valuables in lockers, coats, or pockets. Valuables that must be brought to school can be checked in at the office. Lockers and locks are school district property; therefore, school personnel will remove personal locks if they are placed upon school lockers. **School officials may search property or the facility provided by the school, including lockers, and seize property that is deemed injurious or detrimental to the safety and welfare of others.**

Y. Fees

At the Craig Elementary and Middle School, fees will be charged for lost or damaged school materials, equipment, and/or property. School materials, equipment, and/or property include: textbooks, library books, language arts novels, laptop computers, laptop chargers, laptop cases, laptop accessories, musical instruments, lockers, and locks.

Band students will be charged a yearly rental fee for band instruments. The first student in a family is charged \$25.00. The second student in a family is charged \$10.00 as is each student in the family thereafter. Percussionists purchase their own sticks and pay a \$10.00 rental fee. These fees are non-refundable.

The activity fee for middle school athletics is \$25.00 per student per sport. The activity fee maximum per student per year is \$50.00 and the activity fee maximum per family per year is \$100.00. These fees are non-refundable and are required prior to the student participating in the first athletic event/game. It is important to note that this is not a participation fee that guarantees any playing time or level of participation, rather it is a payment required of all students rostered in that particular activity/sport.

All fees and charges must be made promptly. Students will not be allowed to participate in or attend extra-curricular activities or special events if they have outstanding accounts. No additional materials or items will be issued and report cards as well as transcripts will be held in the office until all outstanding fees are paid (CCSD Board Policy 5125.3).

Z. Bus/Van Regulations, Expectations, Schedules

Because the behavior of passengers can directly affect their safety and the safety of others, the following basic safety rules apply at all times when students are riding in a school van or bus, including when on field trips. School personnel, parents/guardians, chaperones, sponsors, and the students themselves all must see that the rules below are followed. Riders shall follow the instructions and directions of the driver at all times.

The principal or designee shall inform parents/guardians and students regarding regulations related to bus/van conduct, driver authority, and the suspension of riding privileges. Please keep in mind that bus/van transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the vehicle. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

Bus/Van Expectations:

1. Riders should arrive at the bus/van on time and stand in a safe place to wait quietly to enter the vehicle.
2. Riders shall enter the bus/van in an orderly manner and go directly to their seats.
3. Riders shall remain seated while the bus/van is in motion and shall not obstruct the aisle with their legs, feet, or other objects.

4. When reaching their destination, riders shall remain seated until the bus/van stops and only then enter the aisle and go directly to the exit.
5. Riders shall be courteous to the bus/van driver and to fellow passengers.
6. Serious safety hazards can result from noise or behavior that distracts the bus/van driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, drinking, standing, and changing seats are prohibited actions which may lead to suspension of riding privileges. Only at the bus/van driver's discretion may eating may be allowed in the vehicle.
7. No part of the body, hands, arms, or head should be put out of the window of the bus/van. Nothing should be thrown from the vehicle.
8. Riders shall help keep the bus/van clean. Riders shall not damage or deface the vehicle or tamper with bus/van equipment.
9. No animals or insects are allowed on the bus/van.
10. Riders should be alert for traffic when leaving the bus/van.

Riders who fail to comply with the above rules shall be reported to the principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. **In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.**

Bus Schedules:

Downtown: Bus #1	Port St. Nick: Bus #2	Klawock/Hollis: Bus #3
~7:26 am: 9 th & Water Street ~7:30 am: East Beach & Cedar Street ~7:34 am: Craig City Gym ~7:36 am: 9 th & Water Street ~7:39 am: Shelter Cove Lodge ~7:43 am: Achten Court ~7:48 am: Craig Elementary School ~7:53 am: Craig High School	~7:15 am: 5.2 Mile Shelter ~7:23 am: Old Nursery ~7:28 am: 2 Mile ~7:33 am: Upper Shaan Seet ~7:34 am: Lower Shaan Seet ~7:37 am: Craig High School ~7:43 am: Craig Elementary School	~6:55 am: Aurora Street ~6:57 am: Peninsula ~7:03 am: Harris River East/26 Mile ~7:20 am: 12 Mile ~7:29 am: K Street Klawock ~7:30 am: Black Bear ~7:33 am: Spring Street ~7:39 am: Craig High School ~7:46 am: Craig Elementary School

Reverse routes after school for Bus #2 and Bus #3
 Elementary-Middle School
 Monday-Thursday leave @ 2:55 p.m.
 Friday leave @ 1:55 p.m.

II. ATTENDANCE

A. Compulsory Education

(Alaska State Statute 14.30.010)

School attendance is required under the Compulsory Education Alaska State Statute 14.30.010. Every child between seven (7) and sixteen (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 at age six (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 seven (7) and sixteen (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.

Research shows that attendance is the single most important factor identified in school and student success. The responsibility for regular school attendance lies with the student and his/her parent/guardians. Maximum success in school is highly correlated to a total commitment to attendance at school. The following attendance regulations and policies are based upon this major factor.

B. Attendance Regulations

The Craig City School District believes that active participation in many opportunities to learn, paves the way to a successful school experience. While learning can and does take place away from school in many settings, student success is directly related to school attendance and time spent with teachers. Maximum success in school calls for a total commitment to attending school. Students who are not in attendance cannot experience the same academic opportunities that are presented in the classroom. School attendance also provides opportunities for emotional growth and development of appropriate social skills and interactions.

The Craig City School District is obligated to enforce the compulsory school attendance law of the State of Alaska. We believe that responsibility for regular attendance lies with the parent as well as the student. District attendance regulations will be observed to assist in promoting maximum student success in school.

C. Minimum Attendance Limit

In order to gain academic credit and be promoted to the next grade level, a student can miss no more than 20 days of school per semester. The school administration shall notify the parent/guardian when the 20-day limit is approached. All excused and unexcused absences are considered in the calculation of a student's absence record. Absences due to an academic, credit bearing class and/or state or national competition from the result of a qualifying event or special selection do not count toward this limit. The principal may, in exceptional circumstances, grant a waiver to exceed this number. Exceptional circumstances are defined as serious illness, family emergencies as the death of an immediate family member, or circumstances otherwise determined by the principal to be exceptional (CCSD AR 5113).

Students who miss more than 20 days of school per semester will undergo a status review to determine continued attendance. In addition, an incomplete (I) will be recorded with comments indicating non-attendance for that time period and appropriate school personnel or agencies will be contacted concerning issues involved with habitual absence.

Students coming into the District after being away from the District for extended periods of time, (beyond two (2) weeks without prior notification) must show proof of attendance during that year at another school. Evidence of success in alternative education such as private schooling or correspondence study relative to academic areas, will also be accepted.

D. Absences & Excuses

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian or parent-representative.
2. Conversation, in persona or by telephone, between the verifying employee and the student's parent/guardian or parent-representative. The employee shall subsequently record the following:
 - a. Name of student.
 - b. Name of parent/guardian or parent representative.
 - c. Name of verifying employee.
 - d. Date(s) of absence(s).
 - e. Reason for absence(s).
3. Visit to the student's home by the verifying employee.
4. Any other reasonable method, which establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlined above (CCSD AR 5113).

Excused Absences: When students contemplate absence for personal reasons, their parents/guardians should write the principal or designee to ask that the expected absence be excused. The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given (CCSD AR 5113).

Make up work from excused absences will be due in the amount of days absent. For example, if two (2) days are missed, work is due in 2 days. Homework pre-assigned for sports/extra-curricular travel must be complete upon return from the activity. If the pre-assigned work is not complete upon return, the teacher may require that work for upcoming travel is completed before signing the activity permission slip and that teacher is under no obligation to sign future student activity permission slips.

Unexcused Absences: If a student misses classes as a result of unexcused absences, a zero will be recorded for the work missed. The student may arrange with his/her teacher to make up the work in accordance with the individual teacher's grading policy (CCSD AR 5113).

Truancy: Unless a child 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). The parents/guardians shall be notified of any unexcused absence of their child

and informed of state compulsory attendance laws. Students experiencing difficulty with attendance shall be counseled in an attempt to alleviate the problem. The District, the parents/guardians, and the student shall work together to develop an appropriate plan for improving school attendance. Continued truancy will ultimately result in suspension. A student suspended under this provision is entitled to due process protections and appeal procedures as set forth in Board Policy and Administrative Regulation (CCSD AR 5113).

Students that are absent from their assigned classroom without teacher permission, but still within the school facility, are regarded as students skipping class. A skipping student will be considered truant and may receive disciplinary action including detention and/or suspension.

E. Planned Absences & Family Vacations

Planned absences and family vacations must be prearranged with the school in order for the absence(s) to be considered excused. Proper forms must be obtained from the school office and completed at least one (1) week prior to leaving. These forms ensure that the parent/guardian, student, and teacher(s) communicate expectations for make up work and for the time missed from school.

Make up work cannot equal the learning experience in the classroom. Teachers will provide assigned school work for up to two (2) weeks for planned absences and/or for family vacations. Upon return, credit will be given for work completed and zeros will be assigned for work not completed.

If the planned absence or prearranged family vacation is longer than two (2) weeks, absences past the 2-week period will be treated as unexcused absences. After ten (10) consecutive, unexcused absences the school/office will drop the student's enrollment. Any make up work for the school days missed prior to the 10-day drop will be given in accordance to procedures outlined above under 'Unexcused Absences.' Students who have absences due to family vacations and do not complete the required/assigned make up work may receive an incomplete (I) for the grading period on their report card.

F. Tardies & Excuses

Students are expected to be in class, seated and prepared to work on time. Students coming to class late must check in with the office and have an admit slip. Due to classes being period/hour based, after 20 minutes a tardy becomes an unexcused absence in the middle school.

An excused tardy is one caused by unanticipated extenuating circumstances which could not be avoided and when a good faith effort has been made to be on time. An excused tardy requires a note/phone call explaining the reason for tardiness. Unexcused tardies may include repeated problems such as oversleeping, clock-related problems, and other situations, which can be anticipated. Unexcused tardies may result in classroom and/or administrative disciplinary action at both the elementary and the middle school levels.

- ❖ 1st - 2nd Tardy: Notification given by teacher; consequences as outlined by classroom teacher.
- ❖ 3rd - 4th Tardy: Notification given by principal; consequences as outlined by administration.
- ❖ 5th - 6th Tardy: Parent letter/conference with principal and teacher plus the development of a plan to correct the problem.

III. EDUCATION

A. Alaska Comprehensive System of Student Assessments

(Alaska State Statute HSC.CS.SB.133)

Federal and state mandated assessments will be administered to all students according to the following guidelines:

❖ **Alaska Measures of Progress Assessments:**

Assessments administered to all district students in grades three (3) through ten (10).

B. Grading & Reporting

Grades for achievement in K through the 2nd grades shall be reported each marking period as follows:

O	Outstanding Achievement
S	Satisfactory Achievement
N	Needs Improvement

Grades for achievement in 3rd through 8th grades shall be reported each marking period as follows:

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	0.0 grade points
I		Incomplete	0.0 grade points

Whenever it becomes evident to a teacher that a student is in danger of failing a class, the teacher shall contact the parent/guardian.

Students who receive an incomplete (I) on their report card are allowed two weeks to make up work for the marking period. Grades to replace incompletes will be calculated no later than two weeks after the grading period. Any assignments not completed within that time period will receive a zero and will be used in the calculation of the quarter grade for the class. Incompletes will not be given for the end of the 2nd or 4th marking periods (semester). Students who have an incomplete at the time the honor roll is published will not be published in the honor roll.

C. Report Cards & Progress Reports

Report cards will be sent home at the end of each quarter unless a conference is scheduled at that time. The parents/guardians should review report cards and progress reports immediately; any questions should be directed to the classroom teacher.

D. Parent Teacher Conferences

Parent teacher conference days will be held twice during the school year, during the first (1) and third (3) quarters. Additional conferences with additional teachers may be requested at any time.

E. Special Education Program

The Craig City School District is committed to providing the best possible education for all our students, including those with special challenges. A child who is challenged is one who, through evaluation, is found to differ academically or behaviorally from most children of the same age. These children are eligible for Special Education, which consists of specially designed instruction to meet the child's unique needs.

The goal is to have every child who is challenged in some way(s) enrolled in a program that is as similar as possible to the program attended by his/her peers - while still meeting the educational needs of all children. The Craig City School District has many quality services for children who experience challenges.

Determining Eligibility:

The responsibility of finding children who are challenged rests with the District, but anyone, including parents, can refer a child for evaluation. The District also sponsors "Child Find", a screening program to identify those children who may be in need of Special Education. Parents and teachers both are instrumental in identifying those students from ages three (3) through twenty-one (21) who might qualify.

Psychological Tests:

These will be administered only after students have completed a referral process and parental consent has been obtained. Tests will be given only by certified school psychologists and in compliance with law. This ensures quality psychological services and protects the educational rights, dignity and privacy of students and parents/guardians.

Least Restrictive Environment:

By law, a child must be placed in surroundings that are as similar as possible, considering the nature of the child's individual needs, to the environment of the regular classroom.

Resource Rooms:

There are special education resource teachers for those students who, because of challenges, require greater academic support than can be provided in the regular classroom. The amount of time spent in the resource room and the program followed there depends on the student's individual needs as determined by a Child Study Team.

Support Services:

These services assist children who have disabilities to benefit from special education, including Child Study Teams, psychological services, speech and language therapy, physical therapy, occupational therapy, and/or vocational education. The Craig community also has community agencies and support groups to help children with challenges and their families as well.

F. Special Programs

Gifted & Talented Program:

The GT Program is an advanced academics program that works one-on-one with students who excel in their academic ability(s). Participation is invited to children based on eligibility.

Title I Program:

The Craig Elementary School is a Title I School. Title I funds are used to provide one-on-one or small group instruction with students whom need additional support with their academics. Participation is invited to children based on eligibility.

Apple Laptop 1:1 Program:

The Craig Elementary School has computer carts consisting of Macintosh laptop computers. Opportunities to experience supplemental curriculum and technological integration are available through various early childhood learning software packages as well as integrated word processing, spreadsheet, database and drawing programs. The Craig Middle School participates in the Apple 1 to1 Student Laptop Program. Each student in middle school - grades 6 to 8 - is checked out a laptop. After students and their parents/guardians successfully complete the introductory icompute technology course, they may utilize their laptops at school as well as at home.

Health/P.E./Swimming:

The Craig Elementary School students participate in physical education classes at least two (2) times weekly. Each class also has two (2) swimming sessions at the Craig Aquatic Center. More information about the swimming program will be available through your child's teacher. The Craig Middle School students participate in health and physical education classes daily. The middle school students may also participate in swimming sessions at the Craig Aquatic Center.

Music:

The Craig Elementary School students, Kindergarten through 5th grade, participate in music classes daily. In 5th through 8th grade, students become involved in the instrumental program. In 5th grade band is required for the year. In 6th grade band is required for the first semester.

S.E.A.L.S.:

The Southeast Alaska Lifestyles Studies program, rich in local culture, includes weekly instruction in Native legends, art, design, regalia, food and language.

Library:

The Craig Elementary School Library provides materials to students, parents/guardians, and teachers, which support the curriculum and offer a wide variety of books for recreational reading.

Craig Middle School Electives:

The Craig Middle School is proud to offer middle school students a variety of electives to choose from each quarter. Not only are elective courses an important part of the Craig Middle School curriculum, but each individual course is designed to enhance interest-learning exploration, in which the courses become a highly-anticipated benefit of attaining middle school status. A middle school orientation is held at the beginning of each school year for 6th to 8th grade students and their parents/guardians. The orientation will answer potential student and parent/guardian questions in regards to middle school programs as well as middle school electives.

G. Special Activities

The Craig Elementary and Middle School offer a variety of special activities throughout the school year for children in different grade levels. The Spelling Bee, Geography Bee, and Battle of the Books are all practiced in the classroom before the competition. Winners may compete at the school, regional, state and even national levels.

H. Honor Assemblies

Honor assemblies are held quarterly, in which certificates are awarded to students in the Craig Elementary and Middle School who have acquired Perfect Attendance and/or qualify for the Honor Roll. The classroom teachers may also give special recognition(s).

Each quarter the Craig Elementary and Middle School will post the recipients of Perfect Attendance. All absences and tardies with the exception of school related activities shall be counted in computing eligibility for perfect attendance. **A student must have zero (0) absences and zero (0) tardies in order to qualify for perfect attendance.**

Each quarter the Craig Elementary and Middle School will post Honor Rolls. All courses shall be counted in computing eligibility for the Honor Roll. To qualify for the High Honor Roll, a student must have a grade point average of 3.5 or better in a minimum of (4) graded classes. To qualify for the Honor Roll, a student must have a grade point average of 3.0 to 3.49 in a minimum of four (4) graded classes. In addition, students may not have a D or an F in any class during the quarter.

I. Technology Guidelines & Expectations

The Craig Elementary and Middle School is proud of the technology department and what we can offer the students. Technology guidelines and expectations of laptop/computer use are posted and a handout is made available to the students at the beginning of each school year. All students must sign an Acceptable Use Agreement Form as well as an Internet Computer Use Policy Form and agree to the technology use guidelines.

General Technology Expectations:

- ❖ School laptops are not to be loaned or leased to other parties
- ❖ All students must sign an Internet Computer Use Policy and agree to its guidelines
- ❖ No student software may be loaded on school laptops or computers
- ❖ Accessing or attempting to access inappropriate materials (including but not limited to materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, violent, threatening, discriminatory, harassing, and/or illegal) is prohibited
- ❖ Students are prohibited from having 'explicit' tagged music on their laptops. Students with 'explicit' tagged music will lose their laptop music privilege
- ❖ Students are only allowed to view G, PG, and PG-13 movies on their laptops. R-rated, NR, Unrated, and all other rated movies are prohibited and will be confiscated
- ❖ Students are prohibited from using other users' passwords without permission
- ❖ Students are prohibited from using technology to engage in cyber-bullying activities including, but not limited to, harassing, teasing, intimidating, threatening, or terrorizing another student, staff member, or person

J. Technology Infractions

If a student misuses or damages technology equipment, they will be held to the consequences listed below. Students should have no expectation of privacy regarding the contents of computer files or electronic communications. Laptops are to be made available for inspection upon request of any staff member.

Minor technology infractions will result in the student receiving a laptop demerit. The first (1st) demerit results in a verbal warning, whereas the second (2nd) demerit results in the loss of laptop/computer privileges for one (1) day. A third (3rd) demerit results in the loss of laptop/computer privileges for 1 full week (this includes the weekend for 6th, 7th, 8th grades). Severe 1st offenses may warrant consequences designated for 2nd, 3rd, or 4th offenses. Serious infractions of vandalism or intentional damage to computers or other technology equipment will be reported to the appropriate authorities. Additionally, continued-repeated minor technology infractions and/or major and severe technology infractions will result in the following consequences:

1 st Offense	A letter to the parents explaining the student's actions and consequences. One (1) to two (2) week(s) prohibition from use of school laptops/computers.
2 nd Offense	A parent/guardian and principal conference. Two (2) to four (4) weeks prohibition from use of school laptops/computers.
3 rd Offense	A parent/guardian conference. Four (4) to nine (9) weeks prohibition from use of school laptops/computers.
4 th Offense	A parent/guardian and principal conference. Prohibition from school laptops/computers for one (1) year from the date of the infraction.

On all offenses, restitution shall be made for any equipment, technician time, or lost files due to the infraction. This restitution may be made in a manner that is agreed upon by the school, student, and the student's family. Restitution may be made by the student paying for replacement of equipment or a charge of \$50.00 per hour (1 hour minimum) for any teacher or in-house technician time needed to fix the problem, or the prevailing rate if the equipment needs to be sent out in order to be repaired.

K. Co-curricular & Extra-curricular Activities

Co and extra-curricular activities offered by Craig Elementary and Middle School are an accepted and integral part of the curriculum and can enhance other areas of education as well. Co-curricular activities may include, but are not limited to: CEMS Student Council, CEMS Geography/Spelling Bee, CES Family Night, CMS Poetry Slam, CMS Drama Night, and CMS Camp-out. Extra-curricular activities may include, but are not limited to: Cross Country Running, Basketball, Wrestling, Volleyball, CMS Dances, and CMS Lock-Ins. In co and extra-curricular activities, a student's social, emotional, and mental attitudes are enhanced and basic skills such as good sportsmanship, team play, loyalty, and respect are developed. All students are welcome and encouraged to participate in these activities. Participation is a privilege. Students are extended the privilege of representing the school as long as they are willing to accept the personal responsibility of adhering to all school rules and regulations.

Students and parents should make certain that they are well aware of the rules and obligations that participation in co-curricular and extra-curricular activities demand.

L. CMS General Eligibility Guidelines

Eligibility guidelines have been developed to support CCSD BP 6145 and CCSD AR 6145. Eligibility for students of the Craig Middle School are determined by grade with pre-arranged eligibility checks as well as by grade during mid-quarter and end of quarter. Students who receive any F's, more than one D, or any incompletes are classified as "ineligible." **Students may also be declared ineligible by a Classroom Teacher or the Principal on the basis of citizenship, unexcused absences, incompletes, or excessive misconduct.**

A student with an incomplete in any class is ineligible until a passing grade has been recorded and that student has petitioned for a grade check. The student is eligible to petition for a grade check once after the second and once after the sixth week of a quarter. Students must petition in writing to the Principal for a grade check. Students must start the new year having a minimum 2.0 GPA from the prior semester/quarter.

Each participant and his or her parent/guardian must sign and have on file a current copy of the Craig Middle School Activities Agreement. This agreement deals with eligibility, behavior, sportsmanship, attendance, demeanor, violation of laws, and the prohibition of illegal substances. This agreement is a contract and violations of the agreement will result in discipline in accordance with the Craig City School District Board Policy/Administrative Regulation and this Handbook.

A student who violates the Craig Middle School Activities Agreement while on a school-sponsored trip may receive a one (1) year travel suspension. The decision of the Principal and/or Athletic Director may be appealed to the Craig City School District Activities Review Board. A student wishing to petition a travel suspension must submit a written petition to the Principal for a review by the CCSD Activities Review Board. The CCSD Activities Review Board may amend the travel suspension after hearing the case, but in all cases, the student will not be allowed to travel for the remainder of the season currently in session. The CCSD Activities Review Board may include, but isn't limited to, following individuals: Principal, Athletic Director, Staff Member, School Board Member, Coach (whose sport is not currently in season), and Student Council Member.

Regular school attendance is required for all students. Students absent from school any part of the day of a practice, game, or event, shall not participate in that practice, game, or event, except at the discretion of the principal. Additionally, students must be in attendance the full school day preceding and following travel for an event, except at the discretion of the principal. Students serving in-school or out-of-school suspension the day of a practice, game, or event are not eligible for that practice, game, or event.

The coach or sponsor of any activity, with the approval of the Principal and Athletic Director, may set training/practice regulations, in addition to those described forth.

Due process must be completed before any sanctions are implemented. All actions taken are at the discretion of administration. Relevant circumstances and past history will be taken into consideration.

IV. DISCIPLINE

A. Disciplinary Guidelines

All students have the right to a public education in a safe and positive environment that fosters the maximum opportunity for learning. Students need to develop skills in evaluating their behaviors and gain competency in choosing appropriate behaviors - which satisfy their wants and needs while at the same time meet the basic expectations of the school and classroom.

Classroom rules, expectations, and disciplinary guidelines will be clearly communicated and posted for students in classrooms. School-wide disciplinary action may include, but not be limited to: detention, work detail, suspension, and/or restriction of privileges. Activities classified as privileges are: hall passes, intramural activities, special activities, assemblies, field trips, class parties, dances, attendance at school performances or contests, and any co-curricular or extra-curricular events.

The supervising staff member will handle behaviors which are out of line with classroom or school rules, but which are easily corrected by the student with minimal effort. Recurring behaviors, or behaviors that may severely disrupt the classroom or show disrespect to another individual, require a more serious intervention. These interventions may be handled by the supervising staff member or may require removal from the class and further disciplinary action by an administrator. Extreme inappropriate or dangerous behavior may lead to an immediate suspension from classes, either in-school or out-of-school. Any suspension from school will require an admit conference with an administrator or designee for re-entry.

It has been the desire of the community that when a student is referred for an infraction of school rules that is disruptive of student learning, the referring staff member will contact the parents by phone or letter in regard to the situation and a copy of the referral slip will be sent home. A meeting with affected parties may be scheduled at this time.

Upon identification of need, a meeting will be held with the student and a parent or legal guardian to define expectations and develop commitments and a plan for the student's future success. The referring staff member must accept the plan at a prearranged meeting time in order for the student to return to class.

Continually disruptive students will not be returned to regular classes without some reasonable assurance of modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school (CCSD BP 5144).

B. Harassment & Sexual Harassment

Harassment and sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. Harassment and sexual harassment includes, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, unwelcome sexual advances or requests for sexual favors, and other verbal or physical conduct (including damage to student property) which adversely affects a student's educational opportunities or has the purpose or effect of unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

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

The district's computer network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. All forms of harassment, intimidation, or bullying over the network, commonly referred to as cyber-bullying, are prohibited.

Students and staff may file a complaint of harassment to the principal or designee. The principal or designee shall promptly investigate each such complaint in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Appropriate consequences for acts of harassment will be appropriate to the seriousness of the incident and may include detention, suspension, and/or expulsion in accordance with state law, district policy, administrative regulation, and the student handbook.

C. Suspension

A suspension is a disciplinary action taken by a school official that temporarily prohibits a student from attending regular classes and other school events. The length of suspension will normally vary from one (1) day to five (5) days, depending on the offense. No short-term suspension shall be imposed unless the grounds for the suspension are supported by a preponderance of the evidence. Every student shall receive an opportunity for an informal hearing regarding his or her suspension. This hearing shall consist of a meeting with the Principal or Superintendent and be conducted in accordance with CCSD BP 5144.1.a.

In-school suspension (ISS) is supervised in school and is the preferable option if possible. A student may obtain credit for work done during this time.

When a student is suspended out-of-school (OSS) he/she will be sent home by the school administration. The out-of-school suspension (OSS) will only be effective if the parents treat the suspension as a serious matter. Students who have received an out-of-school suspension will not be allowed on the school grounds or in the building during the time of suspension. Teachers will treat out-of-school suspensions (OSS) as unexcused absences and may record missed assignments as zeros.

Students will not be allowed to participate in school activities during the period of suspension. When a student is on suspension the day of an activity, the Friday before weekend activities, or the day before vacation prior to activities during the vacation period, he or she is not eligible to participate in those interscholastic activities taking place during that time period.

Prior to re-entry, a student must complete a written response to the incident as assigned by the principal or designee.

D. School Wide Discipline Plan (SWDP) Overview

The goal of the Craig Elementary and Middle School is for teachers to handle the majority of discipline within the classroom. However, a student may be referred to the office at any time. Most office referrals will be because of the severity of the behavior or the result of a student continually violating classroom rules and/or not completing teacher-assigned consequences.

If a student receives a discipline referral, he/she will be sent immediately to the office with the referral or called down to the office within a reasonable amount of time. This procedure depends on the nature of the incident. The administration will process the referral in a timely manner. The administrator will inform the student of the consequence and identify the next disciplinary action. Parent/guardians will be notified/contacted regarding all referrals and the consequences administered either by mail, phone, or both.

E. Flagrant & Non-flagrant Behaviors

The School Wide Discipline Plan (SWDP) outlines the discipline step systems that will be utilized in the Craig Elementary and Middle School. Students will be subjected to consequences including detention, work detail, campus clean-up, denial and/or loss of privileges, suspension, expulsion, and/or referral to law enforcement for certain behaviors. **Flagrant (severe) behaviors** will result in the student being immediately sent to the office with a discipline referral form. **Non-flagrant (mild to moderate) behaviors** will result in the student being notified he/she is being issued a discipline referral, in which the referral will be sent to the office and the student will be called down to see an administrator as soon as time permits. In exceptional cases when a student needs to be removed from the classroom setting for non-flagrant behavior, teachers will make arrangements for such removal until the student can be seen by an administrator.

Below is a chart in which describes both flagrant behaviors and non-flagrant behaviors:

Flagrant	Non-Flagrant
❖ Student goes to office ❖ Discipline referral follows A.S.A.P.	❖ Referral goes to office ❖ Student called down to office A.S.A.P.
Drugs/Alcohol/Tobacco	Excessive Tardiness
Intimidations/Harassment/Bullying/Threats	Teasing/Taunting
Profanity/Abusive Language	Inappropriate Remarks/Blurting Out
Pre-Fighting/Fighting	Rough Housing/Horseplay
Weapons	Inappropriate Electronic Device(s)
Fireworks/Lighters/Matches	Computer/Laptop Misuse
Vandalism/Property Damage	Property/Material Misuse and/or Disruption(s)
Theft	Incomplete Work/Using Time Unwisely
Skipping School/Class/Detention	Out of Seat (repeated)
Forgery/Fraud/Cheating/Coping/Plagiarism	No Hall Pass (repeated)
Insubordination (blatant defiance)	Not Listening/Not Following Directions
Disrespectful Behavior (severe)	Disrespectful Behavior
Disruptive/Inappropriate Conduct (severe)	Disruptive/Inappropriate Conduct
Other:	Other:

F. Discipline/Consequence Step System

The following step systems are not all inclusive. A student may be moved to any step on the School Wide Discipline Plan (SWDP) depending on the severity of the behavior. However, students that have **not** received an office referral for two (2) weeks from the date of their last referral will have earned the right to move back one (1) step on the SWDP. For every two (2) week period without a referral, the student may continue to move back on the SWDP until they have reached Step 0 (as if they had no referrals).

Below is a chart in which describes the Primary Step System (Grades K-2):

Non-Flagrant Infraction(s)	1-3 days recess and lunch detention/after school detention (30 min.)/loss of privileges; referral mailed home and/or call home
Flagrant Infraction(s)	½ to 2 days ISS or 1 day OSS (depending on severity); call home; letter/referral mailed home

Below is a chart in which describes the Intermediate Step System (Grades 3-5):

Step 1	1 day recess and lunch detention/after school detention (30 min.)/loss of privileges; referral mailed home and/or call home
Step 2	2-3 days recess and lunch detention/after school detention (45 min.)/loss of privileges; referral mailed home and/or call home
Step 3	½ day ISS/loss of privileges; call home; letter/referral mailed home
Step 4	1 day ISS/loss of privileges; call home; letter/referral mailed home
Step 5	2 days ISS/loss of privileges; call home; letter/referral mailed home
Step 6	3 days ISS and loss of privileges; call home; letter/referral mailed home; principal/teacher/parent meeting required
Step 7	1-3 days OSS and loss of privileges; call home; letter/referral mailed home; principal/teacher/parent meeting required
Step 8	5 days minimum OSS and loss of privileges; call home; letter/referral mailed home; principal/teacher/parent meeting required; superintendent recommendation(s)

***FLAGRANT INFRACTIONS AT THE INTERMEDIATE LEVEL WILL RESULT IN AN IMMEDIATE SLIDE TO STEP 3.**

Below is a chart in which describes the Middle School Step System (Grades 6-8):

Step 1	1-2 days lunch detention/after school detention (45 min.)/loss of privileges; referral mailed home and/or call home
Step 2	3-5 days lunch detention/after school detention (90 min.)/loss of privileges; referral mailed home and/or call home
Step 3	1 to 2 days ISS; loss of privileges; call home; letter/referral mailed home
Step 4	3 to 4 days ISS; loss of privileges; call home; letter/referral mailed home
Step 5	1 to 2 days OSS and loss of privileges; call home; letter/referral mailed home; principal/teacher/parent meeting required
Step 6	3 to 4 days OSS and loss of privileges; call home; letter/referral mailed home; principal/teacher/parent meeting required
Step 7	5 days minimum OSS and loss of privileges; call home; letter/referral mailed home; principal/teacher/parent meeting required
Step 8	10 days minimum OSS and loss of privileges; call home; letter/referral mailed home; principal/teacher/parent meeting required; superintendent recommendation(s)

***FLAGRANT INFRACTIONS AT THE MIDDLE SCHOOL LEVEL WILL RESULT IN AN IMMEDIATE SLIDE TO STEP 3.**

G. Inappropriate & Unacceptable Behaviors

The following behaviors are considered to be **unacceptable at all times** and the consequences for these behaviors have been outlined below. As offenses increase in severity, the consequences will become more severe. This list is not meant to be all-inclusive and behaviors deemed to be unacceptable by school staff will be addressed in a reasonable manner. **Repeated offenses will demand more than the minimum consequences.**

❖ **Guns/knives or dangerous objects:**

Suspension and/or expulsion as per Alaska State Law and the Craig City School District Board Policy; up to a full year of expulsion, report to proper authorities, and confiscation of objects.

Federal law states that any student in possession of, or determined to have brought a gun or other firearm on school property, shall be expelled from the District for a period of not more than a year.

❖ **Possession, distribution, or use of drugs and/or alcohol:**

5 days of out-of-school suspension (OSS) and the contact of proper authorities.

❖ **Possession, distribution, or use of tobacco:**

3 days of in-school suspension (ISS) and the contact of proper authorities. Repeated infractions will result in 5 days of out-of-school (OSS) suspension and the contact of proper authorities.

❖ **Vandalism/theft:**

1-2 days of in-school suspension (ISS) minimum for primary aged students (K-2). 1 day of out-of-school suspension (OSS) minimum for intermediate aged students (3-5) and 2 days of out-of-school suspension (OSS) minimum for middle school aged students (6-8). Number of days depends on severity. Restitution is to be made for the value of the damaged or stolen property and students will be reported to proper authorities for serious infractions.

❖ **Fighting:**

1-2 days of in-school suspension (ISS) minimum for primary aged students (K-2). 1 day of out-of-school suspension (OSS) minimum for intermediate aged students (3-5) and 2 days of out-of-school suspension (OSS) minimum for middle school aged students (6-8). Number of days depends on severity. This rule also applies to students inciting or encouraging others to fight.

❖ **Insubordination**

1 day of in-school suspension (ISS) minimum. Number of days depends on severity.

❖ **Obscenity, put-downs, or riotous language:**

½ day of in-school suspension (ISS) minimum. Number of days depends on severity.

❖ **Public Displays of Affection (PDA):**

First offense: verbal warning. Subsequent offenses: ½ a day of in-school suspension (ISS) minimum.

❖ **Littering, spitting, and/or disregard for school property:**

Work detail as assigned for appropriate age (i.e. a 6-year-old will pick up 6 pieces of litter).

❖ **Unexcused absences and/or skipping school:**

Students will be required to make-up double the time missed in in-school suspension (ISS).

❖ **Plagiarism/Cheating**

Consequences for academic dishonesty will be determined at the discretion of the classroom teacher and/or principal. Consequences include, but are not limited to the following:

- ❖ Failure on the assignment /quiz/test
- ❖ Failure of the class
- ❖ Disciplinary action (alternative assignments, detention, suspension)

❖ **Freedom of speech, symbolic expression, and assembly:**

Students are entitled to express their personal opinions, provided that this does not interfere with the instructional process or infringe upon the freedom of others to express themselves. The use of obscenities or personal attacks is unacceptable as outlined earlier in this handbook.

❖ **Inappropriate Clothing:**

Inappropriate clothing (as outlined in the Dress Code section) is unacceptable as outlined earlier in this handbook. Students will be given a chance to change into appropriate clothing. If a student refuses, parents/guardians will be contacted and the student will be sent home.

❖ **Hats and Hoods:**

Hats and hoods are to be removed upon entering the Craig Elementary and Middle School. If a student refuses, parents/guardians will be contacted and the student will be sent home.

❖ **Personal Electronic Devices:**

All personal electronic devices (mp3 players, cell phones, ipads, personal laptops, etc.) are to be turned off and stowed away during the regular school day. Use of personal electronic devices is only allowed before and after school. Under no circumstances are devices to be used in the cafeteria, library, or gymnasium. Personal electronic devices will be confiscated when used during the school day or in an area where the device is prohibited. Students may pick-up their confiscated personal electronic device from the office after school and will receive a verbal warning for the first offense. The student's parents/guardians will be contacted in regards to second and each repeated offense. Once contacted, the student's parents/guardians will be responsible for picking-up their child's confiscated personal electronic device from the office.

❖ **Gum, Food, and Beverages:**

Gum, food, and beverages are not allowed in the library and gymnasium or on the breezeway and buses. Food and drinks are not allowed in the hallways or in the classrooms unless the classroom teacher has given special permission for a specific day/event. Snacks and lunches are to be eaten only on the playground when supervised, in the cafeteria, or in the commons area. Pop and candy are prohibited, unless the classroom teacher/principal has given special permission for a specific day/event. Consumption of chips and crackers must adhere to appropriate nutritional recommendations and must be limited to one (1) serving at snack or lunch.

H. Acknowledgement of Handbook Receipt

Please complete and sign this form within ten (10) days of receipt of the Craig Elementary and Middle School Handbook. When this form is completed and signed, please tear out ONLY this page and bring it to either the elementary or middle school office so it can be filed with our records. Thank you.

Student Agreement:

As a student of the Craig City Schools, I acknowledge that I have received a copy of the Craig Elementary and Middle School Handbook and Educational Compact for the **2016-2017** school year. I understand and agree to abide by the procedures, guidelines, rules, regulations, and expectations as outlined in this handbook. I recognize and understand that rules cannot be written to cover all behaviors in all situations. I understand that school personnel may need to assess and address a given situation and take actions (which may include disciplinary action), in light of the school's mission statement as well as school board policies and state/federal laws/regulations. I further acknowledge, understand, and agree that I will be held accountable for my behavior.

Student(s) Printed Name: _____

Student(s) Signature: _____

Date: _____

Parent/Guardian Agreement:

As a parent(s)/guardian(s), I (we) acknowledge that I (we) have read the Craig Elementary and Middle School Handbook and Educational Compact for the **2016-2017** school year. I (we) agree to assist my (our) child(ren) to obey the procedures, guidelines, rules, regulations, and expectations as outlined in this handbook while he/she is enrolled in and attending the Craig City Schools. I (we) recognize and understand that rules cannot be written to cover all behaviors in all situations. I (we) understand that school personnel may need to assess and address a given situation and take actions (which may include disciplinary action), in light of the school's mission statement as well as school board policies and state/federal laws/regulations. I (we) further acknowledge, understand, and agree that my child(ren) will be held accountable for his/her behavior.

Parent/Guardian's Printed Name: _____

Parent/Guardian's Signature: _____

Date: _____