

## Welcome

Sitka High School welcomes you to the 2020-2021 school year. You attend a school that believes that you will achieve at very high levels and the faculty and staff will support you as you work to meet your goals. Above all, Sitka High School wants to help you challenge yourself in all ways, both inside and outside of the classroom.

## Introduction

In this handbook, you will find useful information about Sitka High School. Students are encouraged to ask any faculty or staff member questions or concerns relative to the information contained within it. The principal or designee reserves the right to broaden or narrow the scope of a practice in any given situation.

## Mission Statement

Sitka High School is a connected, compassionate, positive, and diverse learning community, where students prepare for citizenship in an evolving society.

## Vision Statement

Together we build the future.

## Sitka High School Faculty and Staff

Bahrt, Ted	966-1931	Mathematics
Beach, Lanis	966-1910	Special Education
Bekeris, Mikolas	966-1934	Computers
Chambers, Amanda	966-1940	Science
Christianson, Kersten	966-1947	English
Clark, Ben	966-1911	English/Social Studies
Cordero, Ben	966-1927	Counselor
Craig, Susan	966-1903	Accounts Secretary
Demmert, Emily	966-1945	English/Social Studies
Golden, Stacy	966-1941	Science
Gray, Keri	966-1937	Mathematics
Haug, Ryan	966-1905	Registrar
Hedrick, Beau	966-1939	Librarian/Yearbook
Jorgensen, Janine	966-1932	Mathematics
Kernin, Mike	966-1913	Music
Krupa, Rich	966.1956	SHS Activity Director
Lass, David	966-1915	Art
Lundvick, Sondra	966-1904	Principal
McArthur, Scott	966-1942	Science
McCarty, Tyler	966-1906	Assistant Principal
Pike, Tim	966-1917	Automotive/Metals
Poulson, Catherine	966-1916	English
Richter, Betty	966-1941	ESL
Schumejda, Cori	966-1925	Counseling
Smith, Shasta	966-1951	PE/Science/Health Science
Spackman, Carrie	966-1901	Secretary – Attendance
Starbuck, Ariel	966-1935	Spanish
Strong, Jeremy	966-1923	Math/Physical Education
Treadway, EJ	966-1946	Special Education
Turner, Meggan	966-1926	Special Education/Foods
Vieira, Mike	966-1920	Career/Technical Education
Wayne, Howard	966-1936	Social Studies

## **Class Advisors**

The class advisors for the 2020-2021 school year extend a warm welcome to all the returning class members and look forward to having the Class of 2023 join SHS.

We encourage you to become involved in the greater school community through the leadership opportunities in student government. Each class will have several opportunities to meet as a class with their advisors and provide input about what activities you would like to plan for the coming school year. The following faculty members are advisors on the various grade levels:

Class of 2021: Mikolas Bekeris, Mike Kernin, Beau Hedrick, Cathy Poulson, Cori Schumejda, Mike Vieira, Amanda Chambers

Class of 2022: Ben Cordero, Lanis Beach, Ben Clark, Scott McArthur, Stacy Golden, David Lass, Howard Wayne

Class of 2023: Kersten Christianson, Keri Gray, Tim Pike, Emily Demmert, Meggan Turner, Ted Bahrt

Class of 2024: Ariel Starbuck, Janine Jorgensen, Shasta Smith, Jeremy Strong, EJ Treadway, Betty Richter

## **Equal Educational Opportunity**

The Sitka School District is committed to the belief and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability. Any individual who does not believe a discrimination allegation has been adequately addressed at the building level, should contact the district's Title IX coordinator at the Sitka School District Office located at 300 Kostrometinoff Street, Sitka, Alaska.

## **Home/School Communication**

Communication between home and school is a high priority at Sitka High School. The role of the parent or guardian is an important factor in the academic and social success of each student. When schools and families work together, that sets the stage for all kinds of benefits.

- **Contacting the Right Person:** Begin your communication with the person closest to the issue. Should you need to reach teachers, staff, or administrators with a question or a concern you can access their emails, websites, or direct voice mail via the school website. You may always call the school's main phone 907.747.3263
- **Open House:** Each fall, Sitka High School sponsors an evening for students to visit the school with their families.
- **Parent Advisory Committees (PAC):** Usually held each quarter. Topics are parent-driven, or focused on school improvement. Please contact the principal directly at extension 1906 if you are interested in participating.
- **Conferences:** In addition to the scheduled conferences noted on the school calendar, parents or guardians can request a meeting with teachers at any time. Please contact your student's counselor to request a meeting.
- **Grade Reports:** SSD offers PowerSchool, a valuable online tool to assist you in monitoring your student's academic progress. It will enable you to access your student's assignments, grades, and other educational information in real time.

- **Attendance:** SHS utilizes an automatic call out program for students who are marked absent whose parents have not informed the office prior to the class period impacted. If you believe you have received a call in error, call 747-3263.
- **Email to Parents:** SHS administration emails, typically bi-weekly, to keep parents updated about events and information pertinent to the school and students. Please call 966-1904 if you are not receiving this email and would like to be included.

### **Jurisdictional Statement**

This handbook is an extension of Sitka School District Board Policy and is a reflection of the goals and objectives of the Board. Sitka High School is committed to providing a safe, supportive, and equitable learning environment where students and staff alike lead by example, demonstrating collaboration, intellectual curiosity, effective communication, and real world application of skills.

The rules and regulations found within this handbook are in effect while students are on school grounds; while on school-owned and/or school-operated buses or vehicles or chartered transportation; while attending or engaged in school activities; and while away from school grounds. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

### **STUDENT ATTENDANCE**

Student attendance is a significant predictor of performance. As such, increasing attendance becomes an essential tool for improving achievement. Improving attendance and, consequently, increasing instructional time for children, is a cost-effective intervention that SHS can support.

#### **Tardiness (Per Semester-any scheduled class time/period, including Homeroom)**

Punctuality is one of the most important work traits for students to acquire and develop. Being late for class is always disruptive and distracts from teaching and learning. Therefore, students are required to be to class on time to maximize the available time for learning and instruction.

A tardy is defined as entering the room after the bell rings. If a student arrives after 15 minutes of the late bell, it is counted as an unexcused absence. A tardy that is less than 15 minutes has the following consequences:

- **Tardy 1 & 2: warning by classroom teacher and/or office**
  - **Tardy 3: Lunch detention**
  - **Tardy 4 (or missed detention): Lunch detention + Parent contact**
  - **Tardy 5: Contact Parent- Closed Campus (@ least 3 weeks)**
- PARENT CONTACT/APPROVAL REQUIRED PRIOR TO THE REOPENING OF CAMPUS**

Tardy beyond 15 minutes are UA's (unexcused absences):

Students who are counted UA or OS (overslept) will serve a lunch detention and should remain for the entire Lab period in the classes missed to complete missed assignments.

## Daily Attendance

The Board of Education requires that the students enrolled in the schools of this District attend school regularly. There is a direct correlation existing between a student's attendance habits and their academic success. Attendance is taken each period at SHS. Even excused absences can have negative impacts on a student's achievement and loss of credit towards earning their high school diploma.

Unexcused absences from school or from classes within the school day constitute truanancies and shall be subject to the disciplinary rules of the SSD School Board. Before such action is taken, effort shall be made to identify the habitual truant, investigate the cause or causes of his or her behavior, and consider the modification of his or her educational program to meet his or her particular needs and interests.

### Responsibility of Parent/Guardian

The Parent/Guardian is responsible for notifying the school on a daily basis for any absence of the child from school. This can be done by a phone call to the school at 747-3263 on the day absent or by having their child bring a written note the following day. Chronic absence for illness may be required to be validated by a medical note. Failure to do so may be viewed as an unexcused absence. **Any unexcused absence constitutes truancy. It is the responsibility of the parent to validate every absence. Any 5 days of unlawful absence equals a violation of Compulsory Attendance Law. (SSD AR 5113(a) and AS 14.30.010 Compulsory Attendance)**

- **All Day / Partial Day absence should be cleared as soon as possible – recommended within two (2) days; otherwise it will be considered an unexcused absence (UA).**
- **If the student needs to leave the campus for any reason during the academic day, the parent/guardian must call the Front Office. The office will notify the classroom teacher & student.**
- **If students feel ill, they should notify the classroom teacher and request to be sent to the Front Office; parents will be notified. Students should not leave campus without formally signing out with the front office or they will be considered Truant.**
- **After three (3) consecutive school days of illness, the student should provide a doctor's note upon returning to school.**
- **Students are considered tardy when arriving after the second bell rings.**

### Excused/Unexcused Absence

Excused absences include illness, family emergency or religious observances. Pre-arranged absences, such as family trips, are considered excused absences only if the student obtains a Pre-arranged Absence ("Purple") Form from the office and secures each teacher's signature and list of assignments due. Prior to leaving, the student must return the form to the office for a scanned copy and the Assistant Principal's signature.

Special absences, such as appointments or errands, require the student to secure a Permit to Leave the Building from the office prior to departure. Students leaving campus without formally signing out with the front office will be considered Truant. Upon returning to school, the student checks in with the main office to receive a pass to go to class.

Any absences not included in the above are considered unexcused. Unexcused absences have academic and disciplinary implications.

Parent contact will be initiated at 3 full-day unexcused absences. Letter notification (awareness/warning letter) will be sent home when unexcused absences reach higher thresholds (6 full day absences per semester). If a student continues to accrue absences, a meeting will be held with parent(s)/guardians, student, and/or counselors.

In the case of excused absences, late work will be accepted until the end of the first lab after the student returns to school (this allows for makeups due to illness and family travel). If a student needs an exception to this policy, specific arrangements must be personally made with the teacher.

### **Open Campus**

The School Board establishes an “open campus” at Sitka High School that permits students in good standing to leave campus for lunch. Off-campus access during lunch for students with poor attendance, or problematic behavior will be restricted. Students who lose the privilege, may be reevaluated by the assistant principal and earn back the privilege of leaving campus during lunch. Parents may restrict their student to remain on campus for lunch. Students restricted to campus for lunch are expected to remain visible in the Commons area.

Students may not leave the school grounds at any other time during the academic school day without prior authorization from their parent/guardian **AND** permission of school administration. All students leaving and returning for ANY reason must sign out and back in at the main office. Failure to do so may result in the loss of parking privileges or other disciplinary action.

### **Parking**

Students may apply for the privilege of driving a vehicle to school. Students will comply with all SSD School Board, SHS, City, and State regulations pertaining to their vehicles. Any violation will result in the privilege being revoked. Students must register their vehicles with SHS and post the registration tag in their vehicle, visible from the outside (hanging on mirror). Sophomore students will park in the back parking lot (doors are open before school and during lunch) if space in the main lot becomes an issue. Sitka Police frequently monitor the SHS parking areas, and may give tickets for violations. All vehicles on SHS property are subject to search at any time, for any reason.

### **Open Periods**

Open periods are permitted with parent permission for juniors and seniors. We do not believe that Opens are a good practice; however, there are times when this is helpful for supporting a student’s educational plan. There may be **ONLY** one open period per semester. Open periods are not permitted during period 6 and must have signed permission by the parent and administrator. Students who are on campus during an Open must report to the Student Support Center in Room 205.

## **STUDENT HEALTH AND SAFETY**

### **Visitors**

All visitors must sign-in at the front office upon entering the building. To protect the instructional day and to ensure the safety of the high school students and staff, non-SHS student visitors will not be allowed on school grounds during instructional time.

### **Immunizations**

Prior to starting school or when transferring into the school district, students must present an approved immunization certificate signed by a health care provider stating that the student has received the immunizations required by Alaska law prior to starting school.

Specific medical or religious purposes may allow students to be exempted from the immunization requirements.

### **Emergency Drills**

Periodically, Sitka High School holds emergency fire, intruder, earthquake, and tsunami drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Fire Drills will be in accordance with State Law. Fire exit route charts are posted in each classroom. Students are to leave the building quickly and safely when the fire alarm sounds. Students must move away from the main door to allow access by the fire department truck and personnel. Students are not to get into their personal vehicles. Students and staff will re-enter at administrative direction.

Tsunami Drills require that all students and personnel stay in the building due to Sitka High School's designation as an evacuation center. Students are not to leave the building without parent/guardian permission given to the Front Office.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

### **Administration of Medication**

Medication (prescription or over-the-counter drugs) given at school will be done under the supervision of the Front Office staff who have been appropriately trained and designated to dispense or administer medications. **Students may be permitted to carry other medications ONLY upon provision of appropriate medical documentation, parental authorization and a release of liability in accordance with SSD Board policy.**

No student is allowed to possess or transport prescription or over the counter medication on school property without the express notification and permission of the administration.

The medication needs to be sent to school in the original container stating the student's name, medication, dosage, time to be given, date, and the doctor's name. The student's **parent/guardian and physician** needs to sign a form to have medication, both prescription and over-the-counter, given by a staff member authorized in giving medication.

Please remind your student that he/she is responsible for asking for the medication at the appropriate time. Any student who misuses medication that the student has been authorized to carry, including sharing the medication with others, is subject to disciplinary action, including suspension or expulsion, depending on the severity of the offense.

## **STUDENT RECORDS**

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent/guardian's permission. A parent/guardian may access, request amendments to and/or copy their child's records during regular office hours.

Student directory information is released without parental permission unless the parent/guardian has notified the District in writing that some or all of this information shall not be designated as directory information. Directory information includes: student name, address, date of birth, dates of attendance, dates of graduation, height and weight (for athletic team rosters, news coverage, etc.).

### **Address/phone/email Change**

Each parent/guardian is responsible for notifying the high school office when a change of address or telephone number occurs, or when either the parents or guardians change jobs. This information is necessary if the school needs to contact the parent/guardian in event of emergency or in routine clerical work.

### **Custody Disputes**

Under Alaska law, both parents have equal rights to access and participate in their child's education unless there is a court order that denies or limits that right. Parents/guardians may provide copies of a court order that clearly establishes restrictions or limitations to those rights.

### **Withdrawal from School**

When withdrawing during the school year, a student must first have his/her parent/guardian contact the Principal/Assistant Principal requesting the student's withdrawal. The student will then obtain a withdrawal form, which must be signed by all instructors the student is currently enrolled with, plus the counselor, librarian, and Principal/Assistant Principal.

The book deposit or its balance will then be mailed to the student or parent/guardian. If the student drops out of school without following this procedure, he/she may forfeit any deposit refund he/she may have coming.

At the end of each school year, students are required to complete the withdrawal form in the same manner, except parent/guardian permission is not necessary if the student will be returning the following year. If the student fails to complete the end-of-year check out, he/she will forfeit the book deposit.

## **STUDENT ACHIEVEMENT**

### **Homework**

Teachers assign homework, extra class activities, or assignments as necessary to help students meet standards. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and will impact their work ethic score. School opportunities to work on homework include Lab (Wednesdays, last period), Office Hours (Tuesdays and Thursdays 8:00 – 8:40), after school Student Support Center hours, periodic Saturday School sessions and other options that can be arranged with teachers.

When students are traveling on school sponsored events, coaches and advisors will support homework completion. Students are required to have a Checkout ("Green") Sheet noting all homework to be completed and turned in at end of their travel.

## **HOMEROOM / LAB**

Homeroom / Lab provides the opportunity to foster the skills and habits of mind necessary to be successful in school and in postsecondary settings.

Homeroom serves as a hub for the dissemination of information and resources available to students at SHS. Homeroom also helps students develop positive relationships and a sense of community.

- All students 9 – 12 are required to attend Homeroom
- Ninth graders are required to attend Lab
- Students in Grades 10-12 are required to attend Lab when assigned by their Homeroom teacher.
- All Students are expected to make good use of this scheduled academic time
- Students with an F, D, or Standard Mark of 2.64 or below will be assigned to the requisite classroom for at least a portion of Lab.
- Lab is used for obtaining checkout (“Green”) sheets for students who are traveling for activities and athletics, or other planned absences
- Attendance will be taken at the beginning of Homeroom (1:55 PM) and again at the end of Lab (3:25 PM)
- Students who are assigned Lab per the above criteria must justify where they were during Lab by handing in their Pass to their Homeroom teacher
- Those students who do not return, or do not turn in their Pass, will be marked UA.
- Lab time may be used throughout the year for assemblies, activities, academics, test preparation, group study time, etc. **Students should not schedule appointments or jobs during this time.**

## **Office Hours**

Office Hours are available to students before school on Tuesdays and Thursdays from 8:00 – 8:40 AM. This time is scheduled for students to meet with specific classroom teachers for additional help. Other times may be scheduled.

## **Report Cards/Progress Reports**

Students receive progress reports during conference times (midterm progress) and semester (final report card). Credit, however, is earned by semester grades when final grades are recorded on permanent transcripts.

Parent-Teacher Conferences are held once during each semester. This provides an opportunity for the parent/guardian and student to meet with the teacher to discuss individual progress. Students who have concerns about their grades should talk to their teachers at any time to determine how they can improve their performance.

## Grades/Evaluation of Student Achievement

Student Assessment will be conducted using a 4-point rubric that reflects the proficiency level of the specific standard(s) being measured. We use a 4-point scale that appears below.

Score	Teacher Scoring Description	Parent/Student Description
4.0	<b>In addition to Score 3.0 performance, in-depth inferences and applications that exceeds the standard expectation.</b>	<b>Advanced Proficient</b>
3.5	In addition to Score 3.0 performance, partial success at in-depth inferences and applications that exceeds the standard expectation.	
3.0	<b>No major errors or omissions regarding any of the information and/or processes (simple or complex) that was explicitly taught.</b>	<b>Proficient</b>
2.5	No major errors or omissions regarding the simpler details and process. Partial knowledge of the more complex ideas and processes.	
2.0	<b>Partial knowledge of the simpler details and processes but major errors or omissions regarding the more complex ideas and processes.</b>	<b>Below Proficient</b>
1.5	With help, a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.	
1.0	<b>With help, a partial understanding of some of the simpler details and processes but not the more complex ideas and processes.</b>	<b>Far Below Proficient</b>
.5	Even with help, no understanding or skill demonstrated	

Over time, each standard being assessed will have multiple assessments and multiple scores that contribute to an overall rubric score for that standard. Various assessments may be weighted depending upon the type of assessment (homework vs. project vs. test, for example).

### Life Skills

All students are assessed on life skills. These life skills are very important, and evaluation of them is separated from academic performance. These are assessed on the 4-point scale with a specific rubric reflecting the proficiency level of the specific life skill being measured. The life skills assessed are as follows:

Work Ethic, Participation, Courtesy/Respect

## Grades

Overall grades are used due to the realities of secondary school eligibility, GPA, class rank, and college entrance. The student's overall grade in a course is obtained as the result of their overall progress towards the content standards (85%) and life skills (15%). This overall score is converted to an alpha grade utilizing the following mark table conversion:

A+	=	3.90 - 4.00	
A	=	3.65 - 3.89	
A-	=	3.50 - 3.64	
B+	=	3.40 - 3.49	
B	=	3.15 - 3.39	
B-	=	3.00 - 3.14	
C+	=	2.90 - 2.99	
C	=	2.65 - 2.89	
C-	=	2.50 - 2.64	
D+	=	2.40 - 2.49	
D	=	2.15 - 2.39	
D-	=	2.00 - 2.14	
F	=	0.00 - 1.99	Failing – credit withheld

In addition to the above mark table, there are times that a teacher may utilize overwriting in their grading and the following special marks may be used:

“P” = Pass,

“E” = Effort,

“I” = Incomplete

“W” = Withdrawn

The grading period consists of Semester 1 and Semester 2.

## Incompletes

Students who receive an incomplete in a class must complete the class requirements within two weeks after the end of that semester. Extensions may be granted by the teacher with the permission of the Principal. Until an incomplete is resolved, it is considered an “F” for the purpose of determining eligibility for athletics and activities. Failure to finish an incomplete may result in a failing grade and loss of credit.

## Grade Point Average

Grade Point Averages (GPA) are computed each year using a scale of

A = 4, B = 3, C = 2, D = 1, F = 0, I = 0

Classes graded with a P or an E are not figured into GPA.

## Honor Roll

To be named to the Semester Honor Roll, a student must have a grade point average of 3.0 or higher in courses he/she is taking, which must include a minimum of four (4) courses giving A, B, C, D or F grades. An F grade in a grading period would disqualify the student from being placed on the Honor Roll for that grading period.

## Valedictorian/Salutatorian

The student earning the highest four-year cumulative grade point average in his/her senior class will be named valedictorian. The student earning the second highest four-year cumulative grade point average in his/her senior class will be named salutatorian.

## Most Representative Boy and Girl

Most representative student is a tradition unique to Sitka High School. The teachers choose a senior boy and girl who exhibit the values we embrace regarding academics, behavior, and attitude. These students make our classrooms and hallways better places to learn, places to feel safe, and places to feel welcome. Most Representative Boy and Girl speak each year at the graduation ceremony in a position of honor.

<b>Grade Level by Credits</b>	0.0 - 5.0	Freshman
	5.1 - 11.0	Sophomore
	11.1 - 16.0	Junior
	16.1+	Senior

## GRADUATION REQUIREMENTS

English	4 Credits	
Social Studies	3 Credits	1 credit of U.S. History, 1 credit of American Government, 1/2 credit of Global Issues and 1/2 credit of Alaska Studies
Math	3 Credits	Must pass Integrated Math 2 or equivalent
Science	3 Credits	1 credit of Life Science 1 credit of Physical Science and 1 credit Science Elective
Physical Education	2 Credits	Must include 1/2 credit health and must pass swimming competency
Vocational	1 Credit	
Electives	7 Credits	
<b>Total Credits</b>	<b>23 Credits</b>	<b>Minimum required credits</b>
<b>Maximum credits that can be used for graduation:</b>		
T/A or Office Aide	1 Credit	1 class/semester maximum
Internship	1 Credit	
<b>Suggested Curriculum for College Bound Students</b>		
English	4 Credits	Science 3-4 Credits
Social Studies	3-4 Credits	Physical Education 2 Credits
Mathematics	3-4 Credits	Vocational 1 Credit
Social Studies	3-4 Credits	World Language 2-4 Credits
Electives	As many as possible	Fine Arts 1 Credit
Community service and a broad range of activities are also recommended. *** <i>Individual universities/colleges have specific admissions requirements. Be sure you know your school's requirements!</i>		

## **Early Graduation**

The first step toward early graduation is to notify the counseling office of your intention to graduate early. The counseling office will schedule a joint meeting between the counselor, principal, student and parent/guardian.

A. Criteria for early graduation:

- The student has exhausted academic opportunities and resources in Sitka, including those outside of the Sitka School District.
- The student has satisfactorily completed a strong core of math, science, social studies, and world language courses.

B. Requirements:

- Student will meet with the counselor
- Student will meet with the principal to discuss graduation time line
- Student must have letter from parent, two teachers, and the counselor supporting early graduation
- Student has a minimum 3.0 accumulate grade point average (GPA)
- Student has had satisfactory attendance
- Student has met all graduation requirements at time of graduation, including passing State required assessments
- Student has clearly defined future plans and demonstrated maturity to be successful in college or in a post-secondary training setting

The superintendent, or his/her representative, may waive these requirements on individual basis; age may be a consideration along with other factors.

C. Early Graduation Approval

The high school principal will forward the recommendation to the superintendent or his/her representative for final approval.

D. Graduation Ceremonies and Diplomas

Sitka High School graduation ceremonies occur once a year in May. Anyone meeting graduation requirements during that academic year may participate in the May graduation ceremony. Diplomas are issued in May and will state May as the graduation date. The actual date the student has completed graduation requirements will be reflected on the final transcript with a special notation.

E. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

## **Graduation**

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities may not be allowed to participate.

## **STUDENT ACTIVITIES**

### **Assemblies and Audience Etiquette**

Assembly programs are typically scheduled on Friday, in the gymnasium and in the Performing Arts Center (PAC) where students and advisors are required to sit by class. Students will be expected to attend all programs and conduct themselves in an appropriate manner-showing courtesy and respect for others. Entering and exiting during a performance are not allowed. Food/drink or electronic device use is not allowed during assemblies in either location.

## **Attendance**

In order to participate in any school activity (practice, game, travel, concert, dance, etc.), the student must be in attendance at school at the beginning of the school day, and up to release time for the given activity. A student must be in afternoon classes if the activity or travel initiates the next day or after school. Failure to do so will result in the student not being allowed to participate in the school activity or travel with his or her team. Students are also required to attend school following activity or travel. If traveling students return to town during the school day, they should return to classes within one hour of arrival. If traveling students return after school hours or on the weekend, they should attend classes at the beginning of the next school day. Tardiness or absence upon return will not be excused without a doctor's note. If school activities begin within the school day, students will be released no sooner than one hour and a half before the scheduled start time of the activity.

## **Field Trips**

Field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless there is a documented, valid excuse. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

## **Student Activities**

The Associated Student Body (ASB) is made up of six elected officers, five representatives from each class, and one representative from each SHS organization. The ASB plans activities for the entire student body, and is the liaison between administration and students.

The Student Council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs, and helps all parties work together to solve problems that may arise.

Other activities that Sitka High School offers include:

Art Club	Mock Trial
Art Festival	Music Festival
Baseball	National Honor Society
Basketball	Softball
Battle of the Books	Soccer
Cheerleading	Student Government
Cross Country	Swimming
Drama/Debate	Theater
Volleyball	Track
Wrestling	

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be limited, suspended or canceled for violating an individual coach or advisor's rules, violating the SSD Code of Conduct, or for a violation of District policies, rules, or regulations.

## Physical Examinations

Students participating in athletics are required to provide a School District physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics **PRIOR TO THE START OF THE SPORT** and within the prior 18 months. Failure to provide proof of a physical examination makes the student ineligible for practice and competition.

## Extra-Curricular Eligibility

1. Eligibility is necessary for all travel and excused class time due to school activities.
2. Scholastic eligibility:
  - All students must maintain an overall standards average (for all classes) of 2.5 or higher, with no F's or I's, in order to be eligible for activities.
  - On any given Eligibility Check Date, students having one failing grade or lower than an overall 2.5 are declared ineligible until the next scheduled eligibility grade check. Spring Semester final grades will affect Fall Semester eligibility. Students who are ineligible due to Spring Semester grades remain ineligible until passing the first fall Eligibility Check and may not travel or participate in competition until they have the required 2.5 overall average with no F's or I's.
  - All first semester freshmen are immediately eligible for the first semester.
  - In addition to the standard articulated above, all second-semester students\* must have passed at least five semester units of credit, or the equivalent, toward graduation during the previous semester in order to be eligible at any time during the current semester. \*Second semester seniors who are on track to graduate must have passed at least four semester units of credit.
  - After initial eligibility is determined, participation eligibility is based upon Eligibility Check Dates (approximately every three weeks).
  - All Freshmen, Sophomores, and Juniors must be enrolled in a minimum of five classes per semester or the equivalent to be eligible.
  - Seniors who are on track to graduate must take at least four classes per semester or the equivalent during the current semester to be eligible. Other Seniors must be enrolled in a minimum of five classes per semester or the equivalent during the current semester to be eligible.
  - Academic standing will be checked according to a schedule of dates printed annually on the school calendar.
  - Students with a failing grade or below a 2.5 overall GPA are ineligible starting on the date of the eligibility check. During the first week of each eligibility check, students have until the end of Lab on Wednesday to show that their grade is now passing or their GPA is 2.5 or higher.
  - If eligibility is not regained during that first week, the grades will be checked again at the beginning of the next school week. If a student remains below the standard, then he/she is not able to regain eligibility until the next scheduled academic check date (two more weeks).
  - An athlete may be removed from a team due to repeated eligibility issues.

- Students receiving an incomplete at the end of a semester will be ineligible until the incomplete is changed to a passing grade.
  - Only students who are eligible shall be allowed to travel with or represent the team during home or away contests.
3. Classroom/community conduct may affect eligibility. Any student who is expelled from any school will not be eligible at another high school during the duration of the expulsion.
  4. To be eligible during a school semester for participation in interscholastic activities, a student must:
    - Be properly registered as defined by ASAA policy (all required Arbiter Athlete registration and viewing of PLAY FOR KEEPS).
    - Be carrying a minimum of ASAA defined classes that lead to the granting of credit towards graduation.
    - Be in regular attendance in all school classes in which enrolled (this includes limited tardy marks).
  5. **SHS Activities Policy Regarding Possession, Distribution and Use of Controlled Substances, Alcohol and Tobacco (Note: In most cases the Sitka School District Board has set a higher standard for student conduct and more significant penalties than ASAA).**

**Prohibited Conduct:** The possession, distribution or use of any controlled substance, alcohol, e-cigarette or tobacco products by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth in Appendix A (Page 27-28).

**Time Period During Which Policy Applies:** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, including formal practices which precede interscholastic competition after the initial signing of the Student and Parent/Legal Guardian Acknowledgement Form, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during "school calendar days" and extends to any days that students participate in activities in August and/or June.

***The Sitka School District's Drug/Alcohol/Tobacco policy is more restrictive than the ASAA Play for Keeps policy. Current ASAA policy is available online [playforkeepsalaska.org](http://playforkeepsalaska.org)***

6. Random drug testing is done within all athletic programs. Each week up to five percent of all participating athletes may be tested. If tested positive, the Sitka School District's Drug/Alcohol/Tobacco Policy will be followed. If a student refuses to be tested or submits a false test, results are assumed positive for the presence of drug use and subsequent penalties apply.
7. Any student who quits, is cut, or removed from a sport/activity, is not eligible to play another sport/activity during the season of that sport/ activity during which these actions occurred.
8. Each activity may have a more restrictive, written code of conduct established by the coach and approved by the administration.

9. Activities that are an extension of the classroom and/or are for community service are not bound by the requirements of this policy.
10. A student/participant is required to return to school – on the day activity trips return, during the school day – within one (1) hour of arrival in Sitka.

### **Clubs – School Sponsored or Student Organized**

The school may organize school clubs for educational and school purposes. Students may organize clubs around activities that are not related to instruction.

All clubs must get approval to organize before holding meetings. Student organized clubs are prohibited from interfering with the educational process; promoting, encouraging, or sanctioning activities that are unlawful; or abridging the constitutional rights of any person. SHS administration retains the right to disband clubs that engage in any misconduct.

All sales or solicitations must have prior approval by SHS administration and/or Activities Director. All moneys/funds collected or disbursed by clubs are required to be handled by the Front Office. Any signs or postings must follow the typical approval process for postings at SHS.

### **Dances**

Dance procedures have been established to help ensure the enjoyment and safety of all students, and to allow for an enjoyable environment for all students to socialize. The Assistant Principal must approve school-sponsored dances at least one month before the dance. A checklist for procedures will be required to be completed per the timelines stated on that checklist. Music must be reviewed by the Principal or Assistant Principal. Regular high school behavior policies apply to all participants at school dances. Prom is the last dance of the year.

- Guests must fill out the SHS Dance Visitor Request Form in advance and be approved for attendance by the Assistant Principal.
- Doors close to admittance one hour after dance begins and no admittance will be permitted after that time.
- Once a student leaves the dance, he or she may not re-enter later. Students asked to leave school dances must leave school property or location of the school sponsored dance.
- Good taste is the rule for dancing. Parents, guests of the school, community members and students from all walks of life will be there. Dancing will be free of sexually suggestive moves by oneself or with anyone else.
- Students asked to leave a dance (2<sup>nd</sup> offense/warning) due to their behavior may lose their privilege to attend school dances for up to one school year.

## **STUDENT CODE OF CONDUCT- RIGHTS AND PRIVILEGES**

### **Student Code of Conduct**

A student is afforded a right to due process in any disciplinary action (AR5010a). Students that participate in activities at SHS are expected to uphold the Sitka School District Code of Conduct. This code expects students to behave in an appropriate manner whether in school, in the community of Sitka, or traveling as a Sitka High student. Violations of this code include, but are not limited to: plagiarism, shoplifting, vandalism, disturbing the peace, receiving a citation from police department, etc. Violation of this

Code of Conduct may result in loss of traveling privileges to SHS activities and/or suspension from participation in SHS activities. Each parent of a student enrolled in a public school in Sitka has a duty to assist the school in enforcing the standards of Student conduct and attendance in order that education may be conducted in an atmosphere which is free of disruption and threat to persons or property.

### **Student Belongings**

SHS assumes no responsibility for the damage, theft or loss of personal property on school grounds. Students are cautioned not to bring large sums of money or other valuables to school.

Student lockers are available on a limited basis, by application through the Front Office. Student lockers are the property of the School District and it shall be the responsibility of each student to keep the assigned locker clean and undamaged. All lockers, and contents within, are subject to search.

Student lockers should be used for securely storing student belongings. Students will not leave belongings out on tables, benches, on the floor, or other unauthorized locations throughout the school. SHS is not responsible for lost or stolen items. Student consent to the search of student belongings shall be sought but is not required.

### **Building and Equipment Use/Care**

We are fortunate to have a well-maintained school building in which to attend school, work, and enjoy activities. We also enjoy using the up-to-date equipment in classes and activities. Take pride in your school and help take care of the facilities and equipment by using them properly. Willful or careless destruction of school property will result in disciplinary consequences and liability for damages. Our school building and equipment belong to our community.

### **Off Limits –Cross Trail**

The trail behind the school is off limits at all times during school hours, unless students are supervised by a teacher. School hours are defined as 8:00 AM to 3:30 PM.

### **Hall Passes**

Students must be in class during class time. Whenever a student, including a teacher's assistant, is out of a classroom during a class period, a visible hall pass will be in hand. Students in the halls should expect school administrators and other staff members to check their hall passes and should comply with those checks in a polite manner. Use of electronic devices in the hallways during class time is not acceptable.

### **Cell Phone / Electronic Devices**

The student who possesses a personal electronic device shall be solely responsible for its care. School classroom or front office land lines should be utilized for phone calls. Phones and other electronic devices being used during class time in the hallway may be confiscated. Student use of personal electronic devices is prohibited in areas including, but not limited to locker rooms, bathrooms, and swimming pool areas. Teachers may collect devices and set standards of use for electronic devices in their classrooms.

Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school events or school busses shall be prohibited and may result in disciplinary action, confiscation of the personal electronic device, and/or reporting to law enforcement.

Administrative staff may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices, and may turn the devices over to the proper authorities for further investigation when warranted.

If a student does not turn their device over to the adult requesting that action, the privilege of having such a device may be revoked. When a personal electronic device is confiscated, it shall be released to the student at the end of the school day with the first offense. The second offense will require it to be released and/or returned to the student's parent/legal guardian. Additional intervention per the administrator's discretion will be made on additional violations. Permanent removal of this privilege will be made when the student does not show responsibility with following these guidelines.

### **Video Surveillance**

Sections of our school building and school grounds are under video surveillance.

### **Posting or Distribution of Information**

No materials of any kind are to be posted at SHS without prior administrative approval. School-related clubs and activities must have postings approved by an administrator. All postings in the SHS building must be submitted to administration for approval and posting. These rules apply to the distribution of materials at SHS as well.

### **Public Displays of Affection (PDA)**

Public displays of affection often cause others to be uncomfortable. Holding hands in the hallway may be acceptable, but holding hands in class is not. Quick hugs between friends may be acceptable, but extended hugs often cause discomfort to others in the area. Public displays of affection is at an unacceptable level when another person, adult or student, says "enough." If the parties involved do not stop the action being questioned, they should be referred to the office.

### **Misconduct**

All of the items listed below may be enforced at all district activities and on all school grounds.

1. Tardies
  - Assigned Detention(s), possible Closed Campus for Lunch, ISS
2. Failure to attend assigned lab
  - Assigned Detention(s)
3. Student automobiles, cycles, etc., vehicle violations
  - First offense – warning and/or loss of privilege to park vehicles on school grounds
  - Second offense – loss of driving/parking on school grounds for two (2) weeks
  - Additional violations – suspension, loss of driving/parking on school grounds for a year
4. District dress code violation
  - First offense – warning with removal of article
  - Second offense – warning with removal of article and parent notification
5. Minor infractions or class disruptions
  - Teacher will contact parent/guardian and may assign mandatory Lab and/or Assigned Detention. Failure to comply will result in referral to Assistant Principal for detention or suspension.

6. Failure to identify self upon staff request
  - First offense - Detention
  - Second offense – Loss of privileges
7. Failure to complete assigned detention
  - Lunch detention or closed campus
8. Profanity and vulgarity, including casual use of language, gestures, or conduct that is vulgar, profane, obscene or abusive, or disruptive to teaching or learning
  - First offense – warning and parent/guardian notification
  - Second and subsequent offenses– Assigned Detention /Suspensions
9. Plagiarism, Academic Dishonesty, Forgery, and/or Cheating
  - First offense – “0” grade for assignment, parent/guardian notification
  - Second offense – “0” grade for assignment and 1 day ISS
  - Third offense – “0” grade for assignment and additional ISS
10. Tobacco, possession or use of (all buildings are smoke free)
  - First offense – parent notification
  - Continuing offenses – Potential OSS, referral to police
  - Participation in an approved Tobacco Cessation program will mitigate consequences.
11. Defiance of authority, willful disobedience or disrespect
  - First offense – detention(s) & parent notification
  - Second offense – ISS
  - Third offense – OSS
12. Harassment and/or sexual harassment
  - First offense – detention(s) & parent notification
  - Second offense – ISS and recommendation for counseling
  - Third offense – OSS and recommendation for counseling
13. Profanity or vulgarity toward school personnel
  - First offense – detention(s) & parent notification
  - Second offense - ISS and recommendation for counseling
  - Third offense – OSS and recommendation for counseling
14. Student fighting, Bullying, Hazing, Cyberbullying
  - First offense – detention(s) & parent notification
  - Second offense – ISS and recommendation for counseling
  - Third offense – OSS and recommendation for counseling
15. Vandalism, malicious mischief, theft
  - First offense – detention(s), liability for damages
  - Second offense – ISS, liability for damages and recommendation for counseling
  - Third offense – OSS, liability for damages and recommendation for counseling
16. False fire alarm
  - First offense – OSS
  - Second offense – OSS and recommendation for expulsion
17. Assault on student(s) or non-school personnel
  - First offense – OSS and recommendation for counseling
  - Subsequent offenses – OSS and recommendation for expulsion
18. Threat on school personnel, pupils or non-school personnel
  - First offense - OSS and recommendation for counseling
  - Second offense – OSS and recommendation for expulsion

19. Controlled substances: includes possession, use, or under the influence of any controlled substance including alcohol and marijuana and possession or use of paraphernalia
  - First offense – OSS, referral to Police Department
  - Second offense – OSS, referral to Police Department, recommendation for expulsion
  - Referral to and active participation in approved Drug and Alcohol counseling may result in a reduction of suspension time.
20. Knives or other dangerous objects
  - First offense – OSS
  - Second offense – OSS and/or recommendation for expulsion
21. Assault on school personnel
  - OSS and recommendation for expulsion and counseling
22. Selling or providing drugs, alcohol, or other controlled substances
  - OSS, referral to Police Department, recommendation for counseling, recommendation for expulsion
  - Referral to and active participation in approved Drug and Alcohol counseling may result in a reduction of suspension time.
23. Firearms, explosives
  - OSS, recommendation for expulsion, report to Police

## **Harassment**

Harassment on the basis of race, color, religion, national origin, sex, sexual preference, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Harassment based upon factors other than sex includes, but is not limited to,

- verbal, physical, cyber, or written harassment or abuse,
- repeated remarks of a demeaning nature,
- implied or explicit threats concerning one's grades, job, etc, and
- demeaning jokes, stories or activities.

Sexual harassment includes, but is not limited to,

- unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.
- verbal, physical, cyber, drawings, or written harassment or abuse,
- pressure for sexual activity,
- repeated remarks to a person with sexual or demeaning implications,
- suggesting or demanding sexual involvement accompanied by implied or explicit threats.

## **Bullying**

Bullying is the repeated intimidation of others by inflicting or threatening physical, verbal, written, electronic, or emotional abuse, or damage to another's property. In working with Bullying Prevention Programs, SHS supports the following:

- 1.) We will not bully others
- 2.) We will help others who are being bullied
- 3.) We will be inclusive of those who are being left out.
- 4.) Speak up, and inform an adult.

Bullying may include, but is not limited to,

- conduct such as physical abuse,
- damage or theft of another's property,
- social exclusion from activities,
- verbal taunts, name-calling, rumors, innuendoes,
- drawings, jokes, gestures, pranks, and
- put-downs relating to real or perceived differences, including another's culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability or disability, or other distinguishing characteristics.

Harassment and Bullying are violations of school district policies and regulations. They may also be violations of criminal or other laws. The school district has the authority to report harassment to law officials.

### **Retaliation Prohibited**

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

## **SCHOOL COUNSELING SERVICES**

### **Guidance Program**

The Sitka High School Counseling Department follows the Alaska State Comprehensive Counseling Program guidelines in providing services to all SHS students. These guidelines include the following four components:

- Responsive Services – addressing the immediate concerns of students, parent/guardian, staff, and community.
- Individual Planning – assisting students in monitoring and understanding their development.
- System Support – supporting the program and staff activities and services.
- Curriculum – providing guidance content in a systematic way to all students.

School counseling is an integral part of the total educational program. Our goal is to promote student success through a variety of activities and support services. We provide a developmental program in the areas of education, career, and personal/social development.

### **Scheduling Classes**

The scheduling system is designed to allow the students as much freedom as possible in choosing their classes. The Counseling Office will work with students in helping them with course selection. Tentative class offerings will be made available to students by March for planning classes. Each student and parent/guardian can help assure success in scheduling by

- planning a four-year program that is flexible
- participating in the scheduling process
- completing and turning in course selection forms at the appropriate time
- selecting courses carefully to meet academic and individual needs
- being fully aware of content and degree of difficulty of the courses selected

- knowing the graduation requirements and making a checklist for meeting those requirements
- conferring with counselor, teachers or administrator to resolve questions about classes prior to completion of the course selection form

### **Scheduling Changes**

The course selection process allows students and their parent/guardian to choose courses in which the students will be enrolled. If changes are necessary, the counselor will assist students in adjusting their schedule.

To change a class schedule during the first 3 school days after a semester begins, students must complete the add/drop form found in the Counseling Office. Within the first 3 school days this process requires a parent/guardian signature and approval of the teachers involved. After the first 3 school days and up to 10 school days, teacher approval is required to add/drop, as well as a meeting including the parent/guardian and the counselor.

After 10 school days of the semester, if a change is made, a student will be withdrawn with NO CREDIT. A “WD” will appear on the transcript and will be calculated as an “F” in GPA.

The graduation requirements established by the Sitka School District are intended as a means of setting minimum standards and MAY NOT BE SUFFICIENT FOR COLLEGE OR UNIVERSITY ADMISSIONS. It is possible for many students to earn 28 or more credits during the four years at Sitka High School, and it is to their advantage to take as many courses as possible.

### **REACH Homeschool Program**

REACH Homeschool and Sitka High School work in partnership to offer students curricular options to best meet their educational goals. Students interested in taking independent study or online courses may do so through the REACH Homeschool Program. REACH provides guidance for students through weekly check-ins with the REACH High School Liaison, personalized support for families, and a work space for students in the high school building. Students interested in taking an independent study or an online course should first see their Counselor to discuss course options and scheduling. Course drop dates follow the SHS calendar. Contact REACH for questions at 907.966.1330.

### **Post-Secondary Dual Enrollment**

Students in grades 9 through 12 may receive academic or CTE credits that count toward graduation requirements for successfully completed courses at the University of Alaska Southeast or other previously approved Universities. Students interested in participating in these programs should contact the Counseling Office.

### **Organized Sports PE Credit Policy**

Students may earn PE credit through organized sports. .25 credit of Pass/Fail PE credit may be earned for successful completion of a SHS sport for each semester, assuming at least 65 hours of activity time is completed. Students must inform the Counseling Office via bit.ly if they would like to receive credit for team participation. SHS Team PE will be listed as an 8<sup>th</sup> hour (outside of school time) activity.

## MISCELLANEOUS

### School Fees

All students entering Sitka High School will pay a book deposit of \$50. Upon graduation or withdrawal from school, the student will be refunded the book deposit, or the balance of it.

In addition to the book deposit, there are various other expenses students may incur during the school year. The figures shown below are estimates since some costs may vary according to individual preferences. Students who have concerns about the fees should contact the Principal.

### FEES

\$20.00	Art Classes
\$25.00	Art & Design 2
\$30.00	Art – Ceramics, Drawing & Painting, Glass Art, Printmaking
\$15.00	Auto Classes
\$10.00	Band and Choir Classes (Uniform deposit, see below)
\$75.00	Band Uniforms DEPOSIT (refundable)
\$50.00	Book Deposit (refundable)
\$ 5.00	Calculator Rental
\$90.00	Use of school musical instrument/non-refundable
\$20.00	Digital Video and Digital Photography Classes
\$20-25	Metals Classes
\$50.00	Foods
\$15.00	Science and Tech Class
\$10.00	Small Engines Class
\$35.00	Woods fee/class
\$3.90	Lunch (per meal)
\$1.95	Breakfast (per meal)
\$10.00	Parking Permit Fee

Checks are made payable to Sitka High School

### Senior Fees

Seniors must have all fees paid before graduation rehearsal in order to participate in graduation ceremonies. Book deposits are refunded after rehearsal.

### Telephone Use During the Academic Day

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergencies are students removed from class or another school activity to receive a telephone call. Parents/guardians are requested to follow student rules regarding use of cell phones; calls or texts during class time are not acceptable.

### School Announcements

Announcements are made over the intercom at the start of school. Students who wish to have an item included in the daily announcements must have permission from the office/teacher/advisor.

### Bus Transportation

The School District provides transportation for pupils to and from school. A bus is an extension of the classroom and school day; students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Bus

transportation is a privilege that will be denied to those students whose conduct on the bus is disorderly and/or threatens the safety and well-being of other students, the bus driver, or other staff onboard. The driver, or other staff, has the authority to address a student's behavior and may notify the Assistant Principal of a student's bus conduct.

Buses will unload at the main entrance. Information concerning buses may be obtained by telephoning the SHS office at 747-3263.

### **Breakfast/Lunch Program**

The Sitka School District offers a breakfast and a hot lunch program at the high school. Breakfast is provided between 8:00 and 8:45am. Students who do not qualify for free or reduced breakfast will be charged **\$1.95**. Lunches include several entrees, dessert, milk and a complete salad bar and condiments counter. **Cost of a lunch is \$3.90, extra milk \$.50**. Prices are subject to change by action of the School Board.

Students may purchase lunch for a friend; however, it is important that they notify the lunch line attendant. Students should be sure that their parent/guardian approves.

The parent/guardian is encouraged to provide payment of a minimum of one week's worth of meals. Purchase of a daily lunch or payment of any amount towards the lunch account must be made in the office. Money is not accepted at the cafeteria at lunchtime.

**Students eligible for free or reduced lunches may purchase an additional lunch at the full price.**

Money in a student's account at the close of the school year will be held and available for use in the next school year. The parent/guardian may, however, request in writing a refund on or before the end of the school year. Refunds will be mailed from the District Office in June. When the amount is less than \$10, the reimbursement will be given to the student. When the amount is more than \$10, a check will be mailed to the parent/guardian. No refunds over \$10 will be made at the high school.

### **Lost and Found**

Any item apparently lost by students in and around the school building should be turned in to the office. Owners may recover their belongings at the office upon identification. If the owner does not claim an item within 30 days, it will be returned to the finder. All unclaimed items will be donated.

### **Student/ Parent Complaints**

Students may file a complaint regarding School District policies, rules and regulations or other matters. The complaint will be formalized in writing by completing the Parent/Student Complaint Form obtained from the office. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 24 hours of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the Principal within 6 school days of the employee's response or the incident.
- If unsatisfied with the Principal's response, talk to the superintendent within 6 days of the Principal's response.
- If unsatisfied with the superintendent's response, the student may request to speak to the Board at the next scheduled meeting. The Board determines whether it will address the complaint.

## **STUDENT ACTIVITY TRAVEL**

Students involved in extra-curricular activities may be involved in overnight travel, which may require that school will be missed. Because of this, students must be in good standing academically prior to traveling.

Students may be expected to pay an activity fee (depending upon the activity) and expenses for their meals. For most travel, students are housed in individual homes of students from the host school or they may be group housed in schools. When Sitka High School hosts an activity, the students involved in the activity are expected to house the visiting school(s) participants. See Region V Housing Rules below.

Traveling on school sponsored activity is a privilege. You are representing yourself, the team, the school, and the community. If a student is found to have violated school rules, or the Sitka School District Code of Conduct, on a school trip such as, but not limited to, drinking, possession of drugs, shoplifting, vandalism, violation of a coaches directive, etc. and/or does not represent the school in a positive light, consequences may result in the student immediately returning to Sitka at parent's expense and/or not traveling or representing a group for travel in any activity for up to one calendar year.

## **REGION V HOUSING RULES**

1. All persons being housed must abide by any and all rules set forth by their host.
2. In general, students must be in by 10:00 PM on weeknights and 12:00 AM on weekends. In special cases, such as an extended school dance, students will be allowed to stay out until 1:00 AM. If there are any questions about these times, contact the individual coaches or the school.
3. All students must abide by future curfews assigned by their coaches.
4. Coaches should check with the host parent/guardian to let them know where the coach will be staying and any special rules they wish to have the student follow. Leave a phone number and ask them to call at any time if a concern arises.
5. If problems arise, the host parent/guardian should contact the individual coach or the Principal of the host High School.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach or school immediately. The student is expected to remove himself/herself from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.
7. The host parent/guardian is expected to provide one meal a day for the students. If you wish, you may provide more.
8. Students are expected to let you know where they plan to be during their stay with you. You may expect them to act just as you would your own children to act if they were housed out-of-town.
9. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator.

## **HOUSING ETIQUETTE**

Please discuss the following with your students prior to them being housed:

- |                            |                                  |
|----------------------------|----------------------------------|
| A. Getting Up              | B. Making Up Bed/Sleeping Area   |
| C. Going to Bed            | D. Food                          |
| E. Being on Time for Meals | F. Television Use                |
| G. Bathroom Use            | H. Telephone                     |
| I. Chaperone Calls         | J. Smoking and Drinking          |
| K. Electronics             | L. Bringing Friends              |
| M. Respect for Curfew      | N. In-House Behavior and Conduct |

Supervisors/chaperones are expected to contact each host family to inform them of where you will be staying and of any specific rules you wish the student to follow. Please ask the host if they prefer that you call each night to check on the student or that they contact you if there is a problem.

### **Student Dress**

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Any article of clothing, accessory, or tattoo, which advertises alcohol or an illegal substance, depicts lewd graphics, displays offensive or obscene language or is gang-related, is forbidden. Undergarments should not be visible, and private parts must be covered at all times. Student dress that disrupts the school environment will not be tolerated. The Principal/Assistant Principal makes the final determination of the appropriateness of a student's appearance.