

Cordova School Board

Work Session on Handbooks

June 6, 2017 at 12:00 PM

YouTube Stream:

<https://www.youtube.com/@cordovaschooldistrictmeetings>

School Board Members

David Glasen (President)

dglasen@cordovasd.org

Henk Kruithof (Vice-President)

hkruithof@cordovasd.org

Emma Merritt (Clerk)

emerritt@cordovasd.org

Pete Hoepfner (Member)

phoepfner@cordovasd.org

Kate Trudeau (Member)

ktrudeau@cordovasd.org

Cordova School District Website: <https://cordovasd.org/>

Mailing Address:

Cordova School District
PO Box 1330
Cordova, Alaska 99574

Telephone Numbers:

Cordova Jr/Sr High 907-424-3266
Mt. Eccles Elementary 907-424-3236
District Office 907-424-3265

June 1, 2017

School Board Meeting Procedures

Welcome to a meeting of the Cordova School District Board of Education. As your elected representatives to this policy-making Board, we appreciate your interest and your attendance. Attending Board meetings is an important way to learn about the accomplishments, concerns and needs of your public schools. The following will explain how the Board functions and how you can be a part of the proceedings.

The Board generally meets for its regular Board meetings on the second Wednesday of every month at 7:00 P.M. at the Cordova High School Multipurpose Room. However, due to the scheduling of holidays or for special purposes, the Board occasionally meets on other days and or at other locations. Meeting notices are posted at the U.S. Post Office, City of Cordova Civic Center Public bulletin, Cordova District Office, Elementary Bulletin, High School Bulletin and on the Cordova District website under School Board. Please check with the District Office if you should have any questions regarding meeting times or locations. The Cordova School District Policy Manual, Board Policies, and Robert's Rules of Order, Newly Revised, are the parliamentary authority for conduct of the meetings. The Board conducts all of its business in public except for executive sessions as permitted under State statutes.

The Board President and the Superintendent prepare the agenda for each meeting. Items on the agenda are considered by motions, which require voice votes or roll call votes of the Board.

All Board meetings are open to the public except for executive or closed sessions, which the Board may call, to discuss, personnel matters, pending court proceedings involving the District, financial matters or student discipline matters. Voting on all issues, including those discussed in executive session, is done in public. Background materials on agenda items are sent to Board members prior to each meeting. After examining this material, Board members may obtain answers to questions and be prepared to efficiently and expeditiously reach decisions concerning the many items, which come before them during the meeting.

ADDRESSING THE BOARD

A Board meeting is a meeting in the public and not a public hearing; therefore, participation by persons in the audience is designated for specific places on the agenda.

Discussion is normally limited to members of the Board of Education, the Superintendent, or those who may be called upon for information. However, prior to a vote being taken, the President may request additional input from members of the audience. Citizens or groups who wish to formally be on the agenda must present their item in writing to the Superintendent at least one week in advance of the meeting to request placement on the agenda. The Board of Education encourages communication with the residents of the community.

Should you have specific questions regarding Board policy or actions, please feel free to call any Board member or the Superintendent at the District Office at 907-424-3265. You may also communicate in writing by addressing your letter to the Cordova Board of Education by email at csd_board@cordovasd.org, Cordova School District, P.O. Box 1330, Cordova, AK 99574 or by e-mail to Alex Russin at arussin@cordovasd.org.

How do I access the Cordova School District School Board Policy Manual?

1. Please go to the Cordova School District Website @ <https://cordovasd.org/>
2. From our Home page under **Menu**, click "**District Information**".
3. Click on: "**School Board**"
4. Click on: "**Policy Manual**". <https://boardpolicyonline.com/?b=cordova>
5. Instructions are provided for navigating and searching the online policy manual.

June 1, 2017

CORDOVA SCHOOL DISTRICT – BOARD OF EDUCATION

MEETING AGENDA

June 6, 2017 at 12:00 PM

Work Session on Handbooks

YouTube Stream: <https://www.youtube.com/@cordovaschooldistrictmeetings>

MISSION STATEMENT - The Cordova School District utilizes our unique natural surroundings and active involvement of parents and community to provide a safe learning environment that offers challenging curricula and activities while developing successful, responsible citizens for the future.

VISION STATEMENT – The Cordova School District is committed to providing opportunities to challenge students to discover, set and pursue their goals. Students shall possess the academic and communication skills, character, personal discipline and cultural awareness to contribute as responsible citizens. Furthermore, the district seeks to foster a continued desire for learning beyond the classroom and graduation.

| | |
|--|----|
| a. Mt. Eccles Handbook - Discussion | 4 |
| b. CHS Handbook - Discussion | 18 |
| c. Correspondence School - Discussion | 55 |
| d. Athletics/Activities Handbook - Discussion | 83 |

* Alaska law sets forth the reasons for holding an executive session. In moving for an executive session, the reason should be set forth in one of the motions as outlined.

1. I move that the Board go into Executive Session to discuss a person, a subject that may tend to prejudice the reputation or character of a person, provided the person may request a public discussion.
2. I move that the Board go into Executive Session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the school district.

** The board invites public comment at this time on agenda and non-agenda items. Comment at this oral hearing is limited to three minutes per person and five minutes per group. **The public comment period is an opportunity for the board to hear the public's concerns. The board will not engage in discussions with members of the public during the comment period.** Public comment is scheduled during regular meetings only when the board takes formal action.

Cordova School Board Goals 2025-2026

1. Increase engagement with the public.
2. Dedication to Board training and personal improvement.
3. Advocate for the school district at the local and state level.
4. Continued focus on the Reading Goal.

**Updated by the School Board on October 8, 2025*

How do I access the Cordova School District School Board Policy Manual?

1. Please go to the Cordova School District Website @ <https://cordovasd.org/>
2. From our Home page under **Menu**, click "**District Information**".
3. Click on: "**School Board**".
4. Click on: "**Policy Manual**".
5. Instructions are provided for navigating and searching the online policy manual.

June 1, 2017

Mt. Eccles Elementary School

Student Handbook

2017-2018

WELCOME

The administration, teachers, and staff at Mt. Eccles Elementary School look forward to working with students, parents, and community partners this school year. We, along with you, believe in high expectations for success and achievement for all students.

We strongly encourage parents to visit our school and to take an active part in the classroom, site-based council, and other activities. Research shows that this kind of involvement benefits students, and we believe that our student success is partly due to the high level of parent participation in our school. If you'd like to volunteer your time and energy to Mt. Eccles, we would greatly appreciate it. Check with the teachers or the principal for current opportunities.

| <u>Table of Contents</u> | <u>page</u> |
|--|--------------|
| <u>Cordova School District Vision</u> | <u>3</u> |
| <u>Cordova School District Mission</u> | <u>3</u> |
| <u>Mt. Eccles Mascot/School Colors/School Song</u> | <u>3</u> |
| <u>Communication</u> | <u>3</u> |
| <u>Visitors</u> | <u>4</u> |
| <u>Volunteers/Background Checks</u> | <u>4</u> |
| <u>Attendance</u> | <u>4-5</u> |
| <u>Illness</u> | <u>5</u> |
| <u>Withdrawal</u> | <u>5</u> |
| <u>Parent Travel</u> | <u>5</u> |
| <u>General Discipline</u> | <u>6</u> |
| <u>Bullying</u> | <u>6-7</u> |
| <u>Cyberbullying</u> | <u>7</u> |
| <u>TRIBES Agreements</u> | <u>7</u> |
| <u>School Dress</u> | <u>7</u> |
| <u>Use and Possession of Dangerous Items</u> | <u>7</u> |
| <u>Electronics</u> | <u>7</u> |
| <u>Report Cards and Grading System</u> | <u>8</u> |
| <u>Citizenship Grades</u> | <u>8</u> |
| <u>Honor Roll</u> | <u>8</u> |
| <u>Progress Reports</u> | <u>9</u> |
| <u>PowerSchool</u> | <u>9</u> |
| <u>RevTrak</u> | <u>9</u> |
| <u>Testing</u> | <u>9</u> |
| <u>Testing Schedule</u> | <u>10</u> |
| <u>Textbooks and Materials</u> | <u>11</u> |
| <u>Curriculum</u> | <u>11</u> |
| <u>Activities</u> | <u>11</u> |
| <u>Special Services</u> | <u>11</u> |
| <u>Community Partnerships</u> | <u>12</u> |
| <u>Meal Service</u> | <u>12</u> |
| <u>Allergies</u> | <u>13</u> |
| <u>Pets in School</u> | <u>13</u> |
| <u>Lice Protocol</u> | <u>13</u> |
| <u>Medication</u> | <u>13</u> |
| <u>Outdoor Gear</u> | <u>13</u> |
| <u>Safety Drills</u> | <u>13</u> |
| <u>A.L.I.C.E. Procedures</u> | <u>13-14</u> |
| <u>Avalanche Procedures</u> | <u>14</u> |
| <u>Tsunami Procedures</u> | <u>14</u> |
| <u>Students Leaving School Grounds</u> | <u>14</u> |
| <u>Lost and Found</u> | <u>14</u> |
| <u>Title IX</u> | <u>14</u> |

CORDOVA SCHOOL DISTRICT VISION

The Cordova School District is committed to providing opportunities to challenge students to discover, set and pursue their goals. Students shall possess the academic and communication skills, character, personal discipline, and cultural awareness to contribute as responsible citizens. Furthermore, the district seeks to foster a continued desire for learning beyond the classroom and graduation.

CORDOVA SCHOOL DISTRICT MISSION

The Cordova School utilizes our unique natural surroundings and active involvement of parents and community to provide a safe learning environment that offers challenging curricula and activities while developing successful, responsible citizens for the future.

MT. ECCLES MASCOT

Mt. Eccles Mountaineer

SCHOOL COLORS

Maroon and Navy Blue

SCHOOL SONG

Pride of Mt. Eccles

by Mary Armantrout

“We are citizens of this great land.

Oh, smile and give us a hand.

We grow each day in every way.

We’re Mountaineers, as you can see!

In Language, Math, Science, Music, and P.E.,

Reading, Health, Computers, and Geography,

We are Mt. Eccles Pride.

COMMUNICATION

One of our priorities is to keep parents and community members abreast of current events, activities and opportunities through:

Email Updates – [The office will use the email address\(es\) you provide on your student’s contact information sheet to create a parent email list. Please keep us updated as your information changes.](#)

Our Facebook Page - [Search for “Mt. Eccles Elementary School” and like us.](#)

PowerSchool – [Please see the office to set up a parent account on PowerSchool.](#)

[Text for Time Sensitive Info – This method of communication will only be used for things such as school closures, bus run changes, or emergencies. \[more info TBA\]](#)

~~Please see the office for information on accessing any of these news sources.~~

School Contact:

Gayle Groff, Principal (ggroff@cordovasd.org)

Telephone: 907-424-3236

Fax: 907-424-3117

VISITORS

[Visitors are welcomed and encouraged to visit our school! For the safety and well-being of our students and staff, it is our practice that ALL visitors to Mt. Eccles must sign in and out at the front office and wear an identification sticker visible on their chest while in the building.](#)

VOLUNTEERS/BACKGROUND CHECKS

Mt. Eccles encourages parents, guardians, and community members to share their time, knowledge, and abilities with our students to enrich our educational program and strengthen our school. Any volunteer who spends time alone with children must undergo a background check. This includes any volunteer that has the potential to be working with students without being in the presence of a teacher or another CSD staff member. This does not include school visitors such as guest speakers, someone who attends a large group meeting or event, parents visiting students for lunch or classroom presentations, or parents picking up or dropping off their children for school. The district will pay the cost of the background check [annually. \(Reference Board Policy 1250\)](#)

ATTENDANCE

The Cordova School District considers attendance extremely important in order for students to derive maximum benefits from the school's instructional program and to develop habits of punctuality, self-discipline, and responsibility. [Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy \(Reference Board Policy 5113\).](#) Parents who voluntarily remove their child(ren) from school will be required to work with the staff [in advance](#) to arrange for missed school work.

A. Tardies

Anyone who is not present at the start of class in the morning or the afternoon will be considered tardy. Students must report to the office for a tardy slip before proceeding to their classroom. Three or more tardies will make a student ineligible for a perfect attendance award.

B. Absence

Being absent from school for more than 30 minutes at the beginning of day or after lunch is considered a half-day absence.

Students with a planned absence of 1-10 days **must give one-week prior notice** to the teacher and the office and meet with the teacher to assign work they will miss. **The expectation is that work is completed during the course of the planned absence and turned in upon return to school.** Please keep in mind that the presence of a student in the classroom on a regular basis is necessary to provide opportunities for interactive learning with teachers and peers. The work

that a student can make up at home represents only a small portion of the learning activities that take place in the classroom every day.

In the event of an unplanned absence (illness) the latest deadline for work to count toward the student's grade will be as many days after the return as the student missed. (Ex. If the student was gone for 7 school days, the work will be accepted no later than 7 school days after they return.)

C. Extended Absences

Any time students will miss over 10 days of school, ~~they will be asked to transfer to our Correspondence School, which is part of Cordova School District's Innovative Learning Program (ILP).~~ For a planned absence of over 10 days, **parents must give two weeks prior notice to the office.** The classroom teacher will coordinate the collection of work for the student during the absence and will meet with the parents to go over work and expectations prior to the trip. **It is expected that all work will be done during the course of the absence and turned in upon return to school.** Upon return, there will be a re-entry meeting with the teacher, the parents, and the student to review completed work.

D. Home Notification

Attendance records are kept by the office. A letter will be sent home to notify parents when their child has excessive tardies or absences.

ILLNESS

If a student becomes ill, he or she will be sent to the office for evaluation. Depending on the symptoms of the child, a parent or guardian will be called. If it is determined that the child shall leave, the parent can sign them out on the checkout roster in the office. No child will be allowed to leave without the knowledge of the school and parent or guardian.

WITHDRAWAL

Parents wishing to withdraw a student from school should inform the office who will pass this information to the classroom teacher. The teacher and librarian will verify that books have been turned in and indicate the grade earned at the time of withdrawal. Any fines must be paid prior to withdrawal. Parents of students who plan to transfer to another school should notify the office so transcripts can be sent without delay.

PARENT TRAVEL

If a parent is going to be out of town, please notify the office and provide the name and contact information of the child's caregiver and an emergency number where you can be reached. A signed letter will be required for non-legal guardians/parents to pick up/remove a student from campus.

GENERAL DISCIPLINE

The school is responsible for students' safety and welfare in school and during school-sponsored functions. Consequently, students are subject to school discipline at school functions as well as during the regular school day. Mt. Eccles students are expected to observe the TRIBES agreements at all times. These include Mutual Respect, Attentive Listening, Appreciations/No Put-Downs, and the Right to Pass [and are defined below](#). Our philosophy of discipline is to encourage positive behavior that enables all of our students to achieve academic and social success. Our goal is that our students practice self-discipline.

In the event that discipline is necessary, it will be handled as follows:

| | |
|--|--|
| 1 st offense | 1 detention (lunch or recess) and notify parents |
| 2 nd offense | 2 detentions (lunch or recess) and notify parents |
| 3 rd offense | 1 day in-school suspension, notify parents, and meet with school counselor |
| A 3 rd offense will result in a less than satisfactory citizenship grade. | |

Note that the school administration may adjust the consequences for a given behavior, as the individual facts require. The school administration has the discretionary authority to move to any level of discipline based on the seriousness of the case.

BULLYING

Bullying will not be tolerated at Mt. Eccles Elementary School.

Intimidating behavior or bullying is defined as intentional and generally unprovoked attempts by one or more individuals to inflict physical harm or emotional distress upon another person or group. The misbehavior may be direct or indirect. We use the term bullying when a pattern of **repeated** behavior occurs. Some examples include, but are not limited to:

| | |
|-------------------------------|--|
| Emotional Intimidation | Rejection, terrorizing, humiliation, exclusion, or the fearful anticipation by the victim of future attacks |
| Physical Intimidation | Hitting, poking, choking, hair pulling, tripping, kicking, biting, unwanted tickling, and encroachment of personal space |
| Sexual Intimidation | Propositioning, voyeurism, indecent exposure, pulling down another's pants, etc. |
| Verbal Intimidation | Teasing, gossiping, spreading rumors, name-calling, ridicule, insults |

Mt. Eccles staff members are using several strategies to prevent and mitigate bullying on our campus. These include but are not limited to the TRIBES Agreements, Bucket Filling, making Kelso's Choices, regular instruction by our school counselor, and conflict resolution coaching on the playground. Building a positive school culture is a priority of

the staff and the student council. If you'd like to know more about what you can do at home to help your child deal with bullying or not engage in bullying, please consult the school counselor.

CYBERBULLYING

Cyberbullying encompasses any of the bullying actions described above accomplished through electronic means. Cyberbullying is also prohibited and will result in disciplinary action.

TRIBES AGREEMENTS

TRIBES is a process. A TRIBES school is a learning community where teachers, administrators, students, and parents all enjoy the mutual respect and caring essential for growth and learning. One of the ways we build community with TRIBES is through the four agreements:

| | |
|-----------------------------------|--|
| Mutual Respect | We will treat people the way we want to be treated. |
| Attentive Listening | We will listen with our eyes, ears, and heart. |
| Appreciation, No Put-Downs | We will speak kindly to others and think of other people's feelings. |
| Right to Pass | We can pass in certain activities, and know we gain when we participate. |

SCHOOL DRESS

Students are expected to dress suitably for school activities and in a way that does not detract from the educational environment. The faculty and principal will make decisions regarding appropriate dress. Undergarments or revealing clothing shall not be visible. No hoods, hats, or sunglasses may be worn in the school building. Students will not wear clothing or jewelry that advertises products illegal for their age, including but not limited to tobacco products and alcohol. Students wearing inappropriate clothing or jewelry to school or while attending extra-curricular school sponsored events will be asked to turn their shirts inside out, change, or remove the item depending on the nature of the clothing or jewelry.

USE AND POSSESSION OF DANGEROUS ITEMS

Dangerous items such as knives, firearms, fireworks, etc. are prohibited in all school buildings, on school grounds, and at all school activities. Toys that look like dangerous items are also prohibited.

ELECTRONICS

Personal electronics may not be used by Mt. Eccles students during the instructional day, [from 8:40 am - 3:30 pm, except as allowed by the classroom teacher for instructional purposes.](#) [Unless a device is requested by the teacher for a lesson,](#) electronics should remain in a student's backpack with the power off during the school day. Any infraction will result in the item being held by the teacher or the office until a parent can retrieve it after school.

REPORT CARDS AND GRADING SYSTEM

Report cards will be issued at the end of each quarter, approximately every nine weeks. It is ideal for parents to discuss the report card with their child and to contact the teacher with any questions or concerns. It is not necessary to return these cards to the school, because you will receive a new card at the end of each quarter. An incomplete is given only when a student’s work is not finished because of illness or other excused absence. If not made up within two weeks, the incomplete work will be entered as a zero in the grade book. Students who attend Mt. Eccles Elementary for less than six weeks of a quarter will not receive a report card.

| Grade 1-2 | | | Grade 3 | | | Grades 4-6 | |
|----------------|---------|-------------------|---------|---------|-------------------|------------|---------|
| + | 94-100% | Area of Strength | + | 90-100% | Area of Strength | A | 90-100% |
| S+ | 86-93% | Very Good | S+ | 80-89% | Very Good | B | 80-89% |
| S | 76-85% | Satisfactory | S | 70-79% | Satisfactory | C | 70-79% |
| S- | 66-75% | Needs Improvement | S- | 60-69% | Needs Improvement | D | 60-69% |
| - | 0-65% | Area of Weakness | - | 0-59% | Area of Weakness | F | 0-59% |
| I - Incomplete | | | | | | | |
| W - Withdraw | | | | | | | |

Please see the office for a copy of the Kindergarten report card, which is skills-based.

CITIZENSHIP GRADE

A citizenship grade is given in grades 1-6 in addition to academic grades. This citizenship grade allows the teacher to communicate the quality of the student’s behavior apart from his/her academic performance. Any student receiving less than satisfactory citizenship is ineligible for the honor roll. Citizenship grades also affect eligibility for extracurricular activities and school-sponsored activities. The citizenship grade reflects the student’s behavior with regards to school and classroom rules and the mutual respect that is expected of our students in all circumstances.

The following marking system shall be used for Citizenship Grades:

| | |
|----|-------------------|
| + | Superior |
| S+ | Outstanding |
| S | Satisfactory |
| S- | Needs Improvement |
| - | Unsatisfactory |

HONOR ROLL

Honor roll will be calculated at the close of each quarter for full time students in grades 4-6. To be eligible, a student must have an average of 3.0 or higher in academic classes with no D or F grades in any class. The student must have an S or higher in citizenship for all classes.

PROGRESS REPORTS

A notice is sent home with students every mid-quarter to all parents of 4th-6th graders. The purpose of this notice is to inform the students and parents of the status of course work at mid-term. Tutorial help and/or enrichment are available to students through working with the classroom teacher or in after-school Homework Club.

POWERSCHOOL

Our student information system is PowerSchool and the URL is <http://cordova.powerschool.com>. Please see the office for a login and password. This will allow students and parents of 4th-6th graders to see real time grades. Parents of all students can keep track of breakfast/lunch accounts on PowerSchool, as well.

REV TRAK

We are now accepting credit card payments for:

- student meal payments (requires PowerSchool Parent Portal Login)
- staff meal payments
- CSD Music program produce fundraiser

The link to our webstore is <https://cordovasd.revtrak.net>. There is a 1.8% Service Fee, which will be charged at checkout. This is approximately half of the total fee the District will incur for each charge made.

TESTING

Mt. Eccles Elementary School administers a statewide test ~~called Performance Evaluation for Alaska Schools (PEAKS) in grades 3-6 each spring. We administer the ACCESS for ELLs 2.0 assessment to our bilingual English Learner students February-March. Each student in the school will take the computer-based Measure of Academic Progress (MAP) tests three times per year to show academic growth and to provide teachers with information for planning instruction.~~ [yearly tests in compliance with Alaska's Comprehensive system of Student Assessments and with Cordova School District's assessment practices.](#) Parents can support this testing by assuring that their students get ample rest and have a healthy breakfast during testing periods. If you have questions regarding any of these tests, please contact the principal.

TESTING SCHEDULE

| Grade | Assessment | Timeline | Purpose |
|----------|---|----------------------|---|
| K* | Statewide Kindergarten Developmental Profile | September—November | Assists teachers in identifying strengths and areas for student growth in five (5) early learning domains: 1. Physical well-being, health, and motor development; 2. Social and emotional development; 3. Approaches to learning; 4. Cognition and general knowledge; and 5. Communication, language, and literacy |
| K-12 | District Measures of Academic Progress (MAP) | Fall, Winter, Spring | Assists teachers in gathering “real-time” information on student achievement in math and language arts to help with planning instruction |
| ** | National Assessment for Educational Progress (NAEP) | January—March | Assesses a student’s general content knowledge in reading, mathematics, science, writing, U.S. history, civics, geography, and the arts |
| K-12 | Statewide ACCESS for ELLs 2.0 (English Learners) | February—March | Assists teachers in measuring and identifying a student’s social and academic English language proficiency in four (4) domains: 1. Listening; 2. Reading; 3. Writing; and 4. Speaking |
| 3-10 | Performance Evaluation for Alaska’s Schools (PEAKS) | March—April | Provides the school district and teacher information on how students performed on the tests as measured against the state content area standards of Math and English/ Language Arts |
| 4, 8, 10 | Alaska Science Assessment | March—April | Provides the school district and teacher information on how students performed on the tests as measured against the state content area standard of Science |

*Kindergarten Developmental Profile also administered to first grade students who did not attend public kindergarten

**Selected schools and grades in Alaska

TEXTBOOKS AND MATERIALS

The school issues textbooks, materials, and electronic devices as needed. If a student loses or destroys any of these items, a replacement fee will be charged.

CURRICULUM

At Mt. Eccles we offer:

| | |
|-------------------------|---|
| Core Subjects | Language Arts, Math, Reading, Science, Social Studies |
| Special Subjects | Band (Grades 5-6), Music, Physical Education, Swimming/Water Safety |
| Technology | iPads or Laptop Computers are integrated into all instructional areas |

ACTIVITIES

Geography Bee – Grades 4-6

| | |
|------------------------|------------|
| Battle of the Books | Grades 3-6 |
| Future Problem Solving | Grades 5-6 |
| Student Council | Grades 5-6 |
| Lego Robotics | Grades 4-6 |

Mt. Eccles students participate in activities that are designed for elementary students. [6th graders may have the opportunity to participate in junior high-sponsored sports with in practices and home games with no travel.](#)

[Parents will be required to meet with the principal and the coach to ensure that this is appropriate for individual students. Students' eligibility requirements will be the same as for junior high students and will be based on citizenship, grades, and attendance. \(Reference Cordova Jr/Sr High Athletics and Activities Handbook\)](#)

[Keep an eye open for Facebook posts and/or email updates that include information on many additional non school-sponsored activities that are available in Cordova.](#)

SPECIAL SERVICES

| | |
|--------------------------------|--|
| English Learners | Small group instructional support |
| Gifted Plans of Service | Small group instructional support |
| Homework Club | Monday-Thursday for 1 hour after school (Grades 2-6) |
| Indian Education | Small group instructional support |
| Library | Onsite with computer catalog access to other Cordova collections |
| Migrant Education | Small group instructional support |
| Pre-school | Lottery selection and special needs children with peers ages 3-5 |
| Special Education | Individual, small group, and inclusion instructional support |
| Title I | Small group instructional support |

COMMUNITY PARTNERSHIPS

| | |
|----------------------------------|--|
| Cordova Museum | Museum staff provides students with monthly classes on topics of local historical interest |
| Culture Week | Native Village of Eyak and Chugachmiut bring in community members to share our local culture with students (every other year) |
| Discovery Room | Science activities provided by Prince William Sound Science Center and Copper River Watershed Project for grades 4-6 |
| Gardening/Composting | Teachers work with parents and community members on this place-based learning experience |
| Health-Related Activities | Public Health Nurse provides instruction, skills, and screening as needed |
| Lunch Bunch | Sound Alternatives and Ilanka Health Center provide an opportunity for students to eat lunch with a small group and play games that focus on social skills, communication, problem solving and other life skills and positive school behaviors |
| Multicultural Fair | Community members of cultures that have been relocated to Cordova share their unique traditions with students (every other year) |
| Salmon Tank | Students participate in monitoring the salmon life cycle with Prince William Sound Science Center and Copper River Watershed Project |
| Science Fair | Parents and community experts help students use the Scientific Process to create a project to share at a Science Fair. |

MEAL SERVICE

Breakfast Ticket Prices

Full Price.....\$2.00
 Adult/Guest\$3.00
 Reduced Price.....\$0.30

Lunch Ticket Prices

Full Price.....\$3.00
 Adult/Guest.....\$5.50
 Reduced Price.....\$0.40

Extra Milk.....\$0.50

[Contact the office regarding information on whether you may qualify for free or reduced meals. Any adult wishing to join us for lunch should call the school office by 9:00 am in order to be included in our lunch count.](#)

ALLERGIES

There are students [and staff](#) attending Mt. Eccles who have life-threatening allergies to certain substances. The most severe allergies are to peanuts, tree-nuts, fish, and shellfish. There are also allergies to animals. Consequently, you must to speak with your child’s classroom teacher before bringing in any snacks or pets to share with the class. There is an allergen-free table available for seating in the cafeteria.

PETS IN THE SCHOOL

Please check with the office and the classroom teacher before bringing a pet into the school. See the section above on allergies.

LICE POLICY-PROTOCOL

In order to safeguard our children from passing head lice from one to another, we require that students with head lice stay home until all live adults and nits have been removed from the hair. If you discover head lice at home, we appreciate a call so that we can check any other students who may have been exposed. Together we can keep this pesky creature’s effects to a minimum.

MEDICATION

Over-the-counter medications will not be administered to students by school staff. Please do not send such medication with your child. If a child needs medication during school hours, the parent must come and administer it. The only exception will be if a child has a current medical form on file at the office with written authorization from a physician. These medications will be administered from the original container as directed by the physician on that container.

OUTDOOR GEAR

[Mt. Eccles students go outside to recess nearly every day, regardless of weather. Please send students with the appropriate gear for snow, rain, or whatever the forecast holds each day. Please mark their items with their name or initials, so lost items may be easily returned to their owners.](#)

INSURANCE

~~Accident insurance is available at the beginning of school during an open enrollment period for all students and at the time of enrollment for students new to the district.~~

SAFETY DRILLS

Mt. Eccles will conduct a fire drill every month, an earthquake drill twice a year, and an evacuation, lockdown, [or A.L.I.C.E.](#) drill at least once a year.

A.L.I.C.E. PROCEDURES

[A.L.I.C.E. is a list of options that can be used to stay safe in the event of a violent intruder. Mt. Eccles will train students with age appropriate materials and conversation. Students will learn to comply with teacher instructions during an emergency. Teachers will choose the most appropriate response from the acronym A.L.I.C.E.](#)

| | |
|-----------|--|
| A = ALERT | Use plain and specific language. Avoid code words. |
|-----------|--|

| | |
|---------------------|---|
| <u>L = LOCKDOWN</u> | <u>Barricade the room. Silence mobile devices. Prepare to EVACUATE and COUNTER if needed.</u> |
| <u>I = INFORM</u> | <u>Communicate the intruder's location in real time.</u> |
| <u>C = COUNTER</u> | <u>Create noise, movement, distance, and distraction. This is an option to exercise when all others are not viable.</u> |
| <u>E = EVACUATE</u> | <u>When safe to do so, remove yourself from the danger zone. This is the most desirable option.</u> |

STANDARD REUNIFICATION METHOD

In the event of a crisis, Mt. Eccles will activate their family reunification plan. Unless otherwise notified, parents will proceed to the Simpler Gym and will be directed through a process of information gathering in order to be reunited with their children in the safest manner possible, so that all children may be accounted for. Please remember to bring your identification to the reunification site.

AVALANCHE PROCEDURES

The bus will run according to the published avalanche warning levels. In the case that an avalanche blocks Copper River Highway, all students living past the avalanche areas should have an in-town contact on file with the school who can be responsible for their children until the road is cleared.

TSUNAMI PROCEDURES

In the event of a tsunami warning, school will continue with all activities contained on the campus, which is considered a safe zone. No students shall leave the campus unless checked out by a parent or guardian at the office. Mt. Eccles is Cordova's official muster site. Residents will gather in the commons and the gym, as directed.

STUDENTS LEAVING THE SCHOOL GROUNDS

Students may leave the school with parent permission. A note signed by the parent/guardian or a written record of a phone call must be on file in the school office before a student may leave. Students must report to the office to sign out when they leave and sign in when they return. This procedure will be followed even if the student is leaving with a parent. Once a student arrives at school, this protocol will be followed, including during the before-school breakfast time.

LOST AND FOUND

Mt. Eccles Elementary School does not accept responsibility for lost items. Lost and found is located in the school commons. [Please check from time-to-time for lost and left behind items, including lunchboxes and articles of clothing.](#) Items not claimed will be disposed of on a regular basis.

TITLE IX

No person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance. – Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964.

2017-2018

**CORDOVA JUNIOR SENIOR
HIGH SCHOOL**



DRAFT
STUDENT HANDBOOK

**PO Box 1330
100 Fishermen Avenue
Cordova, AK 99574**

Phone: 907-424-3266

STUDENT-PARENT NOTIFICATION

Thank you for reading and using this publication. The purpose of this handbook is to ensure the safety of ALL STUDENTS [and to inform parents and students of their rights and responsibilities of being a citizen of Cordova Junior/Senior High School](#). We thank you for your help in maintaining a positive climate at our school so that all students have the ability to succeed at their highest levels.

ACKNOWLEDGEMENT OF STUDENT-PARENT RECEIVING OF HANDBOOK

I have read the rules and policies in this handbook listed below. I understand these rules and policies apply to all students enrolled at Cordova Junior/Senior High School. Check both, indicating you acknowledge receiving a complete handbook, and that you understand these rules and policies apply to all students enrolled at Cordova Junior/Senior High School.

- 1. Cordova Junior/Senior High School Policies and Standards _____
- 2. Acceptable Computer System Use Policy _____

Student Signature

Date: ___/___/___

Student Name (PRINTED LEGIBLY)

Parent Signature

Date: ___/___/___

Parent Name (PRINTED LEGIBLY)

*This page must be completed, removed, and returned to the office at Cordova Junior/Senior High School [within 48 hours of receipt of the handbook](#). [Failure to return will assume that student-parent are in agreement with the above statement and the handbook will be in full effect for the school year.](#)

Computer Acceptable Use Agreement—Computer System Cordova Junior/Senior High School

I understand that using the Network Services within Cordova Junior/Senior High School is a privilege and not a right. My use of this privilege may be suspended or revoked by the school at any time if I do not follow the terms of the district and school Acceptable Computer System Use policies (see pg. 26). I agree to keep my password confidential and to properly log off the computer before leaving my workstation. I will never let anyone else use my account.

As a condition of my use of the Network Services, I have read and will comply with the terms and conditions in the Acceptable Computer System Use Policy for Cordova Junior/Senior High School. I understand disciplinary action will be taken if I violate this agreement.

Student Signature

Date: ____/____/____

Student Name (PRINTED LEGIBLY)

Parent Signature

Date: ____/____/____

Parent Name (PRINTED LEGIBLY)

Student users must have permission from a parent or guardian. Parent/Guardian – please sign, giving permission for your child to use Cordova Junior/Senior High School Network /Internet Services.

“As the parent or guardian of this student I have read the terms and conditions of this agreement. I understand access to the Network Services is a privilege and not a right, and is provided for educational purposes. However, I also recognize it is impossible for Cordova Junior/Senior High School to restrict access to all controversial materials. Therefore, I will not hold the school, the school district, or any member of the school district responsible for inappropriate communication on the Network Services or for any objectionable material viewed or used by my student. I agree to allow to have my student’s work* and/or photograph** to be published on the school web page.

“I hereby give my permission for my student whose name and signature appear above to use the Network Services in Cordova Junior/Senior High School, and where appropriate, to be issued a password and/or account that will give him/her that access.”

_____(initial) *I do not give permission for my student’s work to be published on the school web page.

_____(initial) ** I do not give permission for my student’s photograph to be published on the school web page.

*This page must be completed, removed, and returned to the office at Cordova Junior/Senior High School [within 48 hours of receipt of the handbook](#). [Failure to return will assume that student-parent are in agreement with the above statement and the handbook will be in full effect for the school year.](#)

SCHOOL DISTRICT PERSONNEL

DISTRICT OFFICE ADMINISTRATION

Alex Russin
Kristy Andrew
Robyne Butler
Elizabeth Clough
Curtis Motter
Jared Niles
Sandie Ponte
Keith Zamudio

Superintendent
Director of Budget & Finance
Accounts Payable
Administrative Assistant
Technology Aide
Director of Maintenance
Director of Food Services
Director of Technology

CORDOVA JUNIOR/SENIOR HIGH SCHOOL STAFF

CERTIFICATED STAFF

Curtis Clough
Debra Adams
Laura Bowman
Doug Carroll
Brian Clark
Chelsea Corrao
Micki Dunn
Danielle Hayden
Shane Hill
Sara Hottinger
Pamela Moe
Emily Moody
Rich Sorenson
Hans Werner
Lance Westing

Principal
English
English Language Learners
Math
Social Studies/History
Music
Counselor
Physical Education/Health
Special Education
Family & Consumer Science
Innovative Learning Program
Social Studies/English/ICT
Industrial Arts/Math
Math/Physical Science
Science

DRAFT

CLASSIFIED STAFF

Ron Andersen
Mary Gonzalez
Dennis Marchant
Neva Nolan
May Quemado
Paoola Vargas
Sharon Walsh
Andrea Whitcomb
Kathy Zamudio

Instructional Aide
Instructional Aide
Custodian
Instructional Aide
Instructional Aide
Office Clerk
Custodian
Principal's Secretary
Instructional Aide

SCHOOL BOARD

Barb Jewell
Tammy Altermott
Sheryl Glasen
Pete Hoepfner
Bret Bradford

President
Vice President
Clerk
Member
Member

TABLE OF CONTENTS

| | |
|---|-------|
| Letter From the Principal..... | 6 |
| Philosophy, Mission Statement..... | 8 |
| Board of Education..... | 8 |
| Administration..... | 9 |
| Student’s Rights & Responsibilities..... | 9 |
| School Dress..... | 9 |
| Classroom Etiquette..... | 9 |
| Cell Phones..... | 10 |
| Meal Service..... | 10 |
| Hallway Behavior, Evaluation..... | 10 |
| Help from Teachers..... | 11 |
| Part-time Enrollment..... | 11 |
| Library/ Media Center..... | 11 |
| Guidance..... | 11 |
| Extended Absence..... | 12 |
| Progress Reports | 12 |
| Scheduling of Classes/ APS..... | 12 |
| Report Cards & Grading..... | 13 |
| Honor Roll..... | 13 |
| Citizenship..... | 14 |
| Withdrawal..... | 14 |
| Graduation Requirements..... | 15 |
| Give Back to the Community Hours..... | 15 |
| Attendance | 16-17 |
| Class Meetings..... | 17 |
| Student Council..... | 17 |
| NHS, Extra Curricular Activity Participation | 17-18 |
| Motor Vehicles..... | 18 |
| Student Fees, Books, Lockers | 18 |
| Calendar, Physical Exams..... | 18 |
| Fire Drills, Tsunami..... | 19 |
| School Dances, Visitors..... | 19 |
| Academic Integrity Policy..... | 20 |
| Bullying/Cyberbullying..... | 20-21 |
| Discipline..... | 21-24 |
| School Suspension, Gun Free Schools..... | 24 |
| Dangerous Items..... | 24 |
| Search & Seizure/Due Process | 25 |
| Child Internet Protection Act, Computer Use Agreement | 26-31 |
| 2016-17 Laptop Handbook..... | 32-49 |

READJUST ORDER and PAGE NUMBERS AFTER COMPLETION!

Welcome to Cordova Junior/Senior High School!



A Message from the Principal

Dear “Wolverine Pride” Nation:

Welcome to the 2017-2018 School Year at Cordova Junior/Senior High. Another school year is upon us and giving students incredible learning opportunities is our focus for the upcoming school year.

We seek to afford each student an education commensurate with his or her abilities, and challenging to a degree that will prompt a love of learning and preparation for their life after high school. This is no easy task and your cooperation and understanding is needed if this year is to provide a profitable and satisfying experience for your child. Our school, from its foundation, has stressed the education of the whole child first so they are prepared for whatever they face—there is no compromise or change in this belief.

Further, Cordova Junior/Senior High School can take pride in its highly qualified and dedicated faculty. These educators welcome your concerns, and together, we view education as a partnership between home and school. Over the years, the spirit and traditions that are in our school have played a key role in shaping the educational experience. Each class profits from the example of those who have gone before them. Ours has been a tradition of students committed to the proposition that the privilege of coming to school carries with it the obligation to do the best they can. Junior/Senior High School is an important time in an adolescent adult’s life, and it is reassuring to work with young people who see a challenge in their potential to become the best they can.

Communication between home and the school is a very important aspect of our success as well. We ask that you take the time to read this handbook, discuss it with your son or daughter, and refer to it at various times of the year. We trust that your experience with our school will enhance your faith in public education and that you will find in this school an education for your children that is worthy of your love and concern for them.

I am looking forward to another great school year and wish all a great 2017-2018 school year!

Go Wolverines!

Yours in Education,

Curtis M. Clough, Principal

Welcome to another school year at Cordova Junior/Senior High School. This is your student handbook for this school year. The handbook is a tool for you to learn about your school, its operation, governance, opportunities, and your responsibilities as a student citizen. The responsibility falls upon the student to understand the handbook and the rights and consequences associated with your actions.

The handbook should be secured in a safe place so that you can refer to it throughout the year. ~~The planner is an important part that should be used every day to record assignments, projects and activities.~~ As a student, you need to start building plans today for a productive school year that leads to your graduation and acting as a responsible citizen in the building and community.

PHILOSOPHY

Cordova Junior/Senior High School is committed to the belief that all students can succeed. Cordova Junior/Senior High School fosters the development of wise decision-makers who can communicate clearly, think creatively and nurture various potentials, develop positive values and attain personal goals. The school provides opportunities to learn skills and attitudes and increase aesthetic awareness. Through instruction and the activity program, the school teaches an appreciation of citizenship responsibilities in our American democracy. Cordova Junior/Senior High School assists students in gaining the self-esteem, knowledge, and discipline necessary to choose and prepare for a career and become life-long learners.

VISION STATEMENT OF CORDOVA SCHOOL DISTRICT

The Cordova School District is committed to providing opportunities to challenge students to discover, set and pursue their goals. Students shall possess the academic and communication skills, character, personal discipline, and cultural awareness to contribute as responsible citizens. Furthermore, the district seeks to foster a continued desire for learning beyond the classroom and graduation.

MISSION STATEMENT OF CORDOVA SCHOOL DISTRICT

The Cordova School District utilizes our unique natural surroundings and active involvement of parents and community to provide a safe learning environment that offers challenging curricula and activities while developing successful, responsible citizens for the future.

BOARD OF EDUCATION

The people of the City of Cordova elect the Cordova Board of Education. The Board is directed by the State of Alaska to establish policies consistent with Alaska law. The Cordova School Board consists of five members elected for a term of three years. The Board holds public meetings on the second Wednesday of the month as well as special meetings when declared in accordance with public meeting law for the state. The Board's policy manual presents the school's operating structures and philosophy in detail and is available on the school district's website at <http://www.cordovasd.org/District/1128-Untitled.html> and going to the Policy link on the page.

ADMINISTRATION

The administration of the school is an important part of the efficient and effective operation of the building and district activities. With this in mind, the following responsibilities have been assigned in accordance with Board policy and distribution of duties for the operation of the district:

Superintendent of Schools – is charged with the responsibility of administering the educational program within the framework of the Cordova School Board's policies.

High School Principal – is assigned the leadership responsibilities for the high school building and the program of studies carried on therein, including but not limited to, all matters disciplinary in nature, all extra-curricular activities, attendance and communications. Students, teachers and administration develop the educational program within the leadership parameters and limits established by the Board and its policies and procedures.

TITLE IX

No person in the United States shall, on basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance under Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964

Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to:

Alex Russin, Superintendent
Cordova School District
arussin@cordovasd.org
Phone: (907) 424-3265

All students of Cordova Junior/Senior High School have the right to learn in school without interruption as well as free from fear or intimidation from others. Any school attempting to serve the needs of many individuals must, in order to protect the rights of all, establish guidelines for safe and productive behavior with student safety as a primary guiding principle for the efficient and effective operation of the school in educating our students.

With these rights come responsibilities and each student is responsible for helping to create a safe, positive learning environment. All members of the school community are to be respected and do what is right—no matter how difficult this may be. Earning the respect and trust of those in the school community, whether a teacher, student, administrator or others, is an important part of the growth and development of an individual. All must earn the respect that we want for ourselves, by giving respect freely to others, and take action to help and support the belief that all people are important and deserve a high-quality education at Cordova Junior/Senior High School.

CLASSROOM/HALLWAY BEHAVIOR EXPECTATIONS

Students are expected to demonstrate proper behavior in a classroom and the hallways at all times. Students have the right to learn and teachers have the right to teach. Any disruption to the classroom or hallway is a disruption to the rights of others who are seeking an education. All students should treat everyone the way you want to be treated, with dignity and respect everyone deserves. Further, during class changes and use of hall passes, students are to be courteous and not disrupt classes in session or create unsafe environments for others which include but are not limited to horseplay, harassment or disrespect toward others. Students are expected to promptly follow teachers' directions in the classroom or in the hallway, support their classmates, engage in class discussions and activities, and to do their own best work at all times so not to create issues for themselves for which disciplinary action may be taken. Failure to follow reasonable expectations for student behavior performance could result in disciplinary action by the teacher and referral to the building principal or his or her designee for additional disciplinary action. In addition, there will be no public display of affection allowed in the halls or classrooms beyond handholding. Faculty and staff are expected to intervene and the principal will involve family members, if necessary, to address situations. Food and drinks, other than water bottles, are not allowed in the classrooms and may be in the commons/cafeteria area only.

DEFINITIONS FOR ATTENDANCE

An absence is defined as being absent from class for more than 10 minutes for documented or undocumented reasons that interfere with the student's ability to be in the classroom setting. This reason can be excused or unexcused and will be recorded appropriately in the main office.

An unexcused tardy is defined as a student showing up to class no later than 10 minutes after class begins. An example would be: showing up to school late in the morning. Further, habitual tardiness may result in additional consequences as assigned by the teacher or building principal.

An excused tardy is defined as a student showing up to class no later than 10 minutes or beyond for a pre-excused reason that has been approved by the teacher, building principal or designee. Examples of this are returning to class from an alternate testing site, return from a school-approved field trip or other activities such a pep rally set up or clean up, to name a few.

Truancy is defined as the absence of a student from class without the knowledge or prior consent of the parent/guardian. (Board Policy 5113)

SCHOOL ATTENDANCE POLICY

In order for students to derive maximum benefits from the district's instructional program and to develop habits of punctuality, self-discipline, and responsibility, it is necessary to maintain high standards of attendance (BOARD POLICY 5113). Active engagement with teachers and peers enhances mastery of the academic content and social skills needed for a productive citizenship. Students who have been absent are responsible for making up missed work.

When parents and students contemplate absence for personal reasons, their parents/guardians should write the principal to ask that the expected absence be excused. Excused absences are defined in the following categories:

1. Personal Illness
2. Quarantine
3. Medical Appointments or Doctor's Care for a medical condition
4. Attendance at a funeral
5. Death of an immediate family member
6. Jury duty or required court appearance
7. Observance of a religious holiday, ceremony or instruction
8. Emergency situations that require a student's absence
9. Other reasons as deemed appropriate by the Building Principal

The building principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or not meet the requirements for excused absence (as listed above) or the Extended Absence Policy as outlined below. 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. (AR 5113)

The Cordova School District understands both the importance of being in school and the potential benefits of family travel; however, the practice of taking family vacations during times other than school-designated breaks is strongly discouraged. This practice may put your child at risk of failure for course work and loss of credit toward graduation. Understanding that family work commitments may conflict with the excused absence policy for the school, the following processes have been put in place to accommodate these requests and the building principal will deal with each request on a case-by-case basis with the merit of the request a primary consideration.

For Absences 1 – 2 Days in Length

For absences 1 to 2 days in length, parents may request an Advanced Make Up Slip by calling in the absence and requesting the work be gathered for pick up at the conclusion of the school day of the day of request. The intent of this option is for short-term absences for students that may be ill or traveling for medical appointments. The student will have the number of days absent to make up the work upon return.

For Absences 3 – 9 Days in Length

For absences 3 to 9 days in length, parents must request an Advanced Make Up Slip for these absences so students do not fall behind in their schoolwork. Parents are required to notify the office of the length of the intended absence and acknowledgement given by the building principal or designee. A conference may be requested by the building principal or designee to clarify the purpose of the absence. Work must be picked up at the conclusion of the school day of the absence request or at a time mutually agreed upon by the building principal or designee and the parent prior to absence request. All work will be due upon return from the absence unless agreed upon by the building principal or designee prior to the conclusion of the absence.

For Absences 10 Days or Longer

For absences 10 days or longer, written or email notification is required two weeks prior to the absence and a conference will be held to create an education plan to address the academic needs of the student. The extended absence may not be for more than 25% of the school days for a quarter, unless granted as part of the conference with the building principal or designee. These activities will be coordinated through the building principal or his or her designee and a completed Extended Absence Form will need to be on file prior to student departure. ALL ASSIGNMENTS will be due on the date of return from the absence unless agreed upon prior to departure for extenuating circumstances at the discretion of the building principal. Any missed tests or assignments that were completed in the class and could not be made up by alternate means, the student shall make arrangements to complete in a reasonable time with discussion of the requirements with the teacher within 48 hours of return. The sole responsibility for makeup of missed tests or in-course assignments falls upon the student for completion.

NOTE: Any Extended or Advanced Absence that crosses over the end of a grading period, the student will need to have ALL ASSIGNMENTS completed and turned into the teacher of record no later than two school days after the conclusion of the grading period. Notation will be made on the slip by the building principal or designee and discussed at the Extended Absence conference, when applicable. The responsibility falls upon the student to make sure the work is completed and submitted in the proper time frame.

For students with ongoing and/or major illness and under the verified care of a doctor or physician may be granted extra days for absence. Home study may be provided for extended medical leave. This can be coordinated with the building principal or designee.

UNEXCUSED ABSENCE LIMITS

Any absence, either for a full day or a single period, must be with the prior permission of the principal and the student's parents, who, it is presumed, will only permit absence for a legally approved reason, as described above. The maximum number of unexcused absences allowed per course per semester is six (6) per class period per block schedule or ten (10) class periods per traditional period schedule. (BOARD POLICY 5121) Three (3) unexcused tardies per semester per class equal one (1) unexcused absence and will count toward the limit of unexcused absences. Excused absences, including school-sponsored travel for field trips or activities, are exempt from the absence count.

CREDIT REINSTATEMENT FOR EXCESSIVE ABSENCES

Students who have fallen behind on studies due to excessive absences may, at the discretion of the building principal, be assigned to a credit reinstatement process to complete required work that was missed as well as additional required study periods beyond the regular school day or week to complete additional credit requirements. This extra study time will be scheduled before or after school, during lunch on regular school days, or on Saturdays as needed, to make up missing assignments. Attendance at these extra study assignments will be mandatory and treated as regular periods in terms of attendance until students are meeting minimum standards in all courses. Students missing these required sessions, when assigned, for unexcused reasons will risk the loss of credit for the semester and staying on pace to meet graduation requirements in a timely manner.

SCHOOL TRAVEL ABSENCES

The administration and staff understand that extra-curricular activities are an important part of the student experience for Cordova Junior-Senior High School; however, student requirements do not stop when they are traveling and participating is a privilege, not a right. The expectation is that students will be completing work and assignments while on the trip so as not to fall behind and place their academic eligibility to compete at risk. With this in mind, the student is required to gather all assignments prior to leaving for his or her activity. The work is to be returned to the teacher of record the first day back from

the trip. If for extenuating circumstances, as travel in Alaska has its issues such as lack of Internet connection, or injury on the trip from competing, the building principal or designee may grant an extension when notified by the coach/advisor by email or phone call or requested by the parent via email or phone. This will be at the discretion of the building principal or designee. Any tests or in-class assignments missed by the student is the sole responsibility of the student to contact teachers on the return to make arrangements to complete that work.

EXCUSED ABSENCES AND MAKE UP POLICY

Students who have an excused absence documented in the office will have the number of excused days missed plus ONE to hand in make-up work. If absence is anticipated to be three (3) days or longer, the parent is required to notify the office of the absence and follow the procedure for an Advanced Make Up Slip as outlined above; then, the Advanced Make Up procedure applies to the absence.

HOME NOTIFICATION OF STUDENT ABSENCE

Attendance records are kept each period. Every effort will be made to notify parents by phone when a student is unaccountably missing. In the event that we are unable to contact parents to confirm the whereabouts and safety of a missing student, the police will be notified and asked to perform a welfare check. A letter will notify parents when their child is in danger of failing due to absences. These letters will include an explanation of the consequences of the absence limits established by this rule.

GRADUATION

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma. In accordance with school-site rules, a discipline committee, consisting of a site administrator and 2 certificated personnel, may recommend to the superintendent or designee that a student be denied the privilege of participating in graduation or promotion activities because of misconduct. No student may be denied the privilege of participating in graduation or promotion activities because of misconduct without a hearing unless the student's parents or guardian, or the student if 18 years of age, waive the right to a hearing, either in writing or by their failure to appear at a scheduled hearing. By waiving the rights to a hearing, the student and parent or guardian agree to abide by the findings of the hearing or review officer.

GRADUATION REQUIREMENTS

Students are required to complete a minimum of eight semesters (or the equivalent) of high school work and completion, as well as the following:

| | |
|----------------------------|---|
| English | 4 credits (with 1 credit each year for 4 years) |
| Science | 3 credits (with 2 lab sciences required) |
| Math | 3 credits (with 1 Algebra credit required) |
| Social Studies | 3½ credits (with Alaska History required) |
| Physical Education# | 2 credits |
| Fine Arts/Foreign Language | 1 credit |
| Health | ½ credit |
| Skills for Living | ½ credit |
| Career Exploration | ½ credit |
| Electives | <u>7 credits</u> |
| Total Required Credits | 25 credits |

- 1 credit may be waived through athletic participation and completion of waiver form

NOTE: To qualify for graduation from Cordova Junior/Senior High School, students are required to meet course/credit requirements, and complete the Community Service Hours. Participation in graduation ceremonies is based on meeting graduation requirements.

POWERSCHOOL

Our student information system is PowerSchool and the URL is <http://cordova.powerschool.com>. This allows students and parents to see real time grades, and other information about courses. Teachers are expected to update grades weekly. Parents should phone or email teachers in the event of any question about grades. A Parent Guide to PowerSchool is available online on our website—this guide will walk you through the steps of setting up your parent account so that you can view course and assignment grades and receive notices about important school events.

GRADING SYSTEM

Report cards will be issued every nine weeks. These cards should be shown to and discussed with your parents. It is not necessary to return these cards to the school because you will receive a new card at the end of each nine-week period. An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up

within 10 school days, the incomplete will become an F. Grades for all subjects, with exception of Advanced Placement courses will be counted as follows:

| | | |
|-----------------|-------------------------------|-----------------------|
| B+ = 3.3 | A = 4.0 | A- = 3.7 |
| C+ = 2.3 | B = 3.0 | B- = 2.7 |
| D+ = 1.3 | C = 2.0 | C = 1.7 |
| | D = 1.0 | D- = 0.7 |
| | F = 0.0 | I = Incomplete |
| | WF= Withdrawal Failing | |

The District wishes to encourage students to take Advanced Placement courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:

| | | |
|-----------------|-------------------------------|-----------------------|
| B+ = 4.3 | A = 5.0 | A- = 4.7 |
| C+ = 3.3 | B = 4.0 | B- = 3.7 |
| D+ = 2.3 | C = 3.0 | C- = 2.7 |
| | D = 2.0 | D- = 1.7 |
| | F = 0.0 | I = Incomplete |
| | WF= Withdrawal Failing | |

Students enrolled in an AP course are expected to take the AP exam. Students who fail to complete the AP exam will have the course title and grade changed to reflect standard level coursework for both semesters. ([BOARD POLICY 5121, AR 5121](#))

GRADING SCALE

The Cordova Junior-Senior High School grading scale is as follows:

| | | |
|-------------------|--------------------|--------------------|
| A 100– 93% | A- 92 – 90% | B+ 89 – 87% |
| B 86 – 83% | B- 82 – 80% | C+ 79 – 77% |
| C 76 – 73% | C- 72 – 70% | D+ 69 – 67% |
| D 66 – 63% | D- 62 – 60% | F Below 60% |

CITIZENSHIP GRADE

A citizenship grade is given for every class in addition to an academic grade. ([AR 5121](#)) This citizenship grade allows the teacher to communicate the quality of the student’s behavior, apart from his/her academic performance. The purpose is to instill good work habits as well as respect for all others as a vital and necessary part of a student’s school life so they are prepared for life after high school graduation. Being a responsible citizen and understanding the importance of one’s actions are important to being a well-rounded student and an informed person that can make good decisions in their and other’s best interests.

The Process: ALL STUDENTS will start each grading period with a grade of Satisfactory (S). During the grading period, a student’s actions and behaviors can impact this grade. The grades for citizenship is based on the following scale:

- + Superior (2 pts.)
- S Satisfactory (1 pt.)
- Needs Improvement (0 pt.)
- U Unsatisfactory (-1 pt.)

If a student demonstrates positive behaviors on a consistent basis that the teacher deems is above the standard of Satisfactory (S), the teacher may upgrade the student to Superior (+) with notification to the parent and the building principal or designee. Those behaviors that can allow a student to gain a Superior (+) grade for citizenship are, but are not limited to, the following:

- Attend class regularly and are on time.
- Come to class prepared on a regular basis.
- Pay attention and are actively engaged in their own learning.
- Help classmates succeed or support of others that may be having difficulty.
- Ask thoughtful questions and seeks to understand.
- Respect for themselves and others.
- Are courteous and kind to others as well as staff without prompting.
- Protection of school property.

If a teacher is considering downgrading the grade from Satisfactory (S), the teacher must notify the parent and building principal or designee as to the reason for consideration of the lowered grade. Justification must be given as to documented behaviors that have impacted the grade and that the teacher has made contact with the parents to discuss these behaviors. The parent may request a meeting to discuss the situation(s) with the teacher and building principal or designee. The building principal shall have final authority to lowering of the grade and he or she may consider placement of the student on an improvement plan to address the situation rather than lowering of the citizenship grade.

The following are possible infractions or causes for consideration of lowering the Citizenship Grade, but are not limited to:

- Excessive absenteeism or tardiness
- Lack of class materials on a regular basis
- Inattention in class, repeatedly
- Disrupting or annoying classmates during class time or hallways
- Destruction of school property
- Lack of cooperation
- Rudeness, lack of courtesy toward others
- Excessive talking or mischief causing a disruption to the school environment
- Cheating or [plagiarizing on assignments or assessments](#)

Further, if an offense is deemed severe enough by the building principal or designee, such as an academic integrity issue or destruction of school property, the student's citizenship grade will be automatically downgraded to U and immediate removal from participation in extracurricular activities will occur for the remainder of the grading period.

Requirement for Participation in Extracurricular Activities: A minimum of five (5) citizenship points is required for eligibility for each grading period. Further, any student receiving less than the eligibility requirement is ineligible for the honor roll. [Carryover of the citizenship grade from the previous year's final grading period will impact the student's ability to participate in the first grading period of the following school year for students moving from 7th to 8th Grade and all High School Grades \(9-12\). 8th Graders transitioning into 9th grade who are ineligible based on their Citizenship Grade will be placed on a plan of improvement to address the concerns to be able to participate in extracurricular activities.](#)

Authority for Determining Participation in Extracurricular Activities: [The sole authority in determining eligibility or participation of a student for extracurricular activities as defined in the handbook falls upon the building principal or designee. The building principal may suspend a student from participation for a period of time for behavior that is detrimental to the learning environment as well as behaviors that may impact the learning and teaching environments of the school, such as excessive unexcused absences or tardies. Participation in extracurricular activities is a privilege, and not a right, so a student's behavior and citizenship are critical pieces to the student understanding and learning of his or her responsibilities to be a positive citizen in the school community.](#)

COMMUNITY SERVICE GIVE BACK HOURS

[The Staff and Administration of Cordova Junior/Senior High School understands the importance of a well-rounded education and providing opportunities for service for others in the growth and development of an individual. As a graduation requirement, the purpose of "Community Service Give Back Hours" is to instill knowledge, skills and abilities that may not be obtained in a normal classroom setting while pursuing opportunities to work and serve others to instill life skills that can help the student today and beyond graduation. Each student is required to perform 10 hours of community service per year for grades 9-12 and is also part of the student's requirement for participation in extracurricular activities. Completion of these hours is an important part of the student's education and need to be done in a timely manner so as not to affect graduation or the student's participation in extracurricular activities.](#)

[Further, at the discretion of the building principal, these activities may be linked to school-related activities that call for a majority of the time for planning or executing of the event to be done outside the normal school day. These activities cannot be linked directly to fundraising activities for the school or school group. Students should gain pre-approval from the advisor and the building principal before embarking on such activities as the value and importance of service or support for the activity to the school mission will be the deciding factor. This is the sole discretion of the building principal. Hours submitted after the fact without prior approval by the building principal will not be accepted.](#)

For student participation in extracurricular activities, the following timelines need to be followed so not to put the student's participation at risk:

Students previously enrolled in Grades 10 - 12:

If hours are not done by the end of the previous year, students will be allowed to participate in extracurricular activities, but will not be allowed to travel or participate for any extra-curricular contests or events until hours are completed and the documentation of the hours is submitted and approved by the building principal or his or her designee. [Hours will need to be completed 5 days prior to the scheduled travel contest or event. The building principal has final authority to waive that timeframe for extenuating circumstances, such as an extended illness or family emergency.](#)

For incoming 9th Graders or Newly Enrolled students

Students will be allowed to participate fully in extracurricular activities in their first semester of enrollment. A student will need to complete 5 hours prior to the end of their first semester of enrollment, [and submitted to the building principal or his designee prior to the end of that semester.](#) If the student has not met the 5-hour requirement, he or she will **not** be able to travel or participate in extracurricular contests or events until documentation is submitted and is approved by the building principal or his or her designee. [Hours will need to be completed 5 days ~~29~~ prior to the scheduled travel contest or event. The building principal has sole authority to waive that timeframe for extenuating circumstances, such as an extended illness or family emergency.](#)

Accumulation of Community Service Hours

The accumulation of community service hours for incoming 9th Graders can begin on or about April 15 of the year previous to their first semester of enrollment. For students currently enrolled in Grades 9-11, the same date applies as long as their service commitment for that year has been fulfilled. Students cannot rollover extra hours from the previous year to accumulate hours for the next year.

For students who enroll after the first semester of their 9th Grade Year: Hours will be prorated 5 hours per semester not enrolled at the school. (EXAMPLE: Student enrolls second semester of 10th Grade year will need 25 Community Service Hours for graduation). Students enrolled from a district-approved Foreign Exchange Student program will be exempted from all requirements of Community Service.

ACADEMIC HONESTY POLICY

The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The Board expects that students will not cheat, lie or plagiarize. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized. (BOARD POLICY 5131.9)

Cordova Junior/Senior High School is committed to academic integrity and has set forth the following guidelines to ensure that students are held to high standards of academic ethics. Adherence to a strict code of ethical behavior is the responsibility of every student. The following constitutes academic fraud and violates the school's academic integrity policy.

1. Submitting work which is not original

Students may not obtain work, assignments, projects or writing from others (parents, students, tutors, etc.) or from Internet or print sources. Failing to credit original sources for words or ideas is plagiarism. Students may not "borrow" phrases, sentences or paragraphs without quotation marks and appropriate citation. Casual paraphrasing does not make the work original. Similarly, students may not claim ideas taken from other writers as their own.

2. Violating the integrity of examinations/assigned work

Students may not obtain or provide answers from any source during a test/quiz. Nor may students copy one another's assigned work. Sharing information with anyone who has not taken the test/quiz also violates this policy.

3. Falsification

Students may not fabricate data, sources or falsify results in their work. Students may not lie or misrepresent facts to gain an academic advantage. For instance, students may not alter documents/grades, lie to avoid taking a test, lie to avoid turning in an assignment, or lie to avoid accepting a consequence.

Consequences:

Any violation of the above policy will result in the following disciplinary action.

1. Parents will be contacted.
2. School administration will be notified. Administration will keep appropriate records in the student's file.
3. Reduction of citizenship grade.
4. One or all of the following may occur: No credit on the assignment/test. Failing grade for the quarter.

Students who directly witness or have evidence of academic dishonesty have an ethical responsibility to take appropriate action.

EVALUATION OF STUDENT ACHIEVEMENT

A complete record of grades earned, activities, conduct, test results, and attendance is maintained in the high school office. Each student has a transcript and a cumulative folder. The permanent record shows the courses taken, grades, number of credits earned, attendance and awards earned. The cumulative personal folder contains test results, biographical data, medical records, citizenship information, and pertinent documents relating to your education.

A student's school record is invaluable and is used for recommendations to future employers and for college, vocational, and technical school entrance. All information in these files is confidential and will be disclosed only to qualified persons, including the student, parents, teachers, and administrators, as needed, to support the operations of the school.

PROGRESS REPORTS

A notice is sent home every mid-quarter to all parents of students in the regular education program. The purpose of the Progress Report is to notify the student and parent the status of course work at mid-term. Parents with concerns about mid-term grades should contact the teacher(s) by email or phone. Limited tutorial help may be available to students.

Honor roll will be calculated at the close of each quarter. A student must have an average of 3.0 or higher to be eligible. High honor roll is 3.5 and above. Honor Roll is 3.0 – 3.49 Students must be enrolled in a minimum of five classes at CHS to be eligible for honor roll. A grade of “D”, “F”, “WF” or citizenship grade of S- or U in any class will disqualify a student for Honor Roll. ([AR 5121](#))

SCHEDULING OF CLASSES

All students must enroll in a full schedule of classes based upon the class schedule each school year. [Seven \(7\) credits or its equivalent is the basis for this determination each semester, but may be adjusted based on course availability and progress toward graduation at time of scheduling.](#) Most classes earn one credit per year or half (0.5) credit per semester. Students may only schedule being a Teacher/Office Aide to a maximum of two (2) credits, half (0.5) credit per semester, during their high school career, unless undertaken as part of a Cordova Career Ready course with approval from the teacher and building principal or designee.

[Add-Drop Period for Course Changes: Add-Drop periods will be the first ten \(10\) school days of each semester. Schedules will be changed with parent permission and availability of classes. Any change after the add-drop period will require teacher consent and approval of the building principal or designee. Requests to leave a class will require the teacher of record to consent and evidence that the student cannot be successful in that learning environment. The building principal will have the final authority on whether a student can drop or pursue an alternative educational placement after the add-drop period. Student success is of utmost importance, but the student will need to show sufficient effort in the class before consideration is given to alternative placement—a grade of F or saying I cannot do the work is not sufficient evidence that an alternative placement will serve the best interest of the student.](#)

[Dual Enrollment Courses: Dual enrollment courses are university classes that provide high school and college credit for students. These courses are not required, but are strongly encouraged for students choosing to pursue some type of postsecondary education or training after graduation.](#) Students may register for dual credit courses with the building principal and/or counselor’s approval. NOTE: Additional materials fees may be collected for some dual credit classes.

WITHDRAWAL

A student wishing to withdraw from school must inform the office and take a withdrawal form signed by the parent/guardian to each teacher from whom the student is currently taking a course. All commitments, including fines, fees, and return of textbooks, must be completed prior to withdrawal. An interview with the counselor and building principal is required of all students who wish to drop out of high school and not enroll in another high school. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay. A student who drops a course during the first two weeks of the semester may do so without any entry on his/her permanent record. A student who drops a course after the first two weeks of the semester will receive a WF grade on his/her permanent record, unless otherwise decided by the building principal or designee because of extenuating circumstances.

TEACHER ASSISTANCE

Teachers will be available to assist students who are having difficulty with their courses; however, it is the student’s responsibility to ask for help and obtain make-up assignments, when struggling or absent from class. Students are encouraged to seek help early in the term to avoid falling behind that puts passing the quarter or semester at risk. Teachers may also be available by appointment at the request of the student or parent to address academic success and assistance for the student. ([BOARD POLICY 6154](#))

GUIDANCE PROGRAM

The counselor is available to help all students with personal and school problems and to assist them with educational and vocational planning. However, he/she will not choose a program for you. The final choice must rest with the parent and student. Some examples of help include: class scheduling, graduation requirements, job exploration, post-secondary training selection, information on financial aid and planning for careers and life work. ~~Please note that counseling in the school setting must be brief in nature. The school counselor is available to coordinate a referral to a community agency if therapy is indicated or desired.~~

LIBRARY-MEDIA CENTER

The mission of the Cordova Junior-Senior High School Library is to help faculty and students be ethical, effective researchers and responsible users of ideas and information through the management of print and electronic sources. As this facility undergoes growth and change, we strive to prepare our students to be informed, productive, and concerned citizens in an information-driven society. Through collaboration, innovation, and support, the Library-Media Center's goal is to help develop lifelong learners by helping them acquire critical thinking strategies and evaluative skills.

Students are responsible for materials that they check out and will be expected to pay to replace or repair, damaged materials, or for loss of materials. [Use of the Media Center and its materials may be suspended by the building principal until accounts are cleared.](#)

GENERAL DISCIPLINE

The school is responsible for students' safety and welfare ^{on} school and during school sponsored functions; therefore, students are subject to school discipline during these times. It is expected that high school students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies. Philosophy of discipline: To encourage positive

behavior that enables all students at Cordova Junior/Senior High School to achieve academic and social success. In order to insure a safe and drug free learning environment, the following schedule of behavior and consequences in order of priority of concern has been established.

In the event of a conduct violation not specifically listed, [punishment consequences](#) may be administered based on the judgment of the building principal or designee.

- No participation in any extra-curricular or school sponsored activity during the period of suspension.
- [Note that the school administration may adjust the disciplinary action for a given behavior, as the individual facts require.](#)

Students will be disciplined for behavior that occurs off campus if the behavior is clearly either related to school or school activities, and is likely to affect safety or welfare or disrupt the orderly educational process in the District.

The school administrator or the board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if deemed necessary.

1. Fighting/Violence/Vandalism

1st offense will result in the following:

- Mutual combat – 3 school days suspension (ISS or at home)
- Assault – 3 to 10 school days suspension (ISS or at home), report to police, anger management class/counseling and monitoring required
- Vandalism – 1 to 3 school days suspension (ISS or at home) plus financial restitution

2nd offense will result in suspension or an expulsion hearing before the Superintendent and the School Board, 5-10 days suspension and mandatory counseling.

3rd offense will result in an expulsion hearing before superintendent and the School Board

2. Alcohol, Illegal Drugs (Synthetic Marijuana) and Tobacco

The use and/or possession of products containing tobacco (including electronic cigarettes), alcoholic beverages and drugs (including synthetic marijuana) or drug paraphernalia are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic event, and school-sponsored trips of any kind. The school district strongly supports drug-free schools and disciplinary measures to assure that the schools stay drug-free.

Tobacco use or possession: at/or during school and/or school activities

1st offense will result in the following:

- 1 to 3 school days suspension (ISS), parent and police notification of each offense

2nd offense will result in the following:

- 2 to 5 school days suspension (ISS or OSS), parent and police notification of each offense

3rd offense will result in the following:

- 3 to 6 school days suspension (ISS or OSS)

Use or possession of illegal drugs/alcohol or drug paraphernalia on campus or at school sponsored function

1st offense will result in the following:

- 5 school days suspension (OSS)
- Report to police
- 9 weeks extracurricular suspension

The student shall complete the following before re-admission to school:

- Undergo a drug assessment
- Participate in a conference with parent and school administrator and sign a behavior contract.

Upon re-admittance to school, the student shall:

- Follow through on assessment recommendations.
- The student will be on probation for a period of six (6) months during which their behavior will be closely monitored.
- Complete 10-24 hours of school service as approved and verified by the principal.

2nd offense will result in the following:

- Immediate removal from regular school & assignment to alternative school.
- Report to police

The student shall complete the following before re-admission to school:

- Undergo a drug assessment
- Participate in a conference with parent and school administrator.

Upon re-admittance to school, the student shall:

- Follow through on assessment recommendations.
- Student shall be on probation for a period of nine (9) months, and will be subject to random urine analysis.
- Complete 48-72 hours of school service as approved by the principal.

3rd offense will result in the following:

- He/she shall be reported to the police and expelled from the Cordova School District as outlined in Board Policy 5144.1.

3. Act of defiance (verbal/physical/dress), inappropriate behavior

- 1st offense will result in the following:
 - 2 lunch detentions in office
- 2nd offense will result in the following:
 - 1 to 3 school day's suspension ISS, counseling required.
- 3rd offense will result in 1 to 3 school days suspension OSS, counseling required.

4. Truancy or unexcused absence for 1 or more periods for reasons not approved by Alaska law; illness, doctor appointments, family illness, funerals or parent advanced makeup.

- 1 to 3 school days suspension (ISS or OSS) {all missed work must be made up for ISS suspensions}
- Parents will be notified and counseling will be required
- Assignments/tests and other work given during the period of time of truancy cannot be made up – as a natural consequence of the student's action.
- Assignments and tests given during the days of ISS suspension must be completed to receive full and complete grades.

5. Tardiness

- Each occurrence will be based on classroom rules.
- Two consecutive skipped lunch detentions will result in in-school suspension, after two in school suspensions are served for this offense students will then be assigned out of school suspension for the remainder of the school year.
- 3 tardies in a class will result in 1 absence.

6. Discriminatory Harassment/Sexual Harassment

- 1st offense will result in the following:
 - 1-3 days suspension (ISS or OSS)
- 2nd offense will result in the following:
 - 3-10 days suspension (ISS or OSS)
 - Counseling required
- 3rd offense will result in the following:
 - 3-10 days suspension (ISS or OSS) and/or expulsion hearing before Superintendent and School Board
 - Counseling required

7. Bullying/Cyberbullying

- 1st offense will result in the following:
 - Log entry and 2 lunch detentions in office
- 2nd offense will result in the following:
 - 1-3 days suspension (ISS or OSS)
- 3rd offense will result in the following:
 - 3-10 days suspension (ISS or OSS)
- Subsequent Offenses
 - Expulsion hearing before Superintendent and School Board.

HARASSMENT, INTIMIDATION, BULLYING and CYBERBULLYING

All forms of harassment, intimidation or bullying via electronic means, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to threaten, harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. An individual who redistributes a cyberbullying communication can be found in violation of this policy, even if the individual did not author or create the original communication or image. (BOARD POLICY 5131)

Harassment, intimidation and bullying is defined in Alaska Statute 14.33.250 as an intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and:

- (A) physically harms student or damages student's property;
- (B) has the effect of substantially interfering with student's education;
- (C) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) has the effect of substantially disrupting the orderly operation of the school.

Bullying is generally unprovoked behavior by one or more individuals to inflict physical harm or emotional distress upon another person or group. The misbehavior may be direct or indirect and may be intentional or unintentional. Some examples include, but are not limited to:

- Physical intimidation - punching, hitting, poking, choking, hair pulling, beating, biting, unwanted tickling, and encroachment of personal space

- Verbal intimidation - teasing, tormenting, gossiping, spreading rumors, name-calling, ridicule, and insults
- Emotional intimidation - rejection, terrorizing, humiliation, ostracizing, or the fearful anticipation by the victim of future attacks
- Sexual intimidation - sexual propositioning, voyeurism, or escalation to physical contact, includes but is not limited to indecent exposure, pulling down another's pants, etc.

Cyberbullying is prohibited and will result in disciplinary action. Cyberbullying encompasses any of the already prohibited actions – such as bullying, discrimination, or harassment – accomplished through electronic means. “Electronic means” include, but are not limited to, information and communication technologies such as e-mail, voice mail, cell phone and pager text messages, instant messaging (IM), personal Web sites, Weblogs, and online personal polling Web sites. Examples of cyberbullying include:

1. Posting slurs or rumors or other disparaging remarks about a student or staff member on any website/blog;
2. Sending e-mail or instant messages that are harassing or threatening;
3. Taking and sending an unauthorized and unwanted photograph of a student or staff member

The District will discipline a student who engages in cyberbullying whenever the principal has determined that it threatens to disrupt the academic environment of the school, [whether taking place on school grounds, or at a school-sponsored activity, or from a private, non-school computer or electronic device.](#) (BOARD POLICY 5131.43)

IN SCHOOL SUSPENSION (ISS)

Students assigned to In School Suspension are required to participate in defined academic activities in a separate room. In School Suspension or detention may be assigned by the building principal. ~~In School Suspension will run from 8:45 am to 3:30 pm.~~ [In School Suspension will run the length of the school day as determined by the building schedule.](#) All detentions must be made up before attending any school function. (BOARD POLICY 5141.1, AR 5141.1)

OUT OF SCHOOL SUSPENSION (OSS)

Students who miss schoolwork because of unexcused absence or suspensions may be given the opportunity to make up missed work for full or reduced credit at the discretion of the Teacher and Administrator. Teachers may assign such makeup work as necessary, but not as a punitive measure. (BOARD POLICY 6154)

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

[Participation in extra-curricular activities is a privilege, not a right. This requires that the student meets all eligibility and participation requirements as outlined in the Cordova Junior-Senior High School Athletics and Activities Handbook. For High School Extra-Curricular Activities, participation is governed by the rules and regulations as set forth by the Alaska Student Activities Association \(ASAA\). Cordova High School is a member of ASAA and follows the rules and regulations of the association. For Junior High Extra-Curricular Activities, the building principal or designee oversees requirements for participation, which are clearly outlined in the Athletics and Activities Handbook. The building principal or designee may consider requests for participation in Junior High extra-curricular activities that serve in the best interests of the student considering unique circumstances or events that might impact the individual’s ability to participate.](#)

[Students must have a physical exam on file before participation in any ASAA-sponsored extracurricular athletic activity or for participation in Junior High sports. Parents of students who participate in extra-curricular sports activities are encouraged to carry health insurance.](#)

CO-CURRICULAR ACTIVITY PARTICIPATION

[Co-curricular activity is defined as an activity that is directly tied to the academic program of the school where his or her participation is a part of the student’s academic assessment or an academic requirement for the issuance of a grade. Travel may be required to meet the academic requirement as set forth by the teacher/advisor. With this in mind, a student can travel, with notice to the building principal. Parent/guardian may prohibit the travel of a student \(ex. poor grades\) without penalty to the student, but the student will be required to complete an alternate assessment in order to make up missed work. The teacher/advisor may exempt the student from this provision at his or her discretion with consultation with the building principal and the best interests of the student being served.](#)

[NOTE: If an activity is participating under ASAA rules and regulations that is co-curricular, the extra-curricular activity participation requirements will apply for that event. \(clarify this statement.\)](#)

PHYSICAL EXAMS

Students must have a physical exam on file before participation in any [ASAA extracurricular](#) athletic activity. ~~Students who participate in extra-curricular sports activities should also have some type of health insurance. Student related injury costs while at school or while participating in school activities will be covered by the school only after the deductible of the parents’ insurance has been met.~~ [may be submitted to the District’s insurance company after the parent’s personal or primary insurance coverage process has been followed. Students suffering from a concussion will need a doctor’s clearance before returning to any activity and will need to meet the protocols as set forth by ASAA for return.](#)

STUDENT COUNCIL

The Student Council is a learning opportunity for our students to develop and promote commitments to citizenship, scholarship, leadership, human relations and cultural values. The student council teaches and provides the means through representative government to develop decision-making skills. [Student Council is an elected body of representatives of the student body from each grade level. The process is controlled by an advisor and overseen by the building principal or designee. Any disputes of election results will be settled at the sole discretion of the building principal.](#)

NATIONAL HONOR SOCIETY

Seniors, Juniors and Sophomores with a 3.3 grade point average are eligible for selection into the National Honor Society. In addition, selection is based upon leadership, service and character as defined by the criteria of the organization. For admission, the advisor of National Honor Society will follow a process to assure that all members meet the criteria outlined. Final determination of entry will be determined by the NHS Advisor and building principal after review of a faculty committee and recommendations are made. Once admitted, the student is a member and must maintain the high standards of Character, Leadership, and Service, which warranted their selection, or they will be dropped from NHS in accordance with organization's criteria and by-laws.

STUDENT RESPONSIBILITIES FOR FEES, BOOK CARE, LOCKERS

Certain courses within the curriculum may require a student fee. These fees are collected at the office, where a receipt is generated to show the teacher that the fees have been paid. Failure to pay fees will result in school holding report cards or any requests for transcripts or other documents. [The building principal has the sole authority to waive this requirement, and a meeting must be held at the parent's request to resolve the issue.](#)

Students will be issued textbooks and the student's name will be recorded with the book number for accountability purposes. The student has the responsibility to return the book in good condition with allowance made for general book wear and depreciation for the school year. The student will be responsible for paying established fees for book damage or loss. Report cards and/or transcripts will not be released until all fines and fees are paid.

Every student is issued a locker and combination on the first day of school. The high school accepts no responsibility for theft from lockers. Student lockers are not personal property, [but rather school district property, and are subject to search and seizure according to BOARD POLICY 5145.12.](#)

SCHOOL CALENDAR DAY

School doors will be open ~~at 7:45 in the morning~~ [30 minutes prior to the start of the school in the morning](#) with exceptions for direct supervision of school-sponsored activities or academic courses. [The building is closed to student access on all official school holidays and breaks as well as designated in-service days.](#) Student activities may take place on these days with prior approval of the building principal or designee, which include practices for extracurricular and co-curricular events as well as preparation for school activities such as sponsored dances or activity nights. All approved student activities, including practices, must be placed on the school calendar in the office well in advance of the scheduled date, [but no later than two-weeks prior to the activity. The building principal shall have sole authority to make exceptions to this case based on the merit of the circumstances of the request.](#)

IMMUNIZATION REQUIREMENT FOR STUDENT ENROLLMENT/ATTENDANCE

State law requires that students complete their immunizations before being allowed to attend school. [Proof of immunization record is necessary for enrollment and attendance. This document will need to be provided to the school office and placed on file as part of the student record.](#)

SCHOOL SAFETY DRILLS

Safety drills are required by state statute to be held periodically during the school year. [These drills may occur as announced or unannounced activities. These drills include fire drills, earthquake/tsunami drills that are required as well as safety drills done with local law enforcement and fire and safety. Students need to be prepared for these activities at all times as they may occur at any time during the school day and year.](#)

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Unless specifically directed by the teacher, cell phones and all other personal electronic devices must be silenced and put away at all times during the instructional day, [whether in-class or in the hallways.](#)

Consequences:

- 1st offense - Phone will be confiscated for the remainder of school day.
- 2nd offense - Phone will be confiscated and meeting with parents.
- 3rd offense - Phone will be kept home or turned into the office during school hours for 30 days.

Parents are asked to support us in our efforts to reduce the distractions caused by the misuse or overreliance on these devices. Please call the office, rather than a student cell phone, if you need to make contact during class times. [Do not accept calls or texts from students during class times. Consider setting a cell phone/computer curfew at night and enforce it, if need be, by collecting those devices before bedtime. If a problem develops, you may want to consider not paying for a device, or a service plan, that is distracting your child from building the knowledge and habits they will need to pay their own way as adults.](#)

SCHOOL DRESS CODE

Students shall dress in a manner that is clean and does not detract from the educational environment and is in effect during the school day as well as any school-sponsored activities such as dances or events such as athletic contests, movie or game nights or class activities whether on school grounds or not. The principal and his or her designees, including but not limited to all district administration, teachers, support staff and event chaperones, will make decisions regarding appropriate dress. The building principal or his or her designee on duty has final authority on the appropriateness of student attire. (Board Policy 5132)

The following parameters are in place for consideration of the appropriateness of dress:

1. Undergarments or revealing clothing shall not be visible.
2. No hoods or sunglasses may be worn in the school building including classrooms.
3. Information on clothing or jewelry shall not make any reference to alcohol, drugs, tobacco, sexual themes or violence as well as any clothing or jewelry that may disrupt the school that uses offensive, racist or derogatory language or images toward others.
4. Students must dress appropriately to meet the safety standards and requirements for laboratory science and shop classes.
5. Appropriate footwear should be worn at all times in the building for student safety reasons and footwear should have hard soles in order to prevent accidents or injuries while on school grounds.

Students wearing inappropriate clothing or jewelry to school or while attending any school-sponsored events will be asked to turn their shirts inside out, change, or remove the item depending on the nature of the clothing or jewelry. Failure to comply with any of these requests or repeat offenses will result in disciplinary action taken by the building principal or his or her designees.

For School Dances and Other Events: Students who are out of compliance with the dress code will not be admitted or will be escorted out of the dance or school-sponsored event. Exceptions to the dress code may be granted by the building principal when connected to specific events supporting school-related events or causes such as “School Spirit” nights for contests or theme-based student activities.

Students who have doubts about whether their attire meets the criteria listed above, should ask a school administrator before the dance or school-sponsored event in order to avoid any situations that could place them in risk of not attending or receiving disciplinary action for non-compliance with the dress code.

HALL PASSES

Students are not to be out of the classroom or library when school is in session unless they have their planner signed or other a hall pass from the teacher or staff member. Those who receive such permission for good reason are expected to be quiet while in the halls and return to class in a timely manner. Hall passes are at the sole discretion of the teacher and student permission to use the pass may be removed as a consequence for not following rules and procedures. Excessive tardiness to classes will result in revocation of hall passes as deemed appropriate by the building principal or designee.

MOTOR VEHICLES

Students who drive to school must register their vehicle at the office on or before the first day of school. Make, model and license plate number of ALL possible vehicles shall be registered in case of emergency or security reasons at the school. Students should park in the student assigned parking areas—the area directly in front of the building is reserved for staff/faculty parking only. Students parked in the staff area will be asked to move their vehicle. Additional violations will result in disciplinary action. Further, student vehicles are subject to search with reasonable suspicion when parked on school grounds.

Students should take great care when parking and driving near the school. Small children may be walking in the area and can be difficult to see. Please drive slowly and cautiously. Student operated vehicles may not be used to travel to and from off campus class activities unless prior approval from the building principal or designee and consent form is on file at the office. Cases of speeding or reckless driving and improper parking will be reported to the police department and revocation of driving privileges to the school will occur. Also, student vehicles should be locked at all times while on school grounds as the school district assumes no responsibility for automobiles or property taken from vehicles while on school grounds.

MEAL SERVICE

Breakfast Meal Prices

Full Price.....\$2.00
Reduced Student Price.....\$0.30
Adult/Guest\$3.00

Lunch Meal Prices

Full Price.....\$3.25
Reduced Student Price....\$0.40
Adult/Guest.....\$5.50
Adult/Guest Salad.....\$3.25

PART-TIME ENROLLMENT

Students who are enrolled in a distance education school ³⁶ as their primary school may also enroll in Cordova High School, if space is available. Part-time students will be enrolled after full-time students have registered.

PARENTS AND VISITORS DURING THE SCHOOL DAY

ALL PARENTS AND VISITORS to the school must check in to the office [and receive a visitor's pass](#). [The check in sheet is located at the front office counter](#). Any individual visiting the school must sign in and place time of entry and exit to the building for security and safety reasons. Only enrolled students in grades 7-12, [or elementary students on day trips](#), and ~~Prince William Sound Community College students~~ may be in the school building during school hours.

SCHOOL DANCES

[School dances are school-sponsored activities where all school rules apply](#). Dances must be scheduled ~~five~~ ten (10) school days prior to the event and approved by the advisor and building principal or designee. Students will not be allowed to leave and return while dances are in progress. All dances are restricted to high school students unless the principal has given special permission for visitors with prior written authorization. Dances will end at the approved time on or before midnight.

GUN FREE SCHOOLS

Any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis. The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled. (BOARD POLICY 5131.7s)

USE AND POSSESSION OF OTHER DANGEROUS ITEMS

Other dangerous items such as knives, firecrackers, etc., are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events and school-sponsored trips of any kind. (See BOARD POLICY 5131.7)

SEARCH AND SEIZURE

All lockers and other containers provided to students by the District are owned, supervised and controlled by the District. Lockers and other District provided containers are subject to search by the Superintendent, or designee, who may authorize a District employee to search them at any time.

Any District administrator may search a student's clothing, possessions and/or automobile on school premises if the administrator has reasonable cause.

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

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered. (See BOARD POLICY 5145.12)

DUE PROCESS

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action.

For the sanction of In School Suspension (ISS), the student will have the opportunity to explain his/her conduct to the principal. Conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS.

For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 16 days) the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.

Child Internet Protection Act (CIPA)
{Computer & Internet Usage}

After reading this policy, both the parent and student need to sign the Acceptable Computer Use Agreement on page 4 of this handbook and return it to the school office. Upon doing so both agree they understand the following:

Purpose

Cordova School District has access to the Internet. District staff have been authorized to develop regulations and agreements for the use of the Internet that are in accordance with the district policy statement, and other district policies, including the student disciplinary code.

Due Process

1. Cordova School District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the district's system.
2. In the event there is an allegation that a student has violated Cordova School District Computer & Internet Usage policy and/or Administrative Regulation for CIPA, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.
4. Employee violations of the Cordova School District Computer & Internet Usage policy and/or Administrative Regulation for CIPA will be handled in accordance with district policy and the collective bargaining agreement.

Search and Seizure

1. System users have a limited privacy expectation in the contents of their personal files and records of their on-line activity while on the Cordova School District system.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Cordova School District Computer & Internet Usage policy, the student disciplinary code, or the law.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. District employees should be aware that their personal files may be discoverable under state public records laws.

Academic Freedom, Free Speech, and Selection of Material

1. Board policies on Academic Freedom and Free Speech will govern the use of the Internet.
2. When using the Internet for class activities, teachers will:
 - a. Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
 - b. Preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site.
 - c. Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
 - d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Parental Notification and Responsibility

1. Cordova School District will notify parents/guardians about the district's network and the policies governing its use. Parents must sign an agreement to allow their student to access the Internet through the school district. Parents may request alternative activities for their child (ren) that does not require Internet access.
2. Cordova School District and parents have the right at any time to investigate the contents of their child (ren)'s e-mail files. Parents have the right to request the termination of their child (ren)'s individual account at any time.

3. The Cordova School District Computer & Internet Usage policy and/or Administrative Regulation contain restrictions on accessing inappropriate material and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the school district to monitor and enforce a wide range of social values in student use of the Internet. Further, the school district recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The Cordova School District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the school district's system.
4. The Cordova School District will provide students and parents with guidelines for student safety while using the Internet.
5. Parents are responsible for monitoring their student's use of the Internet if they are accessing the system from home.

Access

The following levels of access will be provided:

1. Classroom Accounts. Elementary age students may be granted Internet access through a classroom account. Alternately, Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing (or whatever procedure the District uses for other permissions).
2. Individual Accounts for Students. Secondary students may be provided with individual Internet accounts. A Student Account Agreement will be required for an individual account. This agreement must be signed by the student and his or her parent.
3. Individual Accounts for District Employees. District employees may be provided with an individual account. No agreement will be required. Employee use is covered by existing employment contracts and existing Board and District policies.
4. Cordova School District will monitor authorized student access.

Unacceptable Uses

The following uses of the system are considered unacceptable:

1. *Personal Safety* (Restrictions are for students only)
 - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
 - b. Users will agree not to meet with someone they have met on-line without their parent's approval and participation.
 - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
 - d. Users will not bring software or equipment from home and use it on any computer system.
 - e. *Users will not send or accept emails to or from sources not approved by supervising staff.*
2. *Illegal Activities*
 - a. Users will not attempt to gain unauthorized access to the Cordova School District system or to any other computer system through the Cordova School District system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the Cordova School District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
3. *System Security*
 - a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
 - b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - c. Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if they download software.

4. *Inappropriate Language*
 - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
 - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
 - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
5. *Respect for Privacy*
 - a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
 - b. Users will not post private information about another person.
6. *Respecting Resource Limits.*
 - a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research.
 - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
 - c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
 - e. Users will subscribe only to discussion group mail lists that are relevant to their education or professional/career development. Students may subscribe with the approval of their instructor and must unsubscribe at the end of the school year unless special arrangements are made.
7. *Plagiarism and Copyright Infringement*
 - a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
8. *Inappropriate Access to Material*
 - a. Users will not use the Cordova School District system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
 - b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Cordova School District Computer & Internet Usage policy and administrative regulation.

Consequences

- Step 1- Loss of home Internet for 1 month and Internet access at school for a period of at least 1 week.
- Step 2- Loss of home Internet for 2 months and Internet access at school for a period of at least 2 weeks. Meeting with parents.
- Step 3- A check in/out process will be instituted. Computer will be available during instructional time only under direct supervision of faculty member. Meeting with parents.
- Step 4- Meeting with parents, possible loss of computer privileges.

In the event of a conduct violation not specifically listed in this policy, consequences may be administered based on the judgment of the building principal or designee. The school administrator or the board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if deemed necessary.

2016-2017 Laptop Handbook

Cordova School District Vision for Educational Technology

Cordova School District will address the needs of teachers and students to use the instructional technologies efficiently and effectively, thereby supporting the development of life long learning skills by maximizing the technological capabilities of our learning community.

Executive Summary

The laptop program at Cordova School District is designed to give all students access to the finest tools for learning. The purpose of the tool is to increase student learning, improve access to information and give students the ability to monitor, record and evaluate their own education. Ultimately, the student is responsible for his/her education. All graduating students will have the opportunity to take the laptop with them to higher learning institutions giving them a digital portfolio as proof of their learning. The ultimate goal of the Department of Instructional Technology is to support this objective and help the teachers at CSD to educate its students to the best of their ability. Each year this handbook will be reviewed with the staff and administrators and modified as necessary for improvement.

Superintendent

Technology Director

Principal

DRAFT

Table of Contents (renumber pages)

General Policies – Staff and Student Use..... 3
 Laptop Rollout..... 3
 Check-in Procedures..... 3
 Fees/Student Responsibility..... 4
 General Laptop Damage/Repair Procedures..... 4-5
 Updates, checks and monitoring..... 5
 Backup Policies..... 5
 Web Policies – School Web Page..... 5
 Internet Research and Appropriate Network/Internet..... 6
 Refresh Policy..... 6
 Student/Staff Purchase of Computers..... 6

Budget and Purchasing..... 7
 Hardware and Software supported..... 7
 Non-district Software Purchasing Guidelines..... 7

Department of Instructional Technology Support..... 8
 Specific Support Policies..... 8

Appendix A – CSD 24/7 Laptop Computer Check Off Sheet ICT Literacy Skills 9

Appendix B – Laptop/Computer Incident Report 10

Appendix C – Laptop Checkout Form 11

Appendix D – Help Desk Request 12

Appendix E – Laptop Check In Form 13

Appendix F – Parent/Student Contract..... 14
 Parent Responsibilities..... 14-15
 Student Responsibilities..... 15
 Internet Access Policies..... 15-16
 Web Page Publishing Guidelines..... 16
 Signature Page – For Students and Parents..... 17

DRAFT

Staff and Student Use

Laptop Rollout

Each year student rollout of the laptops will occur the second week of school. The user fee and forms will be handed out to the students within the first two days of school. All forms and fees must be submitted to the Cordova School District (CSD) before laptops will be issued. The following are guidelines for student checkout:

- Seventh grade students may not have 24/7 access to their assigned laptop until they have completed the certification program in their ICT Literacy Skills class. (Appendix A – CSD 24/7 Laptop Computer Check Off Sheet) in the CSD 2017-2018 Laptop Handbook. This check off sheet is subject to change at the discretion of the classroom teacher.
- Students and parents must sign all contracts, forms and releases before a laptop will be issued.
- All user fees associated with laptop use will be paid.
- New students must complete ICT Literacy Skills certification program to have 24/7 access to their assigned laptop. The focus of training will be care, appropriate use and responsibility for the laptop.
- Parents new to the district will be encouraged to meet with the technology department for a discussion of student expectations, responsibility and parental supervision of the appropriate use and care of the laptop.
- A member of the Department of Instructional Technology (DIT) will be available for parent conferences throughout the year and may participate in parent teacher conferences or other parent meetings as needed to discuss issues or general concerns that may arise and to update parents on the success of the one-to-one initiative.

Check-in Procedures

When students withdraw from school, either at the end of the school year or when transferring to another school out of district, students must check in their laptops, bags and cords with the Technology Director and the DIT. Students will fill out the check-in form and the DIT will re-inventory the machine and assess for any damage charges. The students/parents will be responsible for these charges. Any students assessed damage charges will not have 24/7 access to their assigned laptop until all fees are paid, either with re-entry to the district or enrollment at the next school year. Students that do not pay charges for 1 (one) year may be issued a claim in small claims court for those fees. Listed are example prices for standard, major repairs and are subject to change without notification:

- Severe case damage (top or bottom) requiring replacement - \$325.00
- Display replacement - \$225.00
- Optical (CD/DVD Combo drive) drive replacement - \$145.00
- Hard drive replacement - \$100.00
- Power Adapters/Cords - \$80.00
- Logic board repair - \$450.00 or replacement - \$600.00
- Entire machine replacement – Market Value

Fees/Student Responsibility

The DIT is responsible for inventory and maintenance of all CSD's laptops. CSD allows the students to use the laptop for a yearly fee. For special circumstances, the school site may waive students fees and issue them a computer without the student paying the fee, but the forms must still be signed by the student and the parent and the school site is still responsible for covering the fee.

Students are responsible for taking care of the learning tool they have been issued. In general, misuse of the tool will be a disciplinary referral, while abuse of the tool may result in its removal. Students will follow these guidelines:

- Students will pay a \$65.00 yearly fee for use of the computer. **This fee is not an insurance absolving a student from proper care of the machine.**
- Reparation for damages is the responsibility of the student. Students who have problems in this area will have their laptop privileges revoked until they demonstrate responsibility to use and care for a laptop computer in a responsible way.
- Procedural regulations for care and use of the computer must be followed. Incident reports are mandatory on any repair to a machine. Disciplinary rules will be administered when regulations are not followed. Removal of laptop computer privileges may range from several days to complete revocation.
- All students and staff will have the option to purchase laptop insurance. Policy will provide coverage that includes theft, burglary/robbery, accidental damage, power surge, vandalism, fire and natural disasters. The premium will be between \$80 and \$100 (depending on model) with a \$50 deductible for any claim.

Students must be enrolled more than half time in order to receive a computer from CSD. Less than half time students will not be issued a laptop to take home. They will have access to a computer to use in any classroom at the teacher's request. They may not take either machine out of the classroom to which it is issued. Any improper use of the laptop will be dealt with as a standard discipline issue at the site level.

General Laptop Damage/Repair Procedures

Damages to laptops will occur. Students, teachers and other employees are responsible for damages to their laptops. The Department of Instructional Technology classifies damages into three different categories; Abuse, Neglect and Accidental. The DIT will determine which category each damage falls into based on the Incident Report (Appendix B - Laptop/Computer Incident Report) the individual turns in, witnesses to the damage and/or visual inspection of the damages. If an Incident Report is not turned in within 3 days of the damage, it will be assumed the damage was abuse and the individual will be responsible for the full amount of the repair. At the time of the damage, DIT will provide an estimate for repair. When repair is completed, an invoice will be generated and the individual will be responsible for reimbursing the invoiced amount. Should the individual not make payment within a timely fashion, the district will take steps to garnish PFD funds.

Definitions:

- Abuse: Willful destruction or damaging of the laptop. This may include but is not limited to: carvings in the case, cracked screens, excessively dented cases, pry marks on optical drives, user attempted repair or high number of keys missing.
- Neglect: Damage that occurs due to inattentiveness. These include general drops or drops caused by cords stretched across walkways, liquids or foods spilled in the machine or damages caused by objects being dropped on the machine. In this climate especially, cold can damage the laptops, so machines left in cars overnight that suffer damages will also be considered neglect.
- Accidental: Damage that occurs due to an accident out of control of the individual. Slipping and falling on a machine are the most common kind of accident. Other accidents may occur, but these will be looked at on a case-by-case basis.

Updates, checks and monitoring

Any laptop may be collected by the DIT at any time for any reason.

Backup Policies

Students and staff are responsible for the documents and files on their machines. It may become necessary to send a computer in for repair and there is no guarantee that data files are safe in those circumstances. As a general rule, all users should backup important files on a weekly schedule. All computers have access to the server with accounts for backup and many laptop computers are equipped with CD burners allowing users several options for retaining important files. Users should always consider what is appropriate for backing up to the server. No music, personal pictures or other personal files should be put on the server. These items should be backed up to CD or some other removable media.

Web Policies – School Web Page

All content put on the school website generated by students must first be approved by the CSD's instructional staff. Teachers are expected to keep their own pages current and up to date. In general the web pages should follow the style already in place. All pages should include the approved header and footer present on all the school web pages. Students must also have parent permission to post their work and for their picture to be shown on any student, school or district web page. These permission forms (Acceptable Computer System Use Agreement, Cordova Junior/Senior High School) are part of the paperwork sent home with the students prior to the laptop rollout at the beginning of the school year or at the time of enrollment.

Internet Research and Appropriate Use of the Network/Internet

The Internet is a vast repository of information all students and staff have access to. The district has provided filtering services to help protect users from questionable content, however it will not catch everything. Discretion should be used when using the Internet to watch for questionable content. The DIT will provide guidance regarding search engines for classrooms to use that will help reduce further these questionable sites, but ultimately it is a matter of classroom, teacher and parent supervision. On the other hand, the DIT will work closely with teachers and students to provide limited access to research sites that may otherwise be blocked by the filtering software. In addition, all users should be aware of appropriate network/internet use. Anything stored on the school servers, or files shared across the school network should be for educational purposes. Personal files can be stored temporarily on individual machines, but should be backed up to alternate sources so they can be easily removed from the machine. Email is for school communication and should not be used to solicit business or funds for personal gain. Mass mailings to school employees should be limited to school business and communication. All student issued laptops must remain on the school district's network during instructional hours.

Refresh Policy

The Tech Department will maintain a policy to refresh computers on average every four to six years. Some computers may become up to 6 years old if they are deemed to still be useful and run all district software effectively. Since many of the computers, especially in the elementary, may be at least that old, the DIT will phase in the replacement of these machines over the next 3 to 4 years.

Student/Staff Purchase of Computers

Both students and staff will have the opportunity to purchase their laptops. Students may purchase their laptops at the end of their senior year only. If a student has been present in the district for their entire high school career, buyout for their laptop will be \$1.00. This is under the condition that they still have the same machine they were originally issued, have paid for any damages incurred, have paid their fees each year and signed all paperwork. If a student transfers in during high school, that student will also have the opportunity to purchase their computer, but the price will be determined by the DIT based on its fair market value and/or depreciation schedule. Staff will be given the opportunity to buy their District issued laptop computers every 4 years of service. Prices will be determined by the DIT at fair market value and/or depreciation schedule.

Budget and Purchasing

The Department of Instructional Technology will have an annual budget for maintaining current hardware and software that is determined to be district level equipment. The final recommendation to the Superintendent or School Board regarding technology purchases will be the sole responsibility of the Technology Director. All curriculum level, classroom level or school level purchasing will be done from individual school or teacher budgets, however the DIT will still review all school and classroom level technology purchases for appropriate content, redundancy and duplication, ease of use and/or maintenance, etc and offer suggestions for alternative resources if the requested purchase is not acceptable.

The following will be supported by the district technology budget:

Hardware supported:

- Network Hardware – servers, switches, routers (district owned), wireless base stations
- Wiring Backbone – cabling, in building fiber, room drops
- End User Hardware – all district desktop and laptop computers, video conferencing equipment, network printers and network copiers.

Software supported:

The DIT will compile a basic software package that the district will support and provide basic training in its use (OS X 10, Microsoft Office, PowerSchool, iLife, etc). Teachers and students should not expect the DIT to provide support for software specific to individual curriculum and classrooms or student projects. The DIT will also be responsible for system software upgrades and upgrades to other district programs. For these purposes, laptops may occasionally need to be collected.

Non-district Software Purchasing Guidelines

Individuals wishing to purchase software for use in their department or for their class should follow some general evaluation procedures. Since all purchase of software will be reviewed by the DIT, these guidelines will help streamline the process. Site technology personnel are responsible for organizing committees to review and evaluate all software purchases for curriculum specific purposes. All software should support the students' mastery of Alaska State Standards and district adopted best practice teaching strategies. The DIT will assist in these software evaluations as requested by staff members.

Department of Instructional Technology Support

The DIT will support all hardware and software purchased through its budget either directly or with third party tech support contracts. Hardware supported must be connected directly to the existing network backbone. Not supported by this department are curriculum specific software, local printers, ink cartridges and toner, paper products associated with printers, or specialty peripherals such as high-end scanners or digital and DV cameras.

Specific Support Policies

Hardware (Computers, Network Printers, District Cameras, Scanners and Copiers)

- The DIT will support all hardware currently owned by the district and all future purchases made by the district.
- All hardware purchased should be approved by the DIT.
- Supporting hardware more than 6 years old may be at the discretion of the DIT.
- For help requests, appropriate forms must be filled out. If it is damage, an Incident Report must be completed.
- The DIT will not supply money for consumable technology supplies such as print cartridges and toner, recordable CD's, DVD's. The DIT may purchase consumable items in bulk for a reduced price or discount, make them available to the schools and charge individual school budgets accordingly.
- Installation of new hardware (and software) purchases should be planned ahead of time. If training for students or staff is needed, the DIT will make every effort to schedule training within the school and teacher's workday at least a week ahead.

Software

- All students and teachers can expect as good or better tech support from the district's DIT staff as they would find with any independent commercial provider.
- Curriculum specific purchases should be routed and approved through the DIT. All purchases should be sufficiently evaluated and tested prior to approval.
- All software purchased will support the students' mastery of Alaska State Standards and district adopted best practice teaching strategies.

DRAFT

Cordova School District

**Appendix A
CSD 24/7 Laptop Computer Check Off Sheet
ICT Literacy Skills**

Activities for certification in the ICT Literacy Skills class can include but are not limited to the following:

Internet Safety/Cyber Bullying/Intellectual Property

- Cyber Bullying Self Test
- iSafe PowerPoint Presentations
- iSafe Quiz (100%)
- Cyber Bullying Videos (In Class)
- USA-SOS Scavenger Hunt
- My Digital Footprint Project (80% or better)
- iSafe Test (95% or better)
- Signed off on Keyboarding Lessons 1-18
- Pass Keyboarding Test

Cordova School District Laptop Handbook and Laptop Care

- Reviewed Laptop Handbook
- Laptop Do's and Don'ts Assignment
- Laptop Handbook and Care Exam (90% or better)

Participation and Assessment of Attitude

- Student worked to complete assignments to the best of his/her abilities and with a good attitude.
- Student was appropriately involved in all training discussions.
- Student adequately completed any and all additional miscellaneous assignments.

DRAFT

Person Reporting: _____

Date _____

Appendix B - Laptop/Computer Incident Report
For Accidents or Incidents involving student/teacher laptops

Name of person responsible for laptop: _____

Please fill out as completely as possible

Did you witness/observe the incident? Yes No
If yes, please briefly describe what you witnessed.

If no, in your opinion was this Negligent Accidental Vandalism Don't Know

Were there any other adults present? _____

Did those adults witness the incident? Yes No Name(s)
If yes, please have them fill out one of these reports.

Did any students witness the incident? Yes No
If yes, please list:

Student Name _____

Student Name _____

Student Name _____

What disciplinary steps did you take?

Kind of machine damaged:

- Black MacBook" (teacher laptop) White MacBook" (student laptop)
 iBook G3 12" (white laptop) Other _____

DRAFT

Appendix C – Laptop Checkout Form

Laptop Check Out Form - Beginning of School Year

Date: _____ Model: MacBook _____ MacBook Pro _____

Student Name: _____

Grade: _____

| Item Description | Serial No./Asset Tag Number | Condition |
|-----------------------|-----------------------------|-------------------|
| Apple Laptop Computer | | New / Good / Fair |
| Apple Charger | NA | New / Good / Fair |
| Carrying Case | NA | New / Good / Fair |

- The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. A \$65.00 rental fee is assessed to cover the cost of maintenance and updates.
- This equipment is the property of Cordova School District and is herewith being loaned to the student for educational purposes only for the Academic School year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year.
- If the District Property is lost, stolen or damaged while in the Borrower’s possession, Borrower is responsible for the replacement or repair thereof and Borrower agrees to indemnify the District from any claim occurring during or resulting from Borrower’s possession or use of the District property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower’s use of the District Property.
- Borrower may use the District Property only for non-commercial purposes, in accordance with the District’s policies and rules. Any included software may be used only in accordance the applicable license and it is Borrower’s responsibility to be familiar with and to comply with the provisions of such license.
- Borrower may not install or utilize any software in connection with Borrower’s use of the District Property other than software owned by the District and made available to Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.
- The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower’s diskettes or other data storage medium and Borrower agrees to use Borrower’s best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower’s possession.
- Borrower acknowledges and agrees that Borrower’s use of the District Property is a privilege and that by Borrower’s agreement to the terms hereof, Borrower acknowledges Borrower’s responsibility to protect and safeguard the District Property and to return the same in good condition and repair.
- The District hereby acknowledges receipt of the sum of \$_____ from Borrower or Borrower’s parent or legal guardian in consideration of the use of the District Equipment and as a deposit to secure the timely return thereof in good condition and repair.

Student’s Signature _____ Date: _____

Indicate on back any damages, dents or inoperative parts. If none are listed, it will be assumed the Borrower caused any damages to the laptop when it is turned in.

Staff Initials _____

Person Reporting: _____

_____ Date _____

Appendix D - Help Desk Request
(Hey, my computer doesn't work!)

For students and teachers

This machine is a

- Black MacBook (Teacher) MacBook Pro Desktop Other (indicate) _____
 White MacBook (Student)

Please prioritize this problem.

- Critical (Needs to be done ASAP) Annoyance (works, but can wait until later)
 Important (Can wait a day or two) Work around (I can work around this problem until it gets fixed)

Which of the following categories does your problem fall into?

- Network (no email) or
 Printing problem: Local (my printer is connected directly to my computer)
 Printing Problem : Network (I am printing to a printer in another room)
 Software Problem (a program or application I use doesn't work)
 Other: Please describe below!

Briefly describe the problem. The more information you give, the more likely we'll be able to fix the problem quickly.

DRAFT

What steps have you taken so far to fix this problem? Please be thorough so we have the ability to undo things you may have done. If you haven't taken any, say none.

**Appendix E - Laptop Check In Form
End of School Year**

Cordova School District -Asset Tag Number _____

Laptop Serial Number _____

Student Name (Print) _____ Date _____

Condition of Laptop

Case – (Display Case and Display Bezel, Top Case and Keyboard, Bottom Case) Identify cracks on corners and scratches.

Keyboard – Any dysfunctional or missing keys. _____

Screen – Cleaned and free of scratches and cracks. _____

Optical Drive (CD ROM and DVD Player/Burner) – in working order. _____

Hard Drive – Computer starts up and builds a desktop. _____

Power Supply – Has all components (power brick, power cord and duckbill adapter) Check overall condition and in working order. _____

Computer Bag – Is free of dirt, tears, stains, etc. Has all components (strap, and cell phone pouch)

Computer is clean and free of dirt, grime and stains. _____

Comments – Note any other issues that need to be reported.

I agree with the above information on the condition of my laptop.

Signature of Student _____

Signature of Teacher _____

Signature of Tech Director _____

Appendix F - Parent/Student Contract

Cordova School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. The following are the general terms of this contract:

1. The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school staff faculty.
2. During school hours, game playing, listening to music or watching videos on computers is not allowed unless they are authorized by a teacher and directly related to a school assignment or activity.
3. Students in those grades in which notebook computers are required are expected to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. Music stored on individual laptops will be assumed by the district to be owned by the student. Should district officials learn otherwise, the student will be responsible for any copyright violations. The district will not be monetarily responsible for any copyright infringements on student machines.
8. Laptops, wireless cards and laptop bags belong to and are distributed by the school. Management of cords is the student responsibility. They should not be placed across hallways or walkways where they create a tripping hazard. Names on power cords are not to be removed.
9. Use of headphones is limited to use before and after school as well as at lunchtime, and at the discretion of District staff.
10. No stickers, scratches or drawings will be allowed on the case of the laptops. Names on the laptop are not to be removed.
11. Users are responsible for their laptops. If changes are made to the system software, including administrative privileges, the user will be responsible for the consequences of those actions.
12. DIT issued protective cases must remain on the computer. Personal cases may be substituted only with DIT approval.
13. An unattended student laptop will incur 5 days of lunch detention.
14. All student issued laptops must remain on the school district's network during instructional hours.

Parent Responsibilities

Your child has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will supervise my child's use of the laptop at home.
- I will discuss family values and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet.
- I will not attempt to repair the laptop.
- I will report to the school any problems with the laptop.
- I will not load or delete any software from the laptop.
- I will make sure my child recharges the laptop battery nightly.
- I will make sure my child brings the laptop to school every day.
- I understand the user fee associated with the laptop is for the use of the machine. Additional repair costs from abuse, neglect or accident will be my student's responsibility.

*I know that if my child comes to school without his or her computer I may be called to bring it to school.

Student Responsibilities

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities.

- I will treat the laptop with care by not defacing it, dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not loan the laptop or power cord to my friends or siblings; they will stay in my possession at all times.
- I will not load software from CDs or the Internet onto the laptop without the direction of a school employee.
- I will not remove programs or school files from the laptop without the direction of a school employee.
- I will follow the Cordova School District's Computer and Internet Usage policy when using the Internet on the laptop at home and at school.
- I will honor my family's values when using the Internet.
- I will not give personal information when using the Internet.

- I will not attempt to repair the laptop.
- I will recharge the laptop battery each night and care for the power cord.
- I will bring the laptop to school everyday.
- I understand the user fee associated with the laptop is for the use of the machine. It may be applied to minor damage up to the amount of the fee. Additional repair costs from abuse, neglect or accident will be my responsibility.
- I will not remove the DIT issued protective case.

Internet Access Policies

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet’s libraries can provide unlimited opportunities to students.

Students will be able to access the Internet at school. If a student already has an electronic mail address, he/she (may, with permission of the supervising teacher) be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements.
- Students will cite all quotes, references, and sources.
- Students will only remain on the system long enough to get needed information.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- Student access of electronic mail will be through the school network. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail, so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
- Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Web Page Publishing Guidelines

During their studies, students may be asked to participate in the creation of web pages for a class, or they may choose to create their own page to put on the school web site. Each school web page shall contain a disclaimer statement similar to the following:

- “We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Acceptable Use Policy.”
- Any web page to be published to the school web site will have the approval of the school Webmaster, Technology Director, classroom teacher and the school principal.
- Material to be published must not display, access or link to sites deemed offensive by the Cordova School District’s Computer and Internet Usage policy. All published material must have educational value and/or support the District’s guidelines, goals and policies.
- The only material to be published on the District web server must come from the designated school or department site Webmaster.
- The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to inappropriate sites.
- Student work should not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the signature page. An exception would be if the work is part of an existing publication such as a newspaper or school newsletter.
- At no time should a student’s personal e-mail address or phone number appear on a school or district web page. All e-mail should be directed to the school or site Webmaster.

Signature Page - For Students and Parents

I understand that by signing this page, I agree to the terms of the 2017 – 2018 Laptop Handbook and the Parent/Student Contract including Parent and Student Responsibilities, Internet Access and Web Page Publishing Guidelines (see exceptions below) as outlined in the Laptop Handbook. Access to the Cordova School District computer systems, the Internet and similar communication networks by students and staff is vital to today’s teaching/learning environment. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may be taken where/when appropriate.

As the parent or guardian of this student, I have read this contract and understand that access to electronic information resources is designed for educational purposes. I understand that it is impossible for the District to restrict access to all controversial materials and I will not hold the District responsible for controversial materials my child acquires on the District’s Wide Area Network.

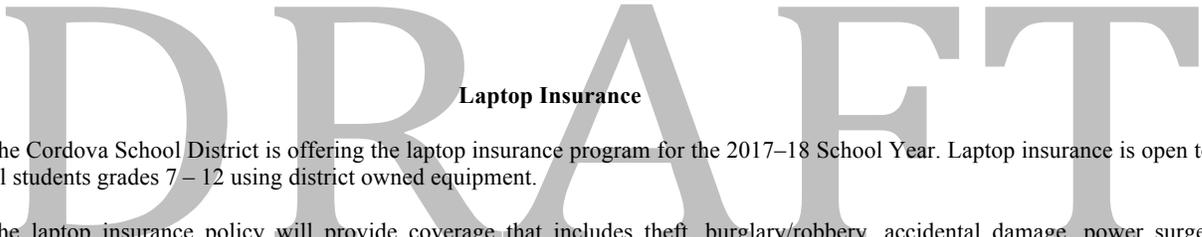
I accept full responsibility for supervision if and when my child’s use of electronic information resources is not in a school setting. I hereby give my permission to issue a laptop for my child and certify that the information contained on this form is correct.

Parent Name (Please Print) _____

Parent Signature _____

I have read and understand the terms of the above contract and agree to take responsibility for the laptop I am issued. I understand that by not signing this form, I will not be issued a laptop and will not be held responsible for any laptop. I also realize I will be required to sign and agree to a Check Out Form when my laptop is issued to me.

Student Signature _____



Laptop Insurance

The Cordova School District is offering the laptop insurance program for the 2017–18 School Year. Laptop insurance is open to all students grades 7– 12 using district owned equipment.

The laptop insurance policy will provide coverage that includes theft, burglary/robbery, accidental damage, power surge, vandalism, fire and natural disasters.

CSD has worked closely with Safeware, a full service insurance agency with 30 years of experience, to tailor fit our needs.

Rates for the school year are as follows:

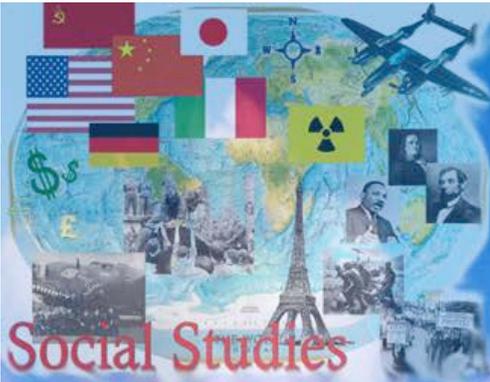
- Student MacBook \$80.00
- Student MacBook Air \$98.00
- \$50 deductible for any claim

If you are interested in participating, please sign up and pay the fee at the high school office by Monday, September 22, 2017.

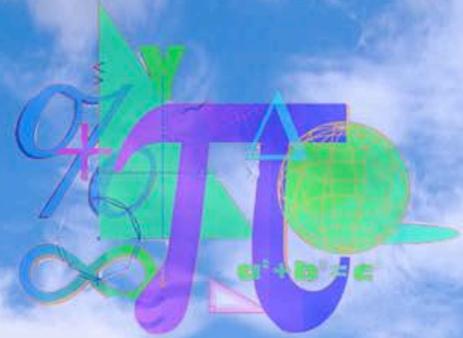
If you have any questions please call Mr. Zamudio at 424-4654 or kzamudio@cordovasd.org.

_____ I desire to purchase insurance in the amount of \$_____. Check or payment is attached. (Please make all checks payable to CHS).

_____ I do not wish to purchase insurance. I understand that by doing so, I am fully responsible for the cost of repairs or replacement as described above.



Social Studies



Science

Cordova Correspondence School Handbook



Handbook

Table of Contents

Contact Information.....pg. 3

Overview and Eligibility.....pg. 4

Enrollment Process.....pg. 5

Enrollment Requirements.....pg. 5

General Information.....pg. 6 - 7

Allotment & Reimbursement Information.....pg. 8 - 12

Appendix

A. 2016-2017 Cordova School District (CSD) Calendar.....pg. 13

B. CSD Parent-Student Laptop Contract.....pg. 14 - 16

C. CSD Grading Scales.....pg. 17 - 19

D. Approved Cordova Correspondence School Curriculum.....pg. 20

E. Cordova Correspondence School Program Rights and Expectations.....pg. 21

F. Cordova Correspondence School Application.....pg. 22 - 23

G. Cordova Correspondence School Individual Learning Plan.....pg. 24 - 28

Cordova School District Contacts

Cordova Correspondence School (CCS) Contact Teacher

Pam Moe
PO Box 1330
Cordova, AK 99574 (907) 424-3266 ext 2247

pmoe@cordovasd.org

Cordova School District Counselor

Micki Dunn
PO Box 1330
Cordova, AK 99574 (907) 424-3266 ext 2224

mdunn@cordovasd.org

Cordova Junior/Senior High School Principal

Curtis Clough
PO Box 1330
Cordova, AK 99574 (907) 424-3266 ext. 2223

cclough@cordovasd.org

Mt. Eccles Elementary Principal

Gayle Groff
PO Box 1330
Cordova, AK 99574 (907) 424-3236 ext. 2016

ggroff@cordovasd.org

Cordova Correspondence School

The Cordova Correspondence School was created to better meet the needs of students and to provide a connected home-school experience for families who choose an alternative educational setting.

Eligibility

1. All parents and students in correspondence programs have the same right to access the district appeal process as parents and students in other district programs (4 AAC 33.421). This includes, but is not limited to, special education (4 AAC 33.432).
2. All enrolled students, including part-time students, are required to participate in statewide student assessments (4 AAC 33.421).
3. Courses receiving an “incomplete” may not be counted towards credit for enrollment requirements (4 AAC 33.426).
4. Parents must disclose enrollment for all other education institutions, including private schools, to ensure the student is not concurrently enrolled in a substantially similar course (4 AAC 33.430).
5. All textbooks and other curriculum materials must be aligned with state standards, comply with regulatory requirements, and be reviewed by a certified teacher (4 AAC 33.421).
6. All non-expendable materials remain the property of the school district and must be returned to the district (4 AAC 33.422).
7. All expenditures related to the student must be directly tied to a specific course with a need addressed in the Individual Learning Plan (4 AAC 33.422).
8. Monthly contact with the parent/student is required (4 AAC 33.421).
9. A quarterly review of the student’s progress with the parent/student is required (4 AAC 33.421).
10. A grade or other determination of course progress as determined by the certified teacher responsible for the course (4 AAC 33.421).
11. This plan may provide for review and consideration of any recommendations submitted by the parent or student (4 AAC 33.421).

Cordova Correspondence School Enrollment Process

1. Parents/guardians fill out the Cordova Correspondence School Application available at each school office or online.
2. Once approved by the CCS Teacher, a meeting will be held with the Principal(s), Counselor, CCS Teacher, parents and child to develop the Individual Learning Plan.

Cordova Correspondence School Enrollment Requirements

- A. CCS will accept any students who reside within the Cordova City School District boundaries and are at least five years old by September 1st of the current school year.
- B. Parents/guardians must complete an Individualized Learning Plan with the CCS Teacher who is a certified teacher in the State of Alaska. The Individualized Learning Plan also serves as a checklist for reporting requirements and a tool for ensuring that reimbursements are authorized based on a direct relationship to the student's educational activities. (4AAC 33.421g)
- C. CCS students must meet state testing requirements as part of their enrollment.
- D. Parents/guardians are required to meet with the CCS teacher quarterly and submit quarterly grade reports and work samples.
- E. Parents are expected to be in compliance with the enrollment requirements in order to receive reimbursements. Reimbursements must be submitted by April 15th of the current school year.
- F. Parents/guardians must maintain monthly contact with the CCS Teacher by phone call, email, fax, personal visit, or other contact as mutually arranged.
- G. Parents/guardians of newly enrolled students must help in obtaining educational records from previous schools (or provide information themselves) for each child enrolled.
- H. It is highly recommended that students have access to the Internet and parents must have a current email address.
- I. Parents/guardians acknowledge that all materials purchased or reimbursed with Cordova School District funds are the property of Cordova School District. All materials costing \$50 or more will either be returned to, or purchased from CSD upon withdrawal from the program.
- J. Students may be concurrently enrolled in the traditional "brick and mortar" schools within Cordova School District.
- K. Parents/guardians must keep their contact information up to date.
- L. State regulations specify that students who receive public education funds must take State-mandated performance and achievement tests. Students are required to attend testing to meet state testing requirements.
- M. FAILURE to meet the requirements will result in an allotment freeze and your student(s) may be withdrawn from our program.

Academic Year

The Cordova Correspondence School follows the same calendar as all Cordova School District Schools. See Appendix A for current school calendar.

Curricular Materials

State regulations mandate that all curricular materials, including textbooks and other instructional aids, be approved by the Cordova School Board. Partisan, sectarian, or denominational doctrines are prohibited in curricular materials (AS 14.03.090) as well as any discrimination based on gender (AS 14.18.060).

Secondary correspondence school students (grades 7-12) have the right to check out a district-owned laptop and must follow all of the same procedural and acceptable use policies that all 7-12 grades Cordova Jr/Sr High School students follow in regards to the school-owned laptop. See Appendix B.

Grade Level Placement

Grade level placements up to and including grade 8 will be based on age unless otherwise specified by the parent. For advanced placement, documentation, assessment scores, or work samples may be required prior to approval. High School students will be placed according to credits achieved with proper documentation.

Grading Scales

Grading scales for the Cordova Correspondence School mirror the scales in all other Cordova School District schools. See Appendix C.

Special Education

Parents who are interested in enrolling a student, who is eligible for special education services, please contact the District Special Education Director to ensure your student's needs are addressed completely in compliance with the student's Individualized Education Plan per the State Special Education Handbook for the current year.

Withdrawal

A parent may withdraw their student at any time by notifying the CCS Teacher and the School(s) office. Parents will be informed at the time of withdrawal that:

1. All materials purchased with allotment funds must be purchased by the family or returned to Cordova School District within 30 days of the withdrawal date.
2. If materials are not returned or paid for within 30 days, a certified letter will be sent requesting their return or purchase of the materials.

3. After 60 days, Cordova School District will take corrective action to solve the problem of materials not being returned or purchased. Parents are financially liable for damaged or missing items. Technology equipment checked out from CSD must be returned in the original packing.

Parents will be financially liable for technology equipment and/or software that is missing or damaged. Purchase requests or reimbursements dated on or after the withdrawal date will not be honored. Student records may not be released until all parent obligations are fulfilled and financial obligations met.

When a student withdraws from the Cordova Correspondence School, they usually are enrolling in another school or correspondence program. Students will be withdrawn from the program in conjunction with Alaska state law, which states that the exit date is the earlier of:

- a. the date when notice is received from the parent or guardian that the student will no longer participate;
- b. the date when the student enters and attends another school full-time;
- c. 30 calendar days after which no contact is made or correspondence is received from the student, parent or guardian.

Accidents

Cordova School District can assume no responsibility for accidents occurring during home school classes, workshops, field trips, or any other activities supervised by parents or a private vendor/contracted service provider.

Non-Discrimination

No parent, guardian, student, applicant, or employee shall be discriminated against. Cordova School District complies with all Federal and State Anti-Discrimination Statutes and Regulations.

Allotment Amounts Per Student

To receive full allotment amount, deadline for enrollment is September 30th. Allotment amounts for enrollments after that date will be prorated.

K-12 Allotments

| | | | | |
|-------------|----------------|-----------------|----------------|-----------------|
| | | | | |
| K-12 | 1.0 FTE | 0.75 FTE | 0.5 FTE | 0.25 FTE |
| | \$2000 | \$1500 | \$1000 | \$500 |

FTE indicates Full-Time Equivalent status.

Allotment Spending

The following are submitted as guidelines for appropriate allotment spending. Final approval of all spending is subject to program administration approval.

1. No reimbursements/purchase requests can be considered prior to student enrollment approval and an approved Individualized Learning Plan.
2. In general, receipts dated prior to the current fiscal year, cannot be considered for the current school year.
3. Allotment funds to be reimbursed must be directly related to activities and materials outlined on the Individualized Learning Plan.
4. Student allotment funds are dedicated to the individual student and may not be used for or transferred to siblings.
5. Items used by multiple sibling students may have the cost evenly distributed between the different student accounts (such as Internet expenses).
6. Cordova School District maintains a detailed account of allotment funds available for each student enrolled. This information will be available to parents from the CSD Business Office.
7. The cut-off date for allotment spending is April 15th of the current school year. No purchase requests or reimbursements will be processed after this date. No exceptions can be made.
8. ~~Remaining allotment funds from one school year are carried over into the next school year. All unused funds when the student either graduates or withdraws return to Cordova School District.~~ Allotment funds will be used for the current school year. The district shall:
 - (1) account for the balance of an unexpended annual student allotment during the period in which a student continues to be enrolled in the correspondence program for which the annual allotment was provided;
 - (2) return the unexpended balance of a student allotment to the budget of the department or district for a student who is no longer enrolled in the correspondence program for which the allotment was provided;
 - (3) maintain a record of expenditures and allotments; and
 - (4) implement a routine monitoring of audits and expenditures (AS 14.03)
9. All expenses must relate directly to the Individual Learning Plan must be reflected in work samples and/or journals.

Purchasing Guidelines

- A. All educational materials must relate directly to the student's Individualized Learning Plan and align with the State of Alaska standards for education.
- B. No religious, doctrinal, or related material~~62~~ may be purchased with allotments funds. (AS 14.03.090 & AS 14.18.060)

- C. If a parent is in doubt about materials, call the CCS Teacher before purchasing curriculum or materials.
- D. Materials purchased are intended for the current school year use only, unless siblings will use them in subsequent years.
- E. Materials purchased are Cordova School District property. Care of these materials is the responsibility of the parent.
- F. If an item is returned to a manufacturer or supplier, Cordova School District must be notified and funds returned to CSD, or it will remain on your inventory.
- G. Non-consumable items purchased may not be discarded, donated, or resold ~~without permission, in writing, from Cordova School District~~ by the parent.

Reimbursement Procedure

Reimbursements require approval. The parent will mail/drop off ORIGINAL receipts to the CCS Teacher. In addition, the services must be directly related and documented in the student's Individual Learning Plan. Parents must submit the invoice(s) and sign to approve of the charges.

Cordova School District will reimburse the parent for internet services provided the parent provides proof of payment and detailed internet bill for three months at a time.

Some reminders about receipts:

1. Before dropping off or mailing receipts, please mark which student(s) the receipt is for and to whom the reimbursement should be made.
2. Receipts, invoices, and sales slips will be verified. Fraudulent submissions are a crime and will be reported to law enforcement officials.
3. Missing or illegible information will result in processing delays.
4. Price tags, estimates, generic receipts, incomplete receipts, gift card receipts, and check carbons are NOT acceptable receipts.

Checklist for submitting receipts/invoices related to lessons, tutoring, and other instructional venues.

- A. Vendor's name, address, phone number
- B. Student's first and last name
- C. Date(s) of service
- D. Detailed description of service

- E. Breakdown of costs associated with the service
- F. Duration of service in hours/minutes
- G. Balance due, or amount paid and form of payment
- H. Vendor signature on the receipt/invoice (indicating services/lessons were provided)
- I. Parent signature on the receipt/invoice (indicates parental approval of the charges and spending from the allotment account)
- J. When attending camps, clinics, leagues, clubs, and entrance to a facility that requires a membership, parent must provide a completed registration form.
- K. When renting or rent-to-own of instruments we must have a copy of original instrument contract with instrument pricing and then closing receipt. Rent-to-own instruments become property of Cordova School District once the agreement is paid off.

Examples of Allowable Expenses

- 1. Paper, pencils, rulers, notebooks
- 2. Curriculum Supplies (workbooks, references, user-resource books)
- 3. Photocopying (legal reproduction materials)
- 4. Computer media (disks, ink, paper, standard peripherals)
- 5. Internet Access fees (up to \$60 per month/family)
- 6. Lessons/Tutoring related to ILP from approved vendors
- 7. Approved instructional materials or programs
- 8. Curricula, courses, texts, teacher manuals and/or supplements
- 9. Computer instructional software
- 10. Calculators
- 11. Instrument rentals (limitations apply)
- 12. Supplementary teaching materials
- 13. Computer printer/fax (limitations apply)
- 14. Educational applications and activities that relate to the student's Individual Learning Plan

Examples of Non-Allowable Expenses

A statewide correspondence study program (4 AAC 33.421(k)) may not pay for or provide money for:

1. Family travel, including transportation, food, or lodging; or for expenses during, or for any travel out-of-state unless a governing body or superintendent of the district approves expenses incurred in the out-of-state travel that are associated with direct instructional activities; in this paragraph, "family travel" does not include travel in which a student is accompanied by the student's family for assessments or other required, activities initiated by the district
2. Annual passes or family memberships to a sports or recreational facility; however, an annual pass or membership for the student may be purchased for entry into a sports or recreational facility in which the student is provided lessons under the student's individual learning plan. The cost of the pass or membership is prorated to include only the cost of the student's instructional time
3. Fees that allow entrance to a facility in which no instruction directly connected to a student's individual learning plan occurs
4. Religious, partisan, sectarian, or denominational textbooks or other curriculum materials
5. Services provided to a student by an immediate family member
6. Clothing, uniforms, physical education equipment, or personal items
7. Pets and other animals
8. Furniture
9. Taxes, testing other than educational assessments required by the district, or parking fees
10. Entertainment
11. Permanent items that adhere to or enhance the value of a non-school facility;
12. Toys with no obvious educational value
13. Any educational equipment not specified for usage in relationship to the Individualized Learning Plan
14. Non-Educational Apps or Apps that do not relate to the student's Individualized Learning Plan
15. Technology equipment not specified in the Individualized Learning Plan
16. Building, craft, cooking, or art materials not specified in the Individualized Learning Plan

17. Tools for a home business
18. Cleaning supplies or equipment
19. Picture frames, matting, or related services
20. Parent classes or training
21. Equipment maintenance or warranty, including piano tuning
22. Costume or uniform rentals
23. Prepayments other than Internet
24. Transferring of funds between siblings
25. Missed lessons/sessions fees with a tutor
26. Purchasing of gift cards, including purchasing of iTunes cards
27. Purchasing items with gift cards
28. Items that are considered excessive by the school administration

Appendix A: Cordova School District Calendar

| School Calendar 2017-2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|---|----|---|---|--------|---|---|---|----|---|---|--|---|---|---|----|---|---|------------------------|---|---|---|----|---|---|
| District Name: Cordova School District | | | | | | | | | | | | | | School: Mt. Eccels and Cordova Jr.-Sr. High School | | | | | | | | | | | | | |
| Approved By: | | | | | | | | | | | | | | Title: | | | | | | | | | | | | | |
| Jul-17 | | | | | | | Aug-17 | | | | | | | Sep-17 | | | | | | | | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| End of Quarter | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EO PD Early-Out | | | | | | | | | | | | | | 1 | | | | | | | | | | | | | |
| H Legal Holiday | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I Inservice Day | | | | | | | | | | | | | | 2 3 4 5 6 7 8 6 7 8 9 10 11 12 3 4 5 6 7 8 9 | | | | | | | | | | | | | |
| M PT Conf. Meeting Req. | | | | | | | | | | | | | | H | | | | | | | | | | | | | |
| NT New Teacher Orientation | | | | | | | | | | | | | | 9 10 11 12 13 14 15 13 14 15 16 17 18 19 10 11 12 13 14 15 16 | | | | | | | | | | | | | |
| O/C School Opens/Closes | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S Saturday School (make-up) | | | | | | | | | | | | | | 16 17 18 19 20 21 22 20 21 22 23 24 25 26 17 18 19 20 21 22 23 | | | | | | | | | | | | | |
| T Testing | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| V Vacation Day | | | | | | | | | | | | | | 23 24 25 26 27 28 29 27 28 29 30 31 24 25 26 27 28 29 30 | | | | | | | | | | | | | |
| X Emergency Closure Day | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | # of Inservice Days: 3 | | | | | | | # of Inservice Days: | | | | | | |
| | | | | | | | | | | | | | | # of Student Days: 6 | | | | | | | # of Student Days: 20 | | | | | | |
| | | | | | | | | | | | | | | # of Teacher Days: 9 | | | | | | | # of Teacher Days: 20 | | | | | | |
| Oct-17 | | | | | | | Nov-17 | | | | | | | Dec-17 | | | | | | | Jan-18 | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 5 6 7 8 9 10 11 3 4 5 6 7 8 9 7 8 9 10 11 12 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 10 11 12 13 14 15 16 14 15 16 17 18 19 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 23 24 25 26 27 28 19 20 21 22 23 24 25 17 18 19 20 21 22 23 21 22 23 24 25 26 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 30 31 26 27 28 29 30 24 25 26 27 28 29 30 28 29 30 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | # of Inservice Days: 1 | | | | | | | # of Inservice Days: 1 | | | | | | |
| | | | | | | | | | | | | | | # of Student Days: 20 | | | | | | | # of Student Days: 17 | | | | | | |
| | | | | | | | | | | | | | | # of Teacher Days: 21 | | | | | | | # of Teacher Days: 18 | | | | | | |
| Feb-18 | | | | | | | Mar-18 | | | | | | | Apr-18 | | | | | | | May-18 | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| 4 5 6 7 8 9 10 4 5 6 7 8 9 10 8 9 10 11 12 13 14 6 7 8 9 10 11 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 12 13 14 15 16 17 11 12 13 14 15 16 17 15 16 17 18 19 20 21 13 14 15 16 17 18 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 19 20 21 22 23 24 18 19 20 21 22 23 24 22 23 24 25 26 27 28 20 21 22 23 24 25 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 26 27 28 25 26 27 28 29 30 31 29 30 27 28 29 30 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | # of Inservice Days: 1 | | | | | | | # of Inservice Days: | | | | | | |
| | | | | | | | | | | | | | | # of Student Days: 18 | | | | | | | # of Student Days: 19 | | | | | | |
| | | | | | | | | | | | | | | # of Teacher Days: 19 | | | | | | | # of Teacher Days: 19 | | | | | | |

| | | | | |
|----------|------------------------------------|---|-----|--------------|
| H | September 4, 2017--Labor Day | Quarter 1 | 42 | Student Days |
| H | October 18, 2017--Alaska Day | Quarter 2 | 40 | Student Days |
| H | November 23-24, 2017--Thanksgiving | Quarter 3 | 42 | Student Days |
| H | December 25, 2017--Christmas | Quarter 4 | 49 | Student Days |
| H | January 1, 2018--New Year's Day | Total | 173 | Student Days |
| H | February 19, 2018--President's Day | | | |
| | | PEAKS Assessments--March-April 2018 | | |
| P | 2018 Prom--Date TBA | LEP Assessments--February 2018 | | |
| G | 2018 Graduation--May 19, 2018 | MAP Assessment Window--Fall, Winter, Spring | | |

Appendix B: CSD Parent/Student Laptop Contract

Below is the Parent/Student Contract for the Cordova School District's Laptop Policy Manual. This is not the complete laptop policy manual. All students and parents are required to read and be familiar with the laptop policy before signing the Signature Page.

The laptop policy and related signature pages, including the Acceptable Computer System Use Agreement, can be acquired from the CJSHS office or the CSD Information Technology (IT) Department at CHS. Or it can be accessed [online](#).

Students and parents must sign all contracts, forms and releases before a laptop will be issued. Cordova School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. The following are the general terms of this contract:

1. The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school staff faculty.
2. During school hours, game playing, listening to music or watching videos on computers is not allowed unless they are authorized by a teacher and directly related to a school assignment or activity.
3. Students in those grades in which notebook computers are required are expected to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. Music stored on individual laptops will be assumed by the district to be owned by the student. Should district officials learn otherwise, the student will be responsible for any copyright violations. The district will not be monetarily responsible for any copyright infringements on student machines.
8. Laptops, wireless cards and backpacks belong to and are distributed by the school. Management of cords is the student responsibility. They should not be placed across hallways or walkways where they create a tripping hazard. Names on power cords are not to be removed.
9. Use of headphones is limited to use before 8:00 and after school as well as at lunchtime.

Appendix B: CSD Parent/Student Laptop Contract

10. No stickers, scratches or drawings will be allowed on the case of the laptops.
11. Users are responsible for their laptops. If changes are made to the system software, including administrative privileges, the user will be responsible for the consequences of those actions.

Parent Responsibilities

Your child has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

1. I will supervise my child's use of the laptop at home.
2. I will discuss family values and expectations regarding the use of the internet at home and will supervise my child's use of the internet.
3. I will not attempt to repair the laptop.
4. I will report to the school any problems with the laptop.
5. I will not load or delete any software from the laptop.
6. I will make sure my child recharges the laptop battery nightly.
7. I will make sure my child brings the laptop to school every day.
8. I understand the user fee associated with the laptop is for the use of the machine. It may be applied to minor damage up to the amount of the fee. Additional repair costs from abuse, neglect or accident will be my student's responsibility. I know that if my child comes to school without his or her computer I may be called to bring it to school.

Student Responsibilities

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities.

1. I will treat the laptop with care by not defacing it, dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
2. I will not loan the laptop or power cord to my friends or siblings; they will stay in my possession at all times.

Appendix B: CSD Parent/Student Laptop Contract

3. I will not load software from CDs or the Internet onto the laptop without the direction of a school employee.
4. I will not remove programs or school files from the laptop without the direction of a school employee.
5. I will follow the Cordova School District's Computer and Internet Usage policy when using the Internet on the laptop at home and at school.
6. I will honor my family's values when using the Internet.
7. I will not give personal information when using the Internet.
8. I will not attempt to repair the laptop.
9. I will recharge the laptop battery each night and care for the power cord.
10. I will bring the laptop to school everyday.
11. I understand the user fee associated with the laptop is for the use of the machine.
12. It may be applied to minor damage up to the amount of the fee. Additional repair costs from abuse, neglect or accident will be my responsibility.

Internet Access Policies

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students. Students will be able to access the Internet at school. If a student already has an electronic mail address, he/she (may, with permission of the supervising teacher) be permitted to use the address to send and receive mail at school. Students will be expected to abide by the following network etiquette:

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
2. Students will respect all copyright and license agreements.
3. Students will cite all quotes, references, and sources.
4. Students will only remain on the system long enough to get needed information.

Appendix C: Cordova School District Grading Scales

5. Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
6. Student access of electronic mail will be through the school network. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail; so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

Web Page Publishing Guidelines

During their studies, students may be asked to participate in the creation of web pages for a class, or they may choose to create their own page to put on the school web site. Each school web page shall contain a disclaimer statement similar to the following:

1. “We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Acceptable Use Policy.”
2. Any web page to be published to the school web site will have the approval of the school Webmaster, Technology Director, classroom teacher and the school principal.
3. Material to be published must not display, access or link to sites deemed offensive by the Cordova School District’s Computer and Internet Usage policy. All published material must have educational value and/or support the District’s guidelines, goals, and policies.
4. The only material to be published on the District web server must come from the designated school or department site Webmaster.
5. The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to inappropriate sites.
6. Student work should not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the signature page. An exception would be if the work were part of an existing publication such as a newspaper or school newsletter.
7. At no time should a student’s personal e-mail address or phone number appear on a school or district web page. All e- mail should be directed to the school or site Webmaster.

Appendix C: Cordova School District Grading Scales

| Elementary Students | | | | | | | |
|---|---------|-------------------|---------|---------|--------------------|------------|---------|
| Grades 1-2 | | | Grade 3 | | | Grades 4-6 | |
| + | 94-100% | Area of Strength | + | 90-100% | Area of Strength | A | 90-100% |
| S+ | 86-93% | Very Good | S+ | 80-89% | Very Good | B | 80-89% |
| S | 76-85% | Satisfactory | S | 70-79% | Satisfactory | C | 70-79% |
| S- | 66-75% | Needs Improvement | S- | 60-69% | Needs Improvement | D | 60-69% |
| - | 0-65% | Area of Weakness | - | 0-59% | Area of Weakness | F | 0-59% |
| I - Incomplete | | | | | | | |
| W - Withdraw | | | | | | | |
| | | | | | | | |
| Junior High and High School Students | | | | | | | |
| | | | | | | | |
| Report cards will be issued every nine weeks. | | | | | | | |
| | | | | | | | |
| An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within <u>two weeks</u> , the incomplete will become an F. Grades for all subjects, with exception of Advanced Placement courses will be counted as follows: | | | | | | | |
| | | | | | | | |
| | A = | 4.0 | | D+ = | 1.3 | | |
| | A- = | 3.7 | | D = | 1.0 | | |
| | B+ = | 3.3 | | D- = | 0.7 | | |
| | B = | 3.0 | | F = | 0.0 | | |
| | B- = | 2.7 | | | | | |
| | C+ = | 2.3 | | I = | Incomplete | | |
| | C = | 2.0 | | WF = | Withdrawal Failing | | |
| | C- = | 1.7 | | | | | |
| | | | | | | | |
| The District wishes to encourage students to take Advanced Placement courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale: | | | | | | | |
| | | | | | | | |
| | A = | 5.0 | | D+ = | 2.3 | | |
| | A- = | 4.7 | | D = | 2.0 | | |
| | B+ = | 4.3 | | D- = | 1.7 | | |
| | B = | 4.0 | | F = | 0.0 | | |
| | B- = | 3.7 | | | | | |
| | C+ = | 3.3 | | I = | Incomplete | | |
| | C = | 3.0 | | WF = | Withdrawal Failing | | |
| | C- = | 2.7 | | | | | |
| | | | | | | | |
| Students enrolled in an AP course are expected to take the AP exam. | | | | | | | |

Appendix C: Cordova School District Grading Scales

| Cordova Correspondence School Students | | | | | |
|---|------|-----------|--|------|--------------------|
| Grading Scale | | | | | |
| | A = | 100 – 93% | | D+ = | 69 – 67% |
| | A- = | 92 – 90% | | D = | 66 – 63% |
| | B+ = | 89 – 87% | | D- = | 62 – 60% |
| | B = | 86 – 83% | | F = | 59 – 0% |
| | B- = | 82 – 80% | | | |
| | C+ = | 79 – 77% | | I = | Incomplete |
| | C = | 76 – 73% | | WF = | Withdrawal Failing |
| | C- = | 72 – 70% | | | |
| Honor Roll | | | | | |
| <p>Honor roll will be calculated at the close of each quarter. A student must have an average of 3.0 or higher to be eligible. High honor roll is 3.5 and above. Honor roll is 3.0 – 3.49</p> | | | | | |
| <p>Students must be enrolled in a minimum of six classes at CHS to be eligible for honor roll. A grade of “D”, “F”, “WF” or citizenship grade of S- or U in any class will disqualify a student for honor roll.</p> | | | | | |

Appendix D: Approved Cordova Correspondence School Curriculum

| Vendor | Program Information | Grade Level |
|---|--|-------------|
| Abeka | http://www.abeka.com | K-12 |
| ACE Homeschool & Lighthouse Distance Learning | http://www.aceministries.com/homeschool/?content=main | K-12 |
| AGS | http://www.pcieducation.com/AGS-alternative-textbooks.aspx | 5-12 |
| Alaska History Course | http://www.akhistorycourse.org/ | 9-12 |
| Alaska Learning Network (AKLN) | http://www.aklearn.net/ | 7-12 |
| Alaska Seas and Rivers Curriculum | https://seagrants.uaf.edu/marine-ed/curriculum/ | K-8 |
| Apex | http://www.apexvs.com | 9-12 |
| BuzzMath | https://www.buzzmath.com/ | 6-8 |
| BYU Independent Study | http://is.byu.edu/site/ | 9-12 |
| Compass Learning | http://www.compasslearning.com/ | K-12 |
| Edmentum/EdOptions Academy/PLATO/Reading Eggs & Reading Express/StudyIsland/ESL Reading Smart | http://www.edmentum.com/ | K-12 |
| Everyday Math | http://www.everydaymath.com/ | K-12 |
| Handwriting without Tears | http://www.hwttears.com/hwt | K-5 |
| Horizon | https://www.aophomeschooling.com/home | PK-12 |
| Houghton Mifflin Harcourt | http://www.hmhco.com/ | K-12 |
| Mathseeds | http://mathseeds.com/ | K-12 |
| Mavis Beacon | http://www.broderbund.com/c-33-mavis-beacon.aspx | 7-12 |
| McGraw Hill | http://www.mheducation.com/ | PK-12 |
| MindUP | http://teacher.scholastic.com/products/mindup/ | K-8 |
| Minecraft | http://www.minecraftercamp.com/minecraft-in-education.html | K-12 |
| North Dakota Div. of Ind. Study (NDCDE) | http://www.ndcde.org/Home.aspx | 7-12 |
| Oak Meadow | http://www.oakmeadow.com/ | K-12 |
| Pearson (Addison & Prentice Hall) [Including Connections Learning (Pearson)] | http://www.pearsoned.com/ http://www.connectionslearning.com/connections-learning/home.aspx | PK-12 |
| Prince William Sound Community College | http://www.pwscc.edu | 9-12 |
| Reading Eggs | http://readingeggs.com/ | K-8 |
| Rosetta Stone | http://www.rosettastone.com/homeschool | K-12 |
| Saxon Math | http://saxonhomeschool.hmhco.com | K-12 |
| Saxon Phonics | http://saxonhomeschool.hmhco.com | K-2 |
| Sequential Spelling | http://www.avko.org/sequentialspelling.html | K-12 |
| Singapore Math | http://www.singaporemath.com/ | 1-6 |
| Sing Spell Read and Write | http://www.teachchildren.com/singspellreadandwrite.html | K-2 |
| Sonlight | http://www.sonlight.com | K-6 |
| Story of the World | http://www.welltrainedmind.com/ | K-8 |
| Switched on Schoolhouse | https://www.aophomeschooling.com/home | K-12 |
| Time4Learning | http://www.time4learning.com/ | K-12 |
| University of Alaska Anchorage | http://www.uaa.alaska.edu/ | 9-12 |
| University of Alaska Fairbanks | http://www.uaf.edu/ | 9-12 |
| University of Alaska Southeast | http://www.uas.alaska.edu/ | 9-12 |
| University of Missouri High School | https://muhigh.missouri.edu/ | 9-12 |
| Univ. of Nebraska Independent Study High School | http://highschool.nebraska.edu/ | 9-12 |
| WriteSource | http://thewritesource.com | 7-12 |
| YouthDigital | http://www.youthdigital.com | 3-12 |

Appendix E: Correspondence Program Rights and Expectations

The following statements are derived from the regulation listed. These are a few of the rights and expectations a parent or guardian may presume of an Alaskan Correspondence Program.

A district that offers a correspondence study program must enroll a special education student on the same basis as any other student. **4 AAC 33.432 (a)**

The correspondence program parents/student have the same rights and access to appeal processes/due process and other district programs as any other parent enrolled with the district. **4 AAC 33.421(d)(6)(A)**

Correspondence programs must have an open enrollment policy (with some exceptions allowed for charter programs). No student will be denied enrollment due to a disability or special education services. **4 AAC 33.421 (f)**

The parent and the district must jointly develop an Individual Learning Plan (ILP) for the student. **4 AAC 33.421 (d)**

All correspondence programs must conform to statewide goals and standards. All students must have a certified teacher assigned to them. Each course the student is enrolled in must have an assigned certified teacher for that course. **4 AAC 33.421 (a)**

No district employee may advocate religious, partisan, sectarian, or denominational doctrine as part of the employee's instructional or other duties. *Note: Nothing prevents a parent from providing supplemental instruction to the parent's own child using materials of the parent's choice, if the materials were not purchased with money provided by the department or district.* **4 AAC 33.421 (c)**

There will be at least monthly contact with the parent/student, with at least quarterly reviews of the student's work/ progress. **4 AAC 33.421 (d)(3)**

Grades are determined by the assigned teacher. A plan for parental/student review and consideration may be allowed. **4 AAC 33.421 (d)(4)**

Student transcripts may include courses taken by the student that were not offered or approved by district and for which no public money was provided; the transcript must note whether the student's mastery of the content of the course was approved by the district as meeting a requirement for graduation. **4 AAC 33.421 (d)(5)**

The district must require all students to participate in the statewide student assessment and require parents to sign a written statement that they understand, and will abide by, the requirements of the assessment program. **4 AAC 33.421 (e)(1)**

A parent may use education allotment fund account monies to contract with a private individual to provide tutoring provided the tutoring is for approved subjects, part of the ILP, not provided by a relative and is approved by the correspondence program. **4 AAC 33.421 (h)(1, 2 & 3)**

Whether full-time or part-time enrolled, at least 50% of a student's course work with the correspondence program must be core courses. Cores courses include: English, Mathematics, Social Studies, Science, Technology, World Languages or a course required by a student's Individualized Education Program (IEP) if the student is receiving special education services. **4 AAC 33.426**

Students are not allowed to take similar courses with the correspondence program that they are taking with another education program (public or private). **4 AAC 33.430**

Appendix F: Cordova Correspondence School Application

P.O. Box 1330
675 Second Street
Cordova, AK 99574



(T) 907-424-3265
(F) 907-424-3271
www.cordovasd.org

Cordova Correspondence School Application

Student Name: _____ **Grade Level:** _____

Student Parent(s): _____

Phone: _____ **Email(s):** _____

Date of Application: _____

Checklist of Requirements (as pertains to the individual applicant):

- Meet with alternative teacher, counselor and/or principal to state reasons
- Sign drop slip from teacher or withdrawal slip if currently in a class
- Transcript of grades
- Graduation Requirements Checklist
- I.E.P. or Section 504 plan (if applicable)
- Course Outline (syllabus)
- List of books, references and materials to be used
- Assessments planned to target instruction and to measure progress toward the achievement of standards
- Grade system to be used by the parent
- List of student outcomes expected by parent
- Sample weekly lesson plan
- Participation in statewide student assessments
- Sign waiver of responsibility
- CSD Individual Learning Plan paperwork completed and signed
- Other _____

Proposed Course and Curriculum:

Appendix F: Cordova Correspondence School Application

P.O. Box 1330
675 Second Street
Cordova, AK 99574



(T) 907-424-3265
(F) 907-424-3271
www.cordovasd.org

Cordova Correspondence School Application

Brief Summary of Parent Responsibilities:

1. Report to the Cordova School District CCS Contact Teacher no less than quarterly, preferably twice a quarter.
2. Meet with the CSD CCS Contact Teacher on a monthly basis.
3. Provide a copy of several work samples representative of the various coursework being done.
4. Follow the grading scale used by the CSD schools.

Specific regulations and guidelines can be found in 4 AAC 33.405-490 (the State of Alaska Correspondence Program Regulations), AS 14.30.010 (the Alaska Home School Statute) and AS 14.30.365 (the Alaska "Home School Law" for Activities).

Meeting date & location for consideration of application: _____

Application approved or denied for the following reason(s): _____

I accept responsibility for my son/daughter's education and his/her ability to pass any state required exams. By signing this form, I waive my right to hold Cordova School District and its instructors responsible for my son/daughter's education, and specifically, their understanding of reading, writing and mathematics.

All of the information above has been reviewed during the meeting and all of the related documents are attached to this application. The requirements above are understood and agreed to by all parties.

Parent Signature (required): _____ **Date:** _____

Student Signature (required): _____ **Date:** _____

Counselor Signature (required): _____ **Date:** _____

CCS Teacher Signature (required): _____ **Date:** _____

Principal Signature (required): _____ **Date:** _____

Appendix H: Cordova Correspondence School Handbook Committee Members

Cordova School District Individual Learning Plan

| | |
|---|--------------------------------------|
| Student Name: _____ <small>(First Name, Middle Name, Last Name)</small> | Primary Phone: _____ |
| Date of Birth: _____ <small>(Month) (Day) (Year)</small> | Student Email: _____ |
| Student Parent(s): _____ | Primary Phone: _____ |
| Parent Email(s): _____ | |
| Mailing Address: _____ | City: _____ Zip: _____ |

IMPORTANT: *Parent/guardian and student notice of rights and responsibilities regarding program enrollment*

1. All parents and students in correspondence programs have the same right to access the district appeal process as parents and students in other district programs (4 AAC 33.421). This includes, but is not limited to, **special education** (4 AAC 33.432).
2. All enrolled students, including part-time students, are **required to participate in statewide student assessments** (4 AAC 33.421).
3. Courses receiving an “incomplete” may not be counted towards credit for enrollment requirements (4 AAC 33.426).
4. Parents must disclose enrollment for all other education institutions, including private schools, to ensure the student is not concurrently enrolled in a substantially similar course (4 AAC 33.430).
5. All textbooks and other curriculum materials must be aligned with state standards, comply with regulatory requirements, and be reviewed by a certified teacher (4 AAC 33.421).
6. All non-expendable materials remain the property of the school district and must be returned to the district (4 AAC 33.422).
7. All expenditures related to the student must be directly tied to a specific course with a need addressed in the ILP (4 AAC 33.422).
8. Monthly contact with the parent/student is required (4 AAC 33.421).
9. A quarterly review of the student’s progress with the parent/student is required (4 AAC 33.421).
10. A grade or other determination of course progress as determined by the certified teacher responsible for the course (4 AAC 33.421).
11. This plan may provide for review and consideration of any recommendations submitted by the parent or student (4 AAC 33.421).

Your signature indicates: you are aware of this information; you accept responsibility for ensuring your student is aware of their rights and requirements; you agree to all requirements; and you confirm that the information is true and accurate to the best of your knowledge.

Parent Signature (required): _____ **Date:** _____

CCS Teacher Signature (required): _____ **Date:** _____

| | |
|--|---|
| <p>DISTRICT USE</p> <p>AK STATE ID:</p> <p>Computer Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Out of District: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Dual Enrollment: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">FTE: <input type="checkbox"/> 1.0 <input type="checkbox"/> .75 <input type="checkbox"/> 0.5 <input type="checkbox"/> .25</p> | <p>SPECIAL EDUCATION</p> <p>IEP Expiration Date: _____</p> <p>ESER Expiration Date: _____</p> <p>Disability: _____</p> <p>Assessment Accommodations: _____</p> |
|--|---|

Appendix H: Cordova Correspondence School Handbook Committee Members

Cordova School District Individual Learning Plan

| | |
|--|-----------------------------|
| Student Name: _____ (First Name, Middle Name, Last Name) | Primary Phone: _____ |
|--|-----------------------------|

SUBJECT: _____ ½ Credit Fall ½ Credit Spring Other: _____

| |
|---|
| Curriculum Materials: Please indicate title(s) and publisher of materials; add the material level (if specific); include texts, videos, tutoring, other resources, etc. |
| Estimated Cost: _____ |

| |
|--|
| Source of Credit: <input type="checkbox"/> Vendor: _____ <input type="checkbox"/> Parent Designed Course <input type="checkbox"/> District Course <input type="checkbox"/> Teacher of Record: _____ |
|--|

| |
|---|
| Topics: This should include all major topics to be covered in the course. |
|---|

| |
|---|
| Assessment Method(s): <input type="checkbox"/> Quizzes/Tests <input type="checkbox"/> Learning Journal <input type="checkbox"/> Oral Review/Presentations <input type="checkbox"/> Guided Practice <input type="checkbox"/> Portfolio <input type="checkbox"/> Projects <input type="checkbox"/> Other: _____ |
|---|

| |
|---|
| Planned Activities: Describe the activities planned and any facilities, tutoring, special materials, etc. to be used. |
|---|

| |
|---|
| Grading Scale/Goals: Explain what the student will be able to do as a result of the course. Include specific tasks. |
|---|

Please use additional sheets per subject.

Appendix H: Cordova Correspondence School Handbook Committee Members

QUARTERLY PROGRESS REPORTING

| Date Completed: | Completed By: | Notes: | Follow-up Required? |
|--------------------------------|---------------|----------------|--------------------------|
| 1 st Quarter: _____ | _____ | _____ _____ | <input type="checkbox"/> |
| 2 nd Quarter: _____ | _____ | _____ _____ | <input type="checkbox"/> |
| 3 rd Quarter: _____ | _____ | _____ _____ | <input type="checkbox"/> |
| 4 th Quarter: _____ | _____ | _____ _____ | <input type="checkbox"/> |

MONTHLY CONTACT LOG

| Date Completed: | Completed By: | Notes: | Follow-up Required? |
|---------------------------|---------------|----------------|--------------------------|
| SEPTEMBER: _____ _____ | _____ | _____ _____ | <input type="checkbox"/> |
| OCTOBER: _____ _____ | _____ | _____ _____ | <input type="checkbox"/> |
| NOVEMBER: _____ _____ | _____ | _____ _____ | <input type="checkbox"/> |
| DECEMBER: _____ _____ | _____ | _____ _____ | <input type="checkbox"/> |
| JANUARY: _____ _____ | _____ | _____ _____ | <input type="checkbox"/> |
| FEBRUARY: _____ _____ | _____ | _____ _____ | <input type="checkbox"/> |
| MARCH: _____ _____ | _____ | _____ _____ | <input type="checkbox"/> |
| APRIL: _____ _____ | _____ | _____ _____ | <input type="checkbox"/> |

Appendix H: Cordova Correspondence School Handbook Committee Members

INVENTORY OF NON-CONSUMABLE ITEMS

| Item | Related Course | ID# | Condition Out | Condition In | Date Returned |
|---|----------------|-----|---------------|--------------|---------------|
|  | | | | | |

Appendix H: Cordova Correspondence School Handbook Committee Members

DUAL ENROLLMENT – If the student is enrolled in any other public education program, this section must be completed.

| | |
|---|--------------------------------------|
| Student Name: _____ <small>(First Name, Middle Name, Last Name)</small> | Primary Phone: _____ |
| School Name: _____ | School District: _____ |
| Phone Number: _____ | Fax Number: _____ |
| Mailing Address: _____ | City: _____ Zip: _____ |

This section must be completed by the other public education’s program administrator.

Please indicate the FTE the Correspondence Program is declaring for the ADM report: .75 0.5 .25

Please list subjects the student is taking with this Correspondence Program:

| | | Credit Hours | Check for Similar Courses |
|----|-------|--------------|---------------------------|
| 1. | _____ | | <input type="checkbox"/> |
| 2. | _____ | | <input type="checkbox"/> |
| 3. | _____ | | <input type="checkbox"/> |
| 4. | _____ | | <input type="checkbox"/> |
| 5. | _____ | | <input type="checkbox"/> |
| 6. | _____ | | <input type="checkbox"/> |

PRIVATE SCHOOL – If the student is enrolled in private, non-public funded education institution, this section must be completed.

| | |
|-------------------------------|--------------------------------------|
| School Name: _____ | School District: _____ |
| Phone Number: _____ | Fax Number: _____ |
| Mailing Address: _____ | City: _____ Zip: _____ |

Please list subjects the student is taking with this private, non-public funded education institution.

| | | Credit Hours | Check for Similar Courses |
|----|-------|--------------|---------------------------|
| 1. | _____ | | <input type="checkbox"/> |
| 2. | _____ | | <input type="checkbox"/> |
| 3. | _____ | | <input type="checkbox"/> |
| 4. | _____ | | <input type="checkbox"/> |
| 5. | _____ | | <input type="checkbox"/> |
| 6. | _____ | | <input type="checkbox"/> |



2017-2018 Activities Handbook

for

Parents and Students



Cordova School District

100 Fisherman Way/PO Box 1330 • Cordova, Alaska 99574 • (907)424-3265
<http://www.cordovasd.org>

All contests are played under the authority of the Alaska School Activities Association (ASAA). ASAA rules provide for fair play and good sportsmanship among athletes and coaches. Since booing and jeering do not support anyone, we hope you will be positive in supporting your favorite team. As athletes, we ask that spectators promote the ideals of good sportsmanship by applauding fair play and showing respect for all participants and officials.

District Contact Information:

District Activities Coordinator
Cordova Jr/Sr High School: 424-3266
ad@cordovasd.org

Superintendent of Schools

Alex Russin
District Office: 424-3265
arussin@cordovasd.org

High School Principal

Curtis Clough
Cordova Jr/Sr High School: 424-3266
cclough@cordovasd.org

[Visit cordovasd.org](http://cordovasd.org) for all student handbooks

Notice of Nondiscrimination

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

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

The Cordova School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

Individuals requiring further information should contact the designated compliance director:

Alex Russin
PO Box 1330
Cordova, Alaska 99574
(907) 424-3265
Fax (907) 424-3271
arussin@cordovasd.org

TABLE OF CONTENTS (to be renumbered after approval)

| | |
|---|-------|
| Introduction | 4 |
| NCAA/ NAIA Initial Eligibility | 4-5 |
| Philosophy | 5 |
| Activity Offerings | 5 |
| Eligibility | |
| Academic | 6-8 |
| Age | 8 |
| Attendance | 8 |
| Physicals | 8 |
| Ineligible Player Violations | 8 |
| Rules of Conduct | |
| Student Misconduct | 9 |
| Alcohol and Drug Violations | 9-12 |
| Criminal Offenses | 13 |
| Hazing | 13 |
| Student Travel “Rules of the Road” | 13-14 |
| Sportsmanship | 15 |
| Penalty for Player Ejection | 16 |
| Parent/ Coach/ Sponsor Communication | 16-18 |
| Participation Information | |
| Title IX | 18 |
| Participation and Fees | 19 |
| Insurance | 19 |
| Letters and Awards | 19 |
| Equipment and Uniforms | 19 |
| Transportation in Private Vehicles | 19-20 |
| Rental Car and School Van use | 20-21 |
| Travel | 21 |
| Fundraising | 21 |
| Awards | 21 |
| Athletic Team Selection | 21 |
| Reminders | 22 |
| ASAA Selected Rules | |
| Code of Conduct | 22 |
| Practice | 22-23 |
| Enrollment | 23 |
| Dual Participation | 23 |
| Transfer Rules | 24-25 |
| Recruiting | 25 |
| Citizenship Rule | 27-31 |
| Forms | |
| Parent Code of Conduct | 34 |
| Activity consent and Emergency Medical Form | 35-36 |
| Student/Parent Acknowledgement Form | 37-39 |

INTRODUCTION

The Cordova School District provides for co-curricular and extracurricular activities as an integral part of the total secondary school educational program. The opportunity to participate in a wide variety of activities is extended to all students who achieve the district's academic and social standards.

Research has shown that students who participate in activities tend to have higher grade point averages, better attendance records, and fewer discipline problems during the time they are participating. Research has also shown there is a high correlation between participation in extracurricular activities and success later in life.

The extracurricular program is very important to student growth and furthers the philosophy stated in the beginning of the student handbook. Student participation is a *privilege, not a right*. There are special school rules for participation in extracurricular activities, and students must meet all of these expectations in order to participate. These rules apply to student conduct any time during the school year and whenever an extracurricular activity is being conducted. The extracurricular activities covered by the rules include, but are not limited to, all Cordova High School Varsity and Junior Varsity sports (including outsourced sports), all Cordova Junior High School sports; Washington DC Close-Up, the music program, pep band, Student Council, AASG, Science Club, Future Problem Solving, Academic Decathlon, Class officers, Drama Club, Geology club etc. Students are expected to meet the financial obligations of travel not covered by the district. Participation in Washington DC Close-Up is limited to one year; the Junior year is recommended. Enrollment in band or choir is required for travel to music festival.

This handbook has been approved by the Cordova School Board.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) INITIAL ELIGIBILITY

College-bound student-athletes who want to practice, compete and receive athletically related financial aid during their first year at a Division I or II school need to meet the following requirements:

- Graduate from high school.
- Complete a minimum of 16 core courses for Division I ~~or 14 core courses for Division II. After August 1, 2013, student athletes who wish to compete at Division II institutions must complete 16 core courses.~~
- ~~Earn a minimum required grade point average in core courses.~~
- Earn a qualifying test score on either the ACT or SAT.
- Request final amateurism certification from the NCAA Eligibility Center.

For Division I student-athletes who will enroll in August 2016 and later, the requirements to compete in the first year will change. In addition to the above standards, prospects must:

- Earn at least a 2.3 grade-point average in core courses.
- Meet an increased sliding-scale standard (for example, an SAT score of 1,000 requires a 2.5 high school core course GPA)
- Successfully complete 10 of the 16 total required core courses before the start of their senior year in high school. Seven of the 10 courses must be successfully completed in English, math and science.

CHS Activities Philosophy Statement

~~The purpose of the Cordova School District is to provide an equal educational opportunity for each student to become a productive member of a diverse and changing society and to reach his/her full potential.~~

Cordova School District believes that through activities, students are provided educational opportunities that promote character traits, personal development, and success in later life. Participation in activities serves as a valuable component of the junior and senior high school learning experience and, therefore, attempts to provide avenues for all students. Embracing a culture of strong core values that elevates one's best efforts is key.

HIGH SCHOOL ACTIVITIES PHILOSOPHY

~~The purpose of the Cordova School District is to provide an equal educational opportunity for each student to become a productive member of a diverse and changing society and to reach his/her full potential.~~

~~Co-curricular and extracurricular activities shall be an integral part of the total educational program. The purpose of these activity programs is to enhance the development of knowledge, skills, and emotional patterns which characterize responsible citizens. Emphasis shall be upon teaching through activities in addition to teaching the "skills" of activities. Activities shall be tailored to the physical, mental, and emotional maturity levels of the youths participating in them and shall be primarily for the benefit of those youths. Active participation, individual improvement, and healthy competition are integral elements of all student activities.~~

~~Each program should strive to develop in the student those traits and skills that will provide efficient problem solving and decision making skills as well as the understanding to accept the consequences of their decisions and choices.~~

~~All students are encouraged to participate in cocurricular and extracurricular activities. Many of these programs do not limit the number of participants but there are some extracurricular activities that do limit the number of participants. Those students who try out for an activity but do not make the team are encouraged to seek other opportunities provided by the Cordova community.~~

~~Participation in activities is a privilege granted to students who meet the minimum standards of eligibility adopted cooperatively by the schools through the Alaska School Activities Association, the Cordova School District policies and regulations.~~

The Culture of CHS Activities

Cordova School District believes that winning isn't everything, nor is it the only thing. The purpose of Cordova Jr/Sr High School Activities is to prepare students for challenges in life through steadfast stewardship programs that are based on the "whole student" concept, with emphasis on academic excellence, respectful behavior, solid commitment, character building, and team collaboration involving the staff and entire student body, coaches, administration, and the public, at large.

The District believes that the community and school provide avenues that promote clear direction for students to achieve at high levels through leading by example. Participation in school activities represents overall strength in team concepts and contributes to developing a sense of unity and perseverance within our students. As such, one of our goals is to encourage all students to participate in a variety of activities programs in order to gain new skills and perspectives.

The Cordova School District expects our students to be calculated risk-takers and will encourage their growth through trial and error in a supportive environment. Further, we expect all students to learn that failing can be seen as the "First Attempt In Learning" and that a loss against an opponent should never become personal nor be dwelled upon. Rather, students should learn and be encouraged to learn from obstacles and challenges and be supported to achieve victory in all aspects of their lives as they build character and resilience.

Cordova School District expects all participants in activities, whether player, coach, or fan, to display the highest of standards in sportsmanship and fair play and that their actions represent our school and community; these observable behaviors, and the messages they convey, can serve as teachable opportunities for learning responsibility in developing an image of excellence in all we do.

The Philosophy and Culture of Activities in our school district will provide a path toward developing character traits to be carried forward beyond a student's years in school. Understanding that participation in extracurricular and co-curricular activities can be a lifelong process that enhances skills and behaviors toward becoming a valuable asset to the community, earning a reputation of accountability and respect, and strengthening one's own confidence in all facets of life are broad aspirations we have for our students.

In collaboration with staff and students, and through community input and support, five (5) core values that best represent Cordova have been identified as a means to help reach our programmatic goals:

WOLVERINE CORE VALUES

- Wolverines will possess the **passion** to strive toward excellence, to exceed potential, and to display the utmost sportsmanship at all times.

- Wolverines will exhibit **respect** toward meeting high learning expectations, to the community, school spirit, and sportsmanship in competition.
- Wolverines will demonstrate **accountability** in on- and off-field performance and toward teammates and opponents, with integrity, by being honest and trustworthy in their actions.
- Wolverines will provide an **encouraging** and supportive environment for all participants to seek excellence through developing and demonstrating commitment, on and off the field, toward bettering themselves in all activities.
- Wolverines will show **genuineness** in their actions, will unite as one team through diversity, and will display a healthy competitive spirit on the field, in the classroom, and in everyday life.

ACTIVITY OFFERINGS

Student activity offerings ~~at each high school~~ may vary depending on student interests, facilities, budget, and availability of qualified sponsors.

Activities may include but are not limited to the following:

| | | | | |
|------------------------------------|-----------------------|-----------------------------|-----------------------------------|------------------|
| Academic Decathlon | Choir | Future Problem Solving | Science Club | Volleyball |
| Band | Class Officers | Honor Society | Student Council | Wrestling |
| Baseball | Close-up | Intramurals | Swimming | Yearbook |
| Basketball | Cross Country | Pep Band | Tech Club | Vocational Clubs |
| Cheerleading | Drama | Softball | Track & Field | |

DEFINITION OF PARTICIPATION

Participation - Grades 9-12: To try out, practice, or compete with a school team; to act as an officer in a school district approved organization; to take part in team activities.

ELIGIBILITY

To participate, a high school athlete must meet Alaska School Activities Association rules and comply with all relevant Cordova School District policies and regulations.

ELIGIBILITY CRITERIA:

- Academic eligibility will be determined at every quarter. When academic eligibility is checked, a student must have received at least a 2.0 GPA with no failing grades. When a student is declared academically ineligible, it will be for the entire next quarter.
- A student must have passed 4 classes, which count toward graduation, the previous semester. In addition, he/she must be enrolled in at least 5 classes that count toward graduation in the current quarter.
- A new transfer student who is eligible under ASAA rules and who has been granted a transfer waiver by ASAA. Shall be deemed eligible to participate in activities for the first quarter of following their arrival until the end of the quarter. During this term they will be subject to weekly grade checks and other in season eligibility requirements.
- A student must have 5 citizenship points.

Citizenship points are determined as follows:

| | | |
|---|---|----------|
| + | = | 2 points |
| S | = | 1 point |
| - | = | 0 points |
| U | = | -1 point |

- e. Grades for students participating in activities will go into effect at 4:00 p.m. on the last day of the quarter. For eligibility purposes, students with incompletes will be given an “Incomplete and current grade” (for example --- Inc – C), which will be finalized upon completion of missing work.
- f. Travel Eligibility grade checks will be done from Powerschool weekly at the end of the school day on Mondays starting with the third Wednesday of each quarter. Weekly grade checks will affect travel eligibility for the following week. No student will be allowed to travel or participate in any extracurricular activity if the travel eligibility grade check shows a failing grade or if they have an incomplete in any class.
- g. A student who has been deemed ineligible for any quarter may become eligible (for practice only) two weeks (10 school days) prior to the end of that quarter. In order for this to happen, the student must maintain a GPA (through weekly signed grade checks) with no failing grades for three consecutive weeks that would make that student eligible under the school's grading system.

A citizenship grade is given for every class period in addition to an academic grade. This citizenship grade allows the teacher to communicate the quality of the student's behavior apart from his/her academic performance. Citizenship grades also affect eligibility for extracurricular activities and high school-sponsored activities, any student with less than five citizenship points when academic eligibility is checked will be deemed ineligible to participate in extracurricular activities.

GIVE BACK TO THE COMMUNITY HOURS: (this section to align with CHS handbook upon approval)

Students will not be allowed to travel for any extra-curricular activities if ~~their~~ give back to the community hours are not completed by the end of the school year. Once hours/reflection are completed and turned into the office, students will be allowed full participation in extracurricular activities.

Students [previously enrolled](#) in grades 10 – 12:

~~Students must be current in their Give Back hours. If hours are not completed and turned in to the counselor by the end of the previous year, students will be allowed to participate in extracurricular activities, but will not be allowed to travel for those activities until hours are completed and the signed log and 2 paragraph reflection are turned into the counselor.~~ If hours are not done by the end of the previous year, students will be allowed to participate in extracurricular activities, but will not be allowed to travel [or participate](#) for any extra-curricular contests or events until hours are completed and the documentation of the hours is submitted and approved by the building principal or his or her designee. [Hours will need to be completed 5 days prior to the scheduled travel contest or event. The building principal has final authority to waive that timeframe for extenuating circumstances, such as an extended illness or family emergency.](#)

~~Students in grade 9—12:~~ [For incoming 9th Graders or Newly Enrolled students:](#)

~~For the current school year, five hours will need to be completed by the end of the first semester. Students who have not finished their five hours and one paragraph reflection at the start of 2nd semester will be allowed to participate in extracurricular activities, but will not be allowed to travel in those activities until hours are completed and the signed log and 1 paragraph reflection are turned into the counselor.~~

Students will be allowed to participate fully in extracurricular activities in their first semester of enrollment. A student will need to complete 5 hours prior to the end of their first semester of enrollment, [and submitted to the building principal or his designee prior to the end of that semester.](#) If the student has not met the 5-hour requirement, he or she will not be able to travel [or participate in extracurricular contests or events until documentation is submitted and is approved by the building principal or his or her designee. Hours will need to be completed 5 days prior to the scheduled travel contest or event. The building principal has sole authority to waive that timeframe for extenuating circumstances, such as an extended illness or family emergency.](#)

Students participating in Alaska School Activities Association (ASAA) sanctioned activities shall meet all eligibility requirements as specified in the ASAA bylaws.

Because of modifications that have been made in the program, special education students are expected to meet district standards.

To participate, a high school athlete must meet both Alaska School Activities Association Rules and all relevant Cordova School District policies. High school and Junior High school student athletes will not be allowed to tryout or practice while academically ineligible. Students in the process of obtaining eligibility through the ASAA waiver may tryout or practice pending the outcome of the waiver request.

Home School Participation (effective July 1, 2013)

Any student who is enrolled in grades 9-12 in an alternative education program that is located entirely in the state and that does not offer interscholastic activities will be allowed to participate in any interscholastic activities program available in a public school that:

1. Based on the residence of the parent/legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or
2. At which the student requests to participate, if
 - a. The student shows good cause; and
 - b. The governing body approves.

A student is eligible to participate in interscholastic activities under this section if the student:

1. Is otherwise eligible to participate in interscholastic activities under requirements established by the school, the school district, and the statewide interscholastic activities governing body;
2. Provides documentation, including academic transcripts, proof of full-time enrollment, and applicable disciplinary records, and, if required for participation in an activity by the school, requested medical records, to the school providing the interscholastic activities program; and
3. Claims the same school for interscholastic activities eligibility purposes during a school year.

“Alternative education program” means a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial, or theme-based program; a home school program that is accredited by a recognized accrediting body; a charter school authorized under AS 14.03.250 – 14.03.290; and a statewide correspondence school.

ENROLLMENT RULE – High School

All students must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.

Freshmen, Sophomores, Juniors and Seniors

- Must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Must have maintained at least an overall 2.0 GPA during the previous semester
- Those who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school’s grading system.

In order to attain eligibility to practice/participate in fall activities, high school students must have all summer course work completed, graded, recorded, and confirmed by the school administrator prior to the student’s first day of practice. If a student fails to have summer work completed, graded, recorded and confirmed by the school administrator by the first day school for students, the student will be ineligible to practice/participate in activities during the first academic quarter.

AGE

High School - A high school student who becomes 19 years of age by August 1 shall be ineligible for interscholastic competition. (ASAA Article 12, Section 6).

Junior High/Middle School - Any student retained in the seventh or eighth grade is ineligible to play any sports in the repeated grade. There will be **no exceptions** to this policy for athletics at the junior high/middle school level.

ATTENDANCE

In order to practice or participate in an activity, a student must be in attendance a full-day (all periods enrolled) on the day of the activity or practice. This includes SWEP, “active” participation in PE class, lab and any disciplinary action taken against the student including office or lunch detention. In addition, students who are more than 10 minutes late to any class will be considered absent regardless of whether or not a parent has called to excuse them.

Activities occurring on non-school days or activities that require travel on school days will require attendance for a full day on the last school day prior to travel. Failure to attend classes on Monday morning following a road trip will make the student ineligible to travel on the next road trip.

Exceptions to the above rules may be granted by the administration.

The building principal or activities director will handle extenuating circumstances, such as medical emergencies and unavoidable situations, on a case-by-case basis.

PHYSICALS -Physical Examinations for Athletic Activities and Sports:

Any student in grades 7 through 12, who participates in athletic activities, must have a physical examination and a signed parent consent form on file prior to beginning his/her first team practice of the school year. Students suffering from a concussion or suspicion of concussion must be evaluated and cleared for participation in writing by an athletic trainer or other qualified person who has received training as verified in writing or electronically by the qualified person in the evaluation and management of concussions.

Any student in junior high/ middle school, who participates in athletic activities including tryouts, must have a physical examination and a signed parent consent form on file prior to participating.

An M.D., a D.O., or a P.A. under supervision of an M.D. or a D.O must perform this physical.

Any student manager or statistician for any activity must have the activity consent and emergency medical info form at the back of this handbook on file prior to their first team practice of the year.

INELIGIBLE PLAYER VIOLATIONS

A team playing an ineligible player shall forfeit any and all contests in which that player participated. Participation shall include dressing out and/or sitting on the team bench.

RULES OF CONDUCT

A student who is enrolled in the Cordova School District is subject to School Board policies and school rules. As participation in activities is a privilege and not a protected right, students may lose their privilege of participation when they are found in violation of School Board policies up to and including removal from participation in extracurricular or co-curricular activities. By state law, the school district and law enforcement agencies collaborate in sharing information regarding minor or juvenile violations.

Student Misconduct

Student misconduct which occurs off school property or outside the school day may be subject to school disciplinary action provided that the misconduct is shown to be related to school order.

For the purpose of activities, “school order” is affected when students participating in activities exhibit undesirable behavior, resulting in negative impact on their peers as well as the entire school community.

TOBACCO, ALCOHOL & DRUG POLICY

This policy applies to grades 9-12 and includes students involved in all extracurricular activities at Cordova High School. The progression of violations and consequences will accumulate in grades 7-8. Upon entering 9th grade, accumulations of violations and their consequences start anew and accumulate until graduation.

In order to ensure adoption of tobacco, alcohol and controlled substances use policies by member schools and districts, ASAA requires that member schools and districts adopt the “Play for Keeps” Tobacco, Alcohol and Controlled Substances (TAD) policy. This is intended to set forth minimum restrictions and penalties, subject to greater or additional restrictions or penalties which may be adopted by member schools or school districts. The entire ASAA TAD policy is located in the back of this handbook and only pertains to ASAA sanctioned activities.

Cordova High School has adopted the ASAA “Play for Keeps” policy with additional penalties for first and second offenses.

Student and Parent/Guardian Acknowledgement:

ASAA will provide a *Student/Parent/Legal Guardian TAD Acknowledgement Form* to member schools and districts. The form will explain the policies of this section and penalties for violations. The form must be signed by the student and the student's parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understand the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. Prior to each season in which a student participates in interscholastic activities, **a copy of the signed form must be returned to the school before the student is permitted to participate.** Cordova High School shall keep a copy of the signed forms on file. This means, that although a student will be required to view the orientation video only once per year, the signed acknowledgement forms must still be turned into the office prior to each season of participation.

Students Emancipated by Age or Marriage:

The requirements in this policy that a parent or legal guardian sign the *Student/Parent/Legal Guardian TAD Acknowledgement Form* and that require that a student's parent or guardian participate in the Pre- participation Orientation or in mandatory education arising from an offense do not apply to a student who has obtained the age of 18 (eighteen) years, or who becomes married if the student has reached the age of 16 (sixteen).

- 1. Prohibited Conduct:** The possession, distribution or use of any tobacco products, alcohol and controlled substances by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein.
- 2. Time Period During Which Policy Applies:** The policy in this section applies to any high school student who is participating or has participated in activities starting from the student's first participation, including formal practices which precede competition after the initial signing of the *Student/ Parent/Legal Guardian (TAD Pg 23) Acknowledgement Form*, at Cordova High School, and continuing until the student graduates from high school. This policy applies during the entire school year (Every day from the first day of class to the last day of class), and for students participating in ASAA sanctioned sports and activities which may happen over the summer break.
- 3. Educational Component:** The educational component is a critical part of the policy and is comprised of four parts; *Pre-Participation Orientation, First Offense, Second Offense, and Third Offense*. ASAA will provide the first three parts of this component to member schools on DVD and through the ASAA website.

Note: A supplemental educational component will be provided by CHS administrators and/or students to serve as a follow-up on the additions to the ASAA Policy prior to participating in any CHS activity.

- 4. Cumulative and Progressive Penalties:** Violations of this policy will be cumulative and progressive, throughout a student's high school years. If a student transfers from Cordova High School to another ASAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.
- 5. Additional consequences:** "In the event of a conduct violation not specifically listed in this policy, or in the event that the infraction is more severe than this policy is established to address, punishment may be administered based on the judgment of the building administrator or his/her designee.

The school administrator or the board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if deemed necessary."

- 6. Minimum Penalties for Violation of this Policy:** (Entire ASAA Policy is located in back of handbook)

Minimum penalties for violations of this policy are:

First Offense:

Cordova High School has increased First Offense penalties over the ASAA minimum penalties to 10 (ten) calendar days of suspension and 5 (five) days/practices before competition. The student and parent/guardian must complete the First Offense educational component. After the educational component has been completed, a group session with the team, the coach, and/or the equivalent will be encouraged. A person trained in the chosen group process will facilitate this.

Additional rules/consequences may be considered for activities other than athletics that address such violations.

Such rules must be approved annually by building administration.

Second Offense:

The student will be suspended from activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 5 ASAA Handbook).

Third Offense:

The student will be suspended from activities and practice for one (1) calendar year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Third Offense educational component. A student may need additional days of practice before returning to competition. (See Article 7, Section 5 ASAA handbook).

Fourth Offense:

The student's privilege to participate in activities and practice is revoked for the remainder of the student's high school years.

Tobacco:

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

Violations Reported to ASAA and Confidentiality Requirement:

After determining that a violation has occurred, the member school shall report the violation to ASAA on the required form. ASAA will provide a *School Report of Violation Form* to member schools and districts. Member schools and districts must report to ASAA a violation of this policy within 3 calendar days of determination that such violation has occurred. A report of violation must show all violations which occurred at the member school or district and the dates thereof, including the specific basis upon which a determination of violation was made. It is ASAA's intention to maintain the confidentiality of all such reports. As such, information concerning a student's previous violations will be disclosed by ASAA only to an administrator of the member school that the student is attending. A school administrator to whom such information has been disclosed may exercise discretion to provide such confidential information as is appropriate to the student's coach or other activity administrator, but only to the extent that such information is provided in a good faith effort to prevent violations and to assist the student in maintaining a lifestyle free of tobacco, alcohol and controlled substance use, and to maintain eligibility to participate in interscholastic activities. An administrator who provides any confidential information to a student's coach or other activity supervisor shall assure that such person will use the information only in communications with the student and shall otherwise maintain strict confidentiality of the information. ASAA's records of violation shall be made available to the student and/or the student's parent or legal guardian upon written request.

Determination of Violations:

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

Process For Determining A Violation

The guiding principles for Cordova High School Tobacco, Alcohol, and Controlled

Substances policy violations are as follows:

1. Penalize the violation.
2. All violations will be investigated!
3. Proof of violation must be established by any one of the following:
 - Positive identification of a student violation by a teacher, student or school administrator who is willing to give testimony about the violation. This will require an investigation.
 - Accusations made by parents/adults or students who are willing to testify against an alleged student violation of the code. This must be confirmed through an investigation by appropriate school authorities prior to any disciplinary action. An investigation of a student violation of the code must reveal sufficient facts to prove the violation. Such investigation must be conducted by the appropriate school administrator or designee.
 - Self-Admittance of a violation by the student when questioned and cooperation and honesty in the investigation. Self-Referral of a violation by the student before an investigation or inquiry by any school staff.

Before any discipline resulting in a suspension from a CHS activity shall take effect, as provided for under these rules, the student shall be verbally advised by the head coach/advisor and a school administrator/designee of the alleged violation of the rules and the student will have the opportunity to explain or justify his or her actions. If, after such informal conference with the student, the head coach/advisor or school administrator is satisfied that a penalty is justified, the student shall be so notified and the penalty shall then become effective.

Discipline/Grievance procedure:

The grievance procedure for any Cordova High School Tobacco, Alcohol, and Controlled Substances policy suspension by a student from a CHS activity is:

1. Any student, parent or guardian who is aggrieved by the suspension or termination of extracurricular privileges under these rules shall have the right to an informal conference with the building principal or his/her designee for the purpose of resolving the grievance. During such conference, the student, parent or guardian shall be subject to questioning by the building principal or his/her designee and shall be entitled to question school personnel involved in the matter being grieved.
2. If the grievance is not resolved at the information conference, the student, parent or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the superintendent of the district or his/her designee.
3. If the grievance is not resolved at the superintendent's level, the student, parent or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to the School Board during the Board's next regular meeting. The Board shall notify the student, parent or guardian of its response to the grievance within ten (10) school business days after the date of the meeting.
4. The exclusion or termination of privileges shall continue notwithstanding the implementation of the grievance procedure set forth above unless the principal or his/her designee elects to postpone such action.

Advisor's/Coach's Standard

Any additional, specific rules or regulations concerning Tobacco, Alcohol, and controlled substances not covered in the ASAA policy "Play for Keeps" which are established by the advisor/coach of a specific activity must be approved by the principal and activities coordinator in advance. Any additional rules and regulations must be in writing, kept on file in the school office of the activities coordinator and approved annually. Each participant must be informed of such rules and regulations and be provided a copy of them.

Criminal Offenses

Flagrant violations including, but not limited to, shoplifting, vandalism, inappropriate behavior, and behavior which could result in harm to self or others, will bring disciplinary action by coach/sponsor and/or administration. Those in violation will be removed from the activity for a period of 45 school days or the duration of that season whichever is longer and may be restricted from traveling on a school-related activity for up to 9 weeks.

Note: Any student suspended from an activity shall not participate or attend any practice, scrimmage, or competition during the duration of the suspension.

Hazing

There will be no hazing of students by anyone in any way. Hazing means a behavior or pattern of behavior directed at one or more specific individuals which persecutes, harasses, humiliates, degrades, or endangers the physical safety of an individual.

Citizenship

Students representing CHS are expected to behave in a mature manner, dress appropriately and conduct themselves with grace and politeness. Our students have a fine reputation and we are very proud of it. Participation in activities is a ***privilege, not a right***. A coach or administrator has the right to deny a student's participation.

Students who commit any other behavior that displays poor citizenship in the judgment of the building principal whether it occurs on or off school property, whether it occurs during the school day, and whether a student is involved in activities at the time of the offense may also lose their privilege to participate.

Coaches and sponsors may have additional rules of conduct for their individual teams and organizations with prior approval of the Activities Director and administration. These rules cannot supersede or nullify School Board policy or regulations. For example, a student ejected from a contest for fighting will face suspension from school as noted in the district's discipline policies.

NOTE: Students are ineligible for participation in any student activity while suspended (in or out of school), or expelled, from school. The student will be ineligible to participate beginning on the day of the recommended administrative action and shall regain their ability to participate on the day after the last day of the discipline imposed.

Student Travel "Rules of the Road"

While traveling to or engaged in an out-of-district school-sponsored activity, students are expected to follow all rules described herein, as well as any that might be established by the advisor, coach or chaperone.

Each coach or sponsor, prior to leaving the school on a trip, will review with students the traveling procedures and behavioral expectations that apply to that trip. General travel rules will include:

1. Students will respect the authority of the coach/sponsor or chaperone.
2. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
3. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
4. No Gambling
5. No public displays of affection
6. Coaches shall establish curfew hours while on the road for the benefit of the team. The curfew time is not negotiable.
7. Only those students assigned to a room may be in that room after curfew.
8. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
9. Students are not allowed in rooms assigned to persons of the opposite sex without the presence of a coach or chaperone.
10. People not associated with the team or the school shall not be allowed in team rooms.
11. Coaches may release students only to their parent or legal guardian after the request has been previously approved by administration and the student's obligation to that team has been fulfilled for the weekend.
12. Remember, we are traveling to represent our school. All other activities (ie: dances, dinners, shopping) are secondary.
13. On the ferry, students must stay out of the stateroom area unless with the coach/advisor's permission, or they are accompanied by their parent or a school official.
14. Students are expected to adhere to all school and team rules and attend all team functions.

15. When in public on road trips, students shall be in groups of three (3) or more.
16. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.
17. Coaches will address the code of conduct to be adhered to on busses or public transportation.
18. Teams will clean up their areas prior to leaving any competition site. This includes the ferry, bus, planes, vans and any bench or seating areas during competition.
19. Students shall demonstrate good sportsmanship at all times.
20. There will be at least one study period of 60-90 minutes for each school day that a student is traveling if scheduling permits. Whenever possible these study periods will include Internet access. Students will be required to work on homework or read a book.
21. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.
22. The following offenses are considered to be extremely serious if they happen on the road. Students engaged in any behavior that fits into this category will be immediately suspended from the activity and if possible sent home at their parents expense. Administration will also be immediately notified and final consequences will be determined or approved by the activities director and the high school principal. This behavior shall include but is not be limited to:
 - a) Alcohol or drug use;
 - b) Fighting;
 - c) Sexual contact of any kind;
 - d) Any type of bullying (physical, verbal, cyber)
 - e) Any initiations or hazing;
 - f) Vandalism or trashing of rooms or other property;
 - g) Shoplifting or other illegal actions

Should any Cordova High School student break any of these rules one or more of the following consequences may be taken:

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

SPORTSMANSHIP

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

This type of conduct is not always specifically covered by a rule, but is usually related to an unwillingness to accept that an attitude of fairness and generosity is required if an activity is to be consistent with a purpose for which it was conceived. The taking of unfair advantage, willful or malicious disrespect, demeaning gestures, and excessive complaining can be considered examples of unsportsmanlike conduct. Whenever the reasonable and just application of the rules is not successful in controlling the demeanor of the participants or those associated with their participation, the application of an unsportsmanlike penalty is both warranted and justified.

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

Captain

The position of captain is more than honorary, it is one of leadership and team responsibility. The duties, under the direction of the coach, shall pertain to:

1. Assisting with the control of the team on the field of play, and directing the team in a manner which reflects credit to self, team, school, and community.

2. Cooperating with school and game officials and assisting the coach in the enforcement of established training regulations.

Manager

Managers are looked upon as important personnel in the total athletic program. Their behavior and work have a great effect on team morale. They should be willing workers and possess a high degree of loyalty and respect for private and public property. The manager's duties under the direction of the coach shall pertain to:

1. Issuing, marking, repairing, and assisting in making inventories of sports equipment.
2. Directing the duties of assistants.
3. Performing such duties as may be assigned by the coach.
4. Assisting the coach in preparing and filing the necessary athletic reports.

Player

1. Play, have fun, and enjoy the game. The game is for you!
2. Demonstrate good sportsmanship toward your opponents and treat them with respect.
3. Exercise self-control at all times; accept decisions and abide by them.
4. Respect the official's' judgment and interpretations of the rules.
5. Regarding clarification of a ruling, communicate with the officials through your captain only.
6. Accept victory with humility and defeat with grace. Be neither boastful nor bitter.

PERSONAL CONDUCT/SPORTSMANSHIP

(Excerpts from ASAA Bylaws Article 6, section 5)

All Association contests or events must feature high standards of courtesy, fair dealing and sportsmanship.

In matters pertaining to personal conduct, such as gross violations of sportsmanship, attacks on officials and other gross misconduct by any student, school staff member, coach or school community member, where the school has failed to act reasonably in controlling the student, staff member, coach or community member, the Association will determine appropriate penalties and whether or not the student, coach or school will be suspended or barred from future contests or events.

PENALTY FOR PLAYER EJECTION

1. Player must refrain from participation in any scheduled contest in the same activity (game suspension) until completion of the next regularly scheduled contest at the same level (i.e. JV, Varsity). Schools may not schedule additional contests to circumvent this provision.
2. Player may sit on bench but not be dressed down.

| |
|----------------|
| PARENTS |
|----------------|

PARENT/ COACH/ SPONSOR COMMUNICATION

PARENT/COACH RELATIONSHIP

The school district is pleased when students choose to participate in a Cordova School District sport or activity. Please be assured that coaches will do all that is possible to provide a positive experience for your student. Possibly the most important ingredient to achieve this outcome is to insure that the lines of communication are developed to allow free and easy resolution of questions before they become issues. The following guidelines are intended to spell out all levels of communications so that parents, coaches, sponsors, and athletes/participants are aware of the available avenues to answer questions or resolve issues.

COMMUNICATION PARENTS MAY EXPECT FROM COACHES OR ACTIVITY SPONSORS

1. Philosophy of the coach/sponsor;
2. Expectations the coach/sponsor has for your son/daughter;
3. Location and times of all activities, practices and contests;
4. Team/activity requirements;
5. Participant's code of conduct and consequences for not following those guidelines;
6. Procedures to follow should your son/daughter become injured during participation;
7. Requirements to earn a Varsity Letter (athletics);
8. Communication concerning your son or daughter's role on the team and how he/she fits into the future of the program.

COMMUNICATIONS COACHES/SPONSORS EXPECT FROM PARENTS

1. Concerns expressed directly to the coach/sponsor first;
2. Advance notification of any schedule conflicts as soon as possible;
3. Specific concerns in regards to a coach's/sponsor's philosophy and/or expectations.

As students become involved with various sports and activities at their school, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go according to their wishes. At these times, discussion with coaches and sponsors may be the quickest and most effective way to clear up the issue and avoid any misunderstanding.

APPROPRIATE CONCERNS FOR PARENTS TO DISCUSS WITH COACHES/SPONSORS

1. Your son/daughter's health and welfare;
2. Ways to help your son/daughter improve;
3. Concerns about your son's/daughter's behavior.

At times it may be difficult to accept the fact your son/daughter is not playing as much as you or he/she would like. Coaches are professionals who make judgment decisions based on what they believe is best for the team and all involved. The school district recognizes the coach's authority and discretion to make the following decisions.

DECISIONS MADE BY COACHES

1. Team selection (including travel)
2. Playing time
3. Team strategy
4. Play calling
5. Matters concerning other students/athletes

THE BEST WAY TO DISCUSS A CONCERN WITH A COACH/SPONSOR

There are situations that may require a conference between the coach or sponsor, the athlete/participant, and the parent. These are to be encouraged. It is important that all parties have a clear understanding of the other person's role and position. When these conferences are necessary, the following procedures should be followed to help promote resolution to the issue or concern.

1. Your son or daughter should first talk with the coach/sponsor about his/her concerns;
2. Call the school to set up an appointment with the coach/sponsor;
3. If a coach/sponsor cannot be reached after a reasonable time, call your school's Activities Director who will arrange an appointment for you;
4. Please do not approach a coach/sponsor before, during, or after a contest or practice. Coaches and sponsors have pre- and post- event responsibilities including student supervision. Meetings at these times usually do not work well for the coach/sponsor, the parent, or the student, and often further exacerbate the concern.

THE NEXT STEP: WHAT CAN A PARENT DO IF THE MEETING WITH THE COACH/SPONSOR DID NOT PROVIDE A SATISFACTORY RESOLUTION?

1. Call and set up an appointment with the Activities Director of the school and the coach to discuss the situation;
2. At this meeting, the appropriate next step can be determined as necessary.

Whether or not this step is ever reached, please keep in mind the following protocol when you elect to pursue a concern you may have regarding your son's or your daughter's experience in a Cordova School District sport or activity. Try to resolve your question at the lowest level possible. Begin with your student's coach/sponsor, followed only if necessary by:

1. The Head Coach (if applicable)
2. The school's Activities Director
3. The Principal
4. The Superintendent

Since research indicates that a student involved in extracurricular and co-curricular activities has a greater chance for success during adulthood, these programs have been established and are encouraged. Many of the character traits required to be a successful participant and team member are exactly those that promote a successful life after high school. We hope that the information provided here helps make Cordova School District athletics and activities as enjoyable and as positive as possible for both you and your student.

PARENT REMINDERS

1. Athletes are responsible for reporting any injuries to coaches/sponsors.
2. A student who is enrolled in the Cordova School District is subject to School Board policies, regulations, and school rules. Participation in activities is a privilege and not a protected right. Students may lose their privilege of participation when they are found in violation of School Board policies during the season up to and including removal from participation in extracurricular or co-curricular activities. By state law, the school district and law enforcement agencies collaborate in sharing information regarding minor or juvenile violations.
3. A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct, then, would be conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions which bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike. Such conduct may result in consequences recommended by the coach, sponsor, or principal.

CORDOVA SCHOOL DISTRICT VOLUNTEERS

Many Cordova School District programs have parents and interested community members willing to volunteer to aid in program development. The philosophy of the Cordova School District encourages parents and community members to be part of the school programs. Volunteers are welcome to assist in a variety of ways. Most of these jobs are identified and delegated by the staff member in charge of the activity, however, those volunteers that are interested in serving as a "Volunteer Coach" must meet the same standards expected of any other Cordova School District coach that assumes major responsibility of supervision of students in the activity program. Volunteer coach is defined as a person who works directly with students on the field or court in practice or game situations. The guidelines for volunteer coaches are as follows:

1. Must be approved by the building principal. Approval must be obtained each year.
2. Must have the same qualifications required of other personnel that serve as a coach, other than being certified. Conditions of employment, such as background checks, and drug tests must be met although the expense of these tests will be reimbursed.
3. Must be willing to serve without remuneration from any source.
4. Must be under the direct supervision of a Cordova School District coach at all times.
5. May not directly supervise students without a Cordova School District administrator or coach present.
6. Volunteers that are employed by the Cordova School District in another capacity, at a different work site, must give priority to that position. Should coaching responsibilities conflict with the regular Cordova School District job, the following procedures for release time are to be followed:
 - a) The principal/supervisor of the activity school must request, in writing, the release of the employee from the direct principal/supervisor.

- b) The direct principal/supervisor must agree to the release of the employee. Approval must be obtained prior to any commitment related to team travel.

Note: A volunteer head coach will be considered a “head coach” and not a “volunteer coach” and will be subject to all conditions and expectations of a head coach.

PARTICIPATION INFORMATION

TITLE IX

The Cordova School District believes in the rights of all students. The district goal is to give equal opportunity to all students. No person connected with the Cordova School District shall, on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity. If at any time you feel that you have been discriminated against in any way shape or form, please call Alex Russin, Superintendent and Title IX Coordinator, at 424-3265

PARTICIPATION/FEEES

Prior to participation all activities fees must be paid and students must have a current physical examination, activity consent & emergency medical information form, student/parent acknowledgement form on file with the activities director. Activity fees for the 2017-2018 school year will be as follows:

- High School Activities \$50
- Junior High Activities \$30
- Non-Athletic Activity ~~\$10~~ [To Be Determined based on activity](#)

If a student drops out of an athletic activity within 10 days of his/her start date, they may apply for a refund of their activity fee and may receive a \$35 refund when approved by the building principal. If a student is removed for academic or disciplinary reasons, they forfeit their activity fee. No refund will be made on the ten-dollar no-athletic fee.

REPAYMENT OF SCHOOL FEES

In order to be eligible to travel, all school fees must be paid in full or a suitable payment arrangement must be made between students/parents and the school district by the Monday prior to travel. In the event that student repayment of fees is related to program of work for the district, progress of duties will be monitored by the building principal and/or activities director. If progress is not deemed to be satisfactory, the student will be denied travel until satisfactory progress has been made.

INSURANCE

~~All student participants are recommended to carry insurance. Although the Cordova School District does not carry insurance on its student athletes, accident insurance is available at the beginning of school during an open enrollment period for all students and at the time of enrollment for students new to the district.~~

[Student related injury costs while at school or while participating in school activities may be submitted to the District’s insurance company after the parent’s personal or primary insurance coverage process has been followed. Students suffering from a concussion will need a doctor’s clearance before returning to any activity and will need to meet the protocols as set forth by ASAA for return.](#)

LETTERS AND AWARDS

Participants will be given the guidelines for earning letters and awards by the first day of practice. No awards will be given to anyone not completing the year in good standing (good standing is defined as “returning home after the final event of the year for an activity, and attending any awards ceremonies given for that activity.)

EQUIPMENT AND UNIFORMS

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

TRANSPORTATION IN PRIVATE VEHICLES

Parent requests to transport students other than their own children on district sponsored activity trips presents a liability exposure for the school district and in the unfortunate event of an accident, the parent would face significant liability exposure as well. Thus, students are expected to travel to and from school-sponsored activities by the transportation provided by the school unless otherwise approved by the school administration [per school district policy \(Reference Policy Number\)](#). The parents or legal guardian in writing must make any request to the office prior to the activity. If approved, the note will be kept on file in the office, and a copy will be sent with the Coach and/or sponsor. The district contracts with various community organizations in a sponsorship agreement known as “outsourced sports”. The above school district policy applies to out-sourced sports, although the coach may not technically be an employee of the district. Sponsors of district activities, including out-sourced sports, are not allowed to facilitate or coordinate parent transportation efforts.

Here are the guidelines for district sponsored activity team travel, including outsourced sports:

- Head Coaches are responsible for the health and welfare of students under their sponsorship 24 hours a day while on out of district travel.
- Head Coaches are not allowed to transfer this responsibility.
- With the exception of home events, students are expected to travel to and from school-sponsored events on transportation provided by the school.
- Agencies coordinating outsourced sports must also provide appropriate transportation for out of district travel.
- Coaches may release students only to their parents and only after the request has been previously approved by administration and the student’s obligation to that team has been fulfilled for the weekend.

RENTAL VEHICLE USE AND SCHOOL VAN USE

For safety reasons, the school prefers to use school buses or other commercial carriers for student activity travel. As a second option, two school vans are available for use and a city van may occasionally be available. As a last option, rental vehicles may be necessary. The following rules shall apply to the use of school or city vans or rental vehicles to transport students for school activity travel:

- Vehicles shall not carry more than eleven (11) occupants, including the driver at any time. In addition, the maximum number in any vehicle shall not be greater than the number of seatbelts that are in working condition in that vehicle. Use of seatbelts is mandatory for all occupants.
- Rentals and van use shall be approved and monitored through the school’s Activities Director.
- Any proposed driver who is not a certified school employee must be approved through the superintendent’s office prior to driving any school or rental vehicle.
- All drivers of vans, whether district owned or rentals, must successfully complete a district-approved van safety course before being authorized to drive. This online course is arranged by the district office and must be completed annually.
- A Motor Vehicle Record (MVR) must initially be provided prior to driving district-owned or leased vehicles. Individuals with more than one driving/moving violation in the past 12 months; more than 2 violations in the past 3 years; or an alcohol or drug-related driving conviction at any time, will not be eligible to drive district owned or leased vehicles. (If the alcohol or drug-related driving conviction is more than 5 years old, the Superintendent may, in his/her discretion, authorize the individual to drive after considering all relevant facts, including the current driving record.) District-approved drivers must notify the school’s Activities Director of any subsequent moving citation or conviction, or any suspension, revocation, or cancellation of the driver’s license. A current MVR must be provided every three years for employees of the district. Volunteer drivers may be asked to present an MVR more frequently.
- Drivers representing the district must possess a valid driver’s license, be at least 21 years of age and not be a student enrolled in the district. A driver may not haul passengers unless he or she has possessed a valid driver’s license for a period of no less than 8 years. For this section, “license” does not include a learner’s permit.
- If a coach/sponsor has not possessed a valid driver’s license for the required period of time, the school’s Activities Director will coordinate with the district for funds to pay for another driver’s travel/lodging for the activity involved.
- At no time may a driver possess or be under the influence of any level of alcohol or drugs. A driver may not be under the influence of medication that may impair his/her ability to safely operate the vehicle. The driver may not smoke, use tobacco products, or permit smoking or the use of tobacco products in a district-owned or rental vehicle.

- Drivers are to thoroughly examine any rental vehicle or district vehicle for any existing damage prior to acceptance/departure.
- Upon return, drivers must thoroughly examine the rental vehicle or district vehicle and document any damage.
- Drivers must report any damage or incidents to the Activities Director or Principal as soon as possible. Traffic accidents must be reported immediately.

Authorizing or permitting another to drive a vehicle is prohibited: This policy is for the purpose of ensuring that vehicles are only driven by those who have been approved to drive. No person or employee, including administration, shall authorize or permit a district owned or rented vehicle to be driven by any other person who has not been authorized to do so under the procedures set forth above.

CHAPERONES FOR ACTIVITY TRAVEL

On all district sponsored activity travel there shall be at least one same gender chaperone for each gender of students on the trip when possible. An adequate number of same gender chaperones shall accompany students in order to maintain safety and discipline.

GENERAL TRAVEL

The following guidelines are to be used during school related travel periods. Students traveling by ground transportation during the winter period must have the following in their possession: winter hat, winter coat, gloves, boots, and winter sleeping bag. When ground transportation (other than commercial contracted carriers) is used, the Coach/Sponsor should have a cell phone available for emergency calls. In situations where we are using non-commercial ground transportation and the coach and chaperone will be the responsible drivers, no travel shall be completed between the hours of 12:00 am and 6:00 am, unless the circumstances are such that safe travel is not compromised and the activities director or the principal has previously approved it.

FUNDRAISING

All fundraising activities must be approved by the ~~building Principal and Activity Director PRIOR to implementation~~ [Superintendent or designee per Board Policy 1321.](#)

AWARDS

Criteria for the earning of student recognition, awards, letters and certificates will be determined jointly by the sponsor and school administration and will be made known to the student before the activity begins.

ATHLETIC TEAM SELECTION

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

The Cordova School District currently has a no-cut policy for Junior High Sports. The no cut policy is designed to increase opportunities for participation by Junior High Students in extracurricular activities. In no way should it be seen as a guarantee of playing time or being selected to the traveling team. Student athletes may in fact be “cut” from the team if they exhibit a poor attitude or their participation effort is consistently below a level reasonably expected by the coach of the sport from all of his/her players. Criteria for selecting the traveling teams for Junior High Sports are determined by the coach of each sport.

The Coach and the Activities Director upon completion of the schedule for each activity will determine the number of participants who will be traveling for each Junior High away event jointly. All participants in good standing will be allowed to participate in any home event.

REMINDERS

1. A student who is enrolled in the Cordova School District is subject to School Board policies, regulations, and school rules. Participation in activities is a privilege and not a protected right. Students may lose their privilege of participation when they are found in violation of School Board policies during the season up to and including removal from participation in extracurricular or co-curricular activities. By state law, the school district and law enforcement agencies collaborate in sharing information ~~102~~ regarding minor or juvenile violations.

2. A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct, then, would be conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions which bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike. Such conduct may result in consequences recommended by the coach, sponsor, or principal.

ASAA GUIDELINES

ALASKA SCHOOL ACTIVITIES ASSOCIATION POLICIES (www.asaa.org)

Listed below are excerpts of selected rules of the Alaska School Activities Association (ASAA), the governing body of interscholastic athletics in Alaska. These rules address the most common questions and concerns about high school activities and have been condensed for this handbook. For information, interpretations, and additional policies, contact your school activities' coordinator.

ASAA "CODE OF CONDUCT"

Student participants are ambassadors of their school and community. As such, ASAA expects them to portray good citizenship and be good role models to those around them. To ensure the health, safety, and rights of all participant in ASAA sponsored events, the following Code of Conduct has been adopted by the ASAA Board of Directors.

1. All participants should be under the direct supervision of a school official or his/her designee at all times.
2. All participants are expected to attend all event sessions that are required by the school/coach.
3. All participants are expected to respect the rights, cultural diversity, and safety of others.
4. All participants will treat event personnel, including officials and opposing team members and staff, with dignity and respect.
5. All ASAA sponsored events will be conducted in drug-free environments. Use, possession, and/or distribution of alcohol, tobacco, or illegal drugs are strictly prohibited.
6. All participants will respect the property of other individuals and facilities. Vandalism, theft, and possession of stolen property will not be tolerated.

Violation of this Code of Conduct will result in the removal of the student's right to participate in the event, as well as to attend the event.

PRACTICE (Article 7, Section 5)

- A. All players must have ten (10) separate days of physical practice in the same sport activity prior to the first day of competition.
- B. When a student is participating in a recognized high school sport activity or is participating in a nationally recognized activity in the same sport which overlaps the beginning of another recognized sport season, the Executive Director may waive up to five (5) practices. Students may not have practices waived for entering the sports activities of *cheerleading, football, gymnastics, hockey, or wrestling* (see exception for returning Alaska high school wrestlers who are also football players) due to safety considerations and to the nature of these sports.

ENROLLMENT RULES (Article 12, Section 2)

Beginning with the first semester of the 2005-06 school years and thereafter:

- All freshmen, sophomores and junior students must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.
- Seniors who are on track to graduate and who have passed all parts of the HSGQE must take at least 4 semester units of credit or the equivalent to be eligible.
- Other seniors must be enrolled in a minimum of 5 semester units of creditor the equivalent to be eligible.
- In addition, all students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

MAXIMUM PARTICIPATION (Article 12, Sec. 3)

Beginning with the 2006-07 school year and thereafter, no student will have more than 8 consecutive semesters of eligibility.

- Students first entering 9th grade will have 8 consecutive semesters of eligibility.
- Students first entering 10th grade will have 6 consecutive semesters of eligibility remaining.
- Students first entering 11th grade will have 4 consecutive semesters of eligibility remaining.
- Students first entering 12th grade will have 2 consecutive semesters of eligibility remaining.

DUAL PARTICIPATION

A student participating as a member of a high school team must give priority to the high school team. Missing practice or contest(s) to participate in activities outside the school program may result in suspension or removal from the high school team or activity.

Students who wish to participate in more than one team or school activities must obtain approval in advance from coaches, parents, and the school's administration. This dual participation agreement must be documented and scheduled prior to the first contest of the season.

CITIZENSHIP RULE

A student who is expelled from a school will not be eligible in another school during the duration of the expulsion.

SEMESTER CREDIT RULE (Article 12, Section 7)

All incoming freshmen are immediately eligible for the first semester. After the first semester, students must meet the following criteria to remain eligible for interscholastic competition:

Freshmen, sophomores, juniors, and seniors:

- Must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.
- Seniors who are on track to graduate and who have passed all parts of the HSGQE must take at least 4 semester units of credit or the equivalent to be eligible.
- Other seniors must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.
- In addition, all students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

Freshmen, sophomores, and juniors:

- Must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Must have maintained at least an overall 2.0 GPA during the previous semester
- Those who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

Seniors

- First entering 12th grade must have passed at least 5 semester units of credit or the equivalent during the previous semester.
- Second semester seniors who are on track to graduate and have passed all parts of the HSGQE must have passed 4 semester units of credit during the previous semester.
- All seniors must have maintained at least an overall 2.0 GPA during the previous semester.
- Seniors who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

TRANSFER/RESIDENCY RULE (Article 12, Sect. 9A)

Entering High School: A student first entering the ninth grade of a four-year high school establishes residency at that school and shall be eligible for all interscholastic competition.

Transfer with Move of Parents: A student who transfers from one school attendance area to another with a corresponding move of residence of the parents, legal guardians (or other person with whom the student has resided for

a period of time to be determined by the Association) shall be eligible for interscholastic competition at the new school as soon as properly certified.

Transfer without a Move of Parents: A student who transfers at a time other than during the summer (summer transfer only applies to transfers within Alaska) without a corresponding move of residence of parents or guardians, is ineligible for interscholastic competition for eighteen (18) school weeks from the date of enrollment in the new school. Students who live with coaches are ineligible

Foreign Student Transfer Rule:

A. Foreign Exchange Student

1. A foreign exchange student is an international student who attends high school in Alaska. To be eligible for interscholastic competition, such a student must be under the auspices of, and be placed with a host family by an international student exchange program that has been accepted for listing by the Council on Standards for International Educational Travel (CSIET), or other programs approved by the Association; and be recognized by the U.S. State Department. The foreign exchange program must assign students to host families by a method that ensures that no student, or his/her parents, school or other interested party may influence the assignment for athletic or other purposes. The foreign exchange student may not be selected or placed on any basis related to his/her athletic interests or abilities.
2. A foreign exchange student is considered to be placed with a host family when written notice of placement is provided by the exchange organization to the student and his/her parents, and to the host family.
 - a. Neither the school the student attends, nor any person associated with the school, have input into selection of the student.
 - b. No member of the school's coaching staff, paid or voluntary, shall serve as a host family; nor may a coaching staff member arrange for housing.
3. The foreign exchange student must possess a current J-1 visa, issued by the U.S. State Department.
4. In order to obtain a waiver, a foreign exchange student must meet all other eligibility rules required of other students in Alaska.

B. Other International Students

An international student who is not under the auspices of, and placed by, a CSIET listed exchange program must meet the following requirements in order to be considered for interscholastic eligibility in Alaska:

1. The student must possess a current F-1 visa issued by the U.S. Immigration and Naturalization Service.
2. The student must provide to the principal of the school he/she attends, unofficial untranslated transcript and a transcript that is translated into English by an acceptable agent or agency. The transcripts must indicate course work taken in all grades in which the student was enrolled.
3. The international student must pay tuition to the high school he/she attends as prescribed in Section 625 of U.S. Public Law 104-208.
4. No member of the school's coaching staff, paid or voluntary, shall serve as the resident family of the student; nor may a member of the coaching staff arrange for housing.
5. In order to obtain a waiver, an international student must meet all other eligibility rules required of other students in Alaska.

C. Additional requirements for Foreign Exchange/ Other International Students:

Foreign exchange and other international students must also:

1. Attend the school for no less than a complete semester; and
2. Not have participated in the same sport (for which eligibility is being sought) at another school earlier in the same school year; and
3. Not have graduated from (the home country's equivalent of) a secondary school; and
4. Must affirm that there is no evidence of athletic recruitment resulting in the student's attendance at the school either by the school or any other outside entity.

D. Non compliance with one or more of the foregoing provisions shall render the foreign exchange and the international student ineligible for interscholastic competition.

Students Involved in Exchange/ Travel Programs:

Alaska students involved in exchange/travel programs including but not limited to Rotary International and Youth for Understanding, are eligible for interscholastic competition upon return to their home schools when a request for waiver of the Semester Credit Rule (Bylaw Article 12, Section 7) is made to the Association and waived by the Executive Director. The request for waiver must be submitted on the Alaska Student Foreign Exchange/ Travel Program Waiver form. Alaska students involved in exchange/travel programs must be otherwise eligible by all other rules. Participation in interscholastic competition while involved in an exchange travel program will count toward the maximum years or seasons of participation in that specific competition as defined in Bylaw Article 12, Section 3.

Boarding School Transfer Rule:

Students who transfer to a boarding school at the beginning of a school year, or from a boarding school at the end of a school year, will be eligible for interscholastic competition at the new school as soon as properly certified. Students who transfer to or from a boarding school during the school year shall be ineligible for interscholastic competition for a period of eighteen (18) school weeks. Boarding school students must meet all other eligibility rules required of other students in Alaska.

RECRUITING

If a student or the student's family has been offered remuneration or otherwise unduly influenced to reside in a school district or attendance area, that student is not eligible to participate in inter-school activity.

ASAA Citizenship Rule (Final Adoption)
April 28, 2008

ASAA Bylaw Article 12, Section 8, Citizenship Rule and Tobacco, Alcohol and Controlled Substance Policy Reference

Citizenship Rule:

The determination by a member school that a student is ineligible based on poor citizenship or violation of the Tobacco, Alcohol and Controlled Substance Policy, is not appealable to the Association.

Expelled Student:

A student who is expelled from a member school will not be eligible in another member school for the duration of the period of expulsion.

A. Controlled Substance, Alcohol and Tobacco Position Statement:

ASAA and its member schools recognize that the use of tobacco, alcohol and controlled substances is a significant health problem for many students, resulting in negative effects on behavior, learning and their total development. The use of tobacco, alcohol and controlled substances by students affects academic development, personal growth, extracurricular activities participation and the development of related skills. Others affected by misuse and abuse are family members, teammates and other significant persons in their lives.

ASAA and its member schools believe that close contact of parents, coaches, advisors, students and communities in interscholastic activities and classrooms provides a unique opportunity to observe, confront and assist one another. It is the philosophy of ASAA and its member schools that students should be encouraged and supported in their efforts to develop and maintain a chemical-free life style.

Participation in ASAA sanctioned sports and activities is a privilege which requires all participants to adhere to rules imposed by the member schools and/or member districts that students attend and represent. The policy described in this article is intended to further the following purposes:

1. To emphasize the health and safety of students while participating in activities, to recognize the long-term physical and emotional effects of tobacco, alcohol and controlled substance use on student health, and to minimize the potential for injury.
2. To promote a sense of order and discipline among students.
3. To recognize that a student's possession, distribution or use of tobacco, alcohol and controlled substances during the school year or during interscholastic competition outside of the school year, even during times when the student is not actively participating in interscholastic activities, may nevertheless be detrimental to health, safety, order and discipline when the student is participating.
4. To assist schools in the establishment of policies that are consistent with ASAA standards of athletic and activity eligibility.
5. To support schools that have programs to assist students in resisting peer pressure which influences students to use tobacco, alcohol and controlled substances.

B. Policy Reference Regarding Possession, Distribution and Use of Tobacco, Alcohol and Controlled Substances:

The Board of Directors has adopted a statewide policy regarding the possession, distribution and use of tobacco, alcohol and controlled substances which will go into effect, beginning with the 2008-09 school year, or at the beginning of any sport or activity season which begins prior to the first day of school. This policy includes clear minimum guidelines and penalties which are cumulative and progressive, a time period in which the policy applies, various educational components, an explanation of how violations are determined and reported, a required *Student/Parent/Legal Guardian TAD Acknowledgment Form* which must be signed prior to participation, and a definition of terms.

Tobacco, Alcohol and Controlled Substances (TAD) Policy

In order to ensure adoption of tobacco, alcohol and controlled substances use policies by member schools and districts, ASAA requires that member schools and districts adopt the following policy. This is intended to set forth minimum restrictions and penalties, subject to greater or additional restrictions or penalties which may be adopted by member schools or school districts.

1. Prohibited Conduct: The possession, distribution or use of any tobacco products, alcohol and controlled substances by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein.

2. 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/ Parent/Legal Guardian (TAD) Acknowledgement Form, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during "calendar days" as defined in this section. The policy first goes into effect on July 28, 2008 for students playing football.

3. Educational Component: The educational component is a critical part of the policy and is comprised of four parts; Pre-Participation Orientation, First Offense, Second Offense, and Third Offense. ASAA will provide the first three parts of this component to member schools on DVD and through the ASAA website. An overview of each part is included under Section 10. Definitions.

4. Cumulative and Progressive Penalties: Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student's high school years. If a student transfers from one ASAA member school to another ASAA member school, the student's cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.

5. Minimum Penalties for Violation of this Policy: Minimum penalties for violations of this policy are:

First Offense The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section 10). Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation. A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

Second Offense The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 5).

Third Offense The student will be suspended from interscholastic activities and practice for one (1) calendar year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Third Offense educational component. A student may need additional days of practice before returning to competition. (See Article 7, Section 5).

Fourth Offense

The student's privilege to participate in interscholastic activities and practice is revoked for the remainder of the student's high school years.

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

6. Determination of Violations: In implementing this policy, it will be the member school's responsibility to determine the nature and extent of a violation, to impose and enforce any penalty, to report each violation to ASAA on a standardized form, and to maintain records of all violations by each student occurring after the student's first participation in interscholastic activities. A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal.

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

7. Violations Reported to ASAA and Confidentiality Requirement: After determining that a violation has occurred, the member school shall report the violation to ASAA on the required form. ASAA will provide a *School Report of Violation Form* to member schools and districts. Member schools and districts must report to ASAA a violation of this policy within 3 calendar days of determination that such violation has occurred. A report of violation must show all violations which occurred at the member school or district and the dates thereof, including the specific basis upon which a determination of violation was made. It is ASAA's intention to maintain the confidentiality of all such reports. As such, information concerning a student's previous violations will be disclosed by ASAA only to an administrator of the member school which the student is attending. A school administrator to whom such information has been disclosed may exercise discretion to provide such confidential information as is appropriate to the student's coach or other activity administrator, but only to the extent that such information is provided in a good faith effort to prevent violations and to assist the student in maintaining a lifestyle free of tobacco, alcohol and controlled substance use, and to maintain eligibility to participate in interscholastic activities. An administrator who provides any confidential information to a student's coach or other activity supervisor shall assure that such person will use the information only in communications with the student and shall otherwise maintain strict confidentiality of the information. ASAA's records of violation shall be made available to the student and/or the student's parent or legal guardian upon written request.

8. Student and Parent/Guardian Acknowledgement: ASAA will provide a *Student/Parent/Legal Guardian TAD Acknowledgement Form* to member schools and districts. The form will explain the policies of this section and penalties for violations. The form must be signed by the student and the student's parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understand the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. Prior to each season in which a student participates in interscholastic activities, a copy of the signed form must be returned to the school before the student is permitted to participate. Member schools shall keep a copy of the signed forms on file.

9. Students Emancipated by Age or Marriage: The requirements in this policy that a parent or legal guardian sign the *Student/Parent/Legal Guardian TAD Acknowledgement Form* and that require that a student's parent or guardian participate in the Pre-participation Orientation or in mandatory education arising from an offense do not apply to a student who has obtained the age of 18 (eighteen) years, or who becomes married if the student has reached the age of 16 (sixteen).

10. Definitions: As used in this section, terms are defined as follows:

Calendar Days – Each day, including weekends and holidays, during the member school's school year. Additionally, if a student participates in any interscholastic activity, including practice, outside of the school

year, then the entire period of such participation, including intervening weekends and holidays, counts as calendar days for such student.

Controlled Substance – Any substance appearing on the list of Controlled Substances identified by the federal Office of the Drug Enforcement Administration or as set forth in 21 U.S.C. Section 812, unless the student’s usage of such substance is consistent with a physician’s prescription for the student’s usage. The DEA list of Controlled Substances appears on its internet website at www.deadiversion.usdoj.gov/schedules/schedules.htm. ASAA will, on at least an annual basis, provide member schools with an updated List of Controlled Substances; however, for purposes of ASAA’s policy, the current list maintained by the DEA is controlling.

Report to ASAA – Transmission of reporting form to ASAA by facsimile (fax) within the reporting period, or telephonic reporting of violation within reporting period followed by mailing of reporting form. ASAA may adopt an electronic reporting form.

Suspension – As defined in Article 5, Section 1 (A) (6) of ASAA bylaws.

Educational Component – A series of DVD’s, software and web based training programs and counseling ranging from a pre-participation orientation session to remedial programs for first through third time offenders. These are designed to keep students in school, teach them responsibility, educate them and their parents/guardians on new behaviors and lifestyles, instill accountability, exemplify teamwork, teach positive decision making skills, and keep students eligible for interscholastic activities.

An overview of each part follows:

Pre-Participation Orientation: The Orientation is required of all student participants prior to each season of participation, and of a parent/guardian annually, before the student is eligible to participate. This session is a short informative presentation designed to encourage students to maintain a chemical-free lifestyle, and to ensure that students and parents/guardians understand the policy and the consequences for violation. Upon completion of the Orientation, the student and parent/guardian must sign the Student/Parent/Legal Guardian TAD Acknowledgement Form as stated in B. 2. above for the student to gain eligibility. Schools will affirm that this has happened by marking the designated field on the Master Eligibility List.

First Offense: This optional session for students who have committed a First Offense is designed to educate students and their parents/legal guardians on how to make positive decisions that will instill accountability and new behaviors in the students. Upon successful completion of this part by both the student and parent/guardian, 50% of a student’s suspension from activities will be forgiven. Students completing the First Offense component may return to practice prior to the completion of the period of suspension.

Repeat violations of the Tobacco Rule during the 10 (ten) calendar days of suspension will result in mandatory participation in the First Offense educational component prior to returning to competition. For repeat violations of the Tobacco Rule only, the Second Offense penalties, if based on violations of the Tobacco Rule, will not be imposed unless there is a repeat violation of the Tobacco Rule after the student has completed all suspensions and re-suspensions under the First Offense.

Second Offense: This required session for students who have committed a Second Offense as well as their parents/guardians, must be completed before a student regains eligibility. It is more in-depth than is presented in First Offense. Students completing the Second Offense component may return to practice prior to the completion of the period of suspension. There is no forgiveness of mandatory suspension and students returning to play after this offense may need additional days of practice prior to competition.

Third Offense: Students who violate this policy for a third time have a significant problem. This required session for students who have committed a Third Offense under the rule and wish to regain their eligibility, will target the specific at-risk behaviors and may involve multiple agencies. There is no forgiveness of mandatory suspension. Students completing the Third Offense component may return to practice prior to the completion of the period of suspension.

CONCUSSION IN SPORTS

A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS

What is a concussion?

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body.
- Is always serious and can change the way your brain normally works.
- Can occur during practices or games in any sport or recreational activity.
- Can happen even if you haven't been knocked out.
- Can be serious even if you've just been "dinged" or "had your bell rung."

What are the signs and symptoms?

| Signs Observed by Parents or Guardians | Symptoms Reported by Athlete |
|--|--|
| Appears dazed or stunned | headache or "pressure" in head |
| Is confused about assignments or position | Nausea or vomiting |
| Forgets an instruction | Balance problems or dizziness |
| Is unsure of game, score, or opponents | Double or blurry vision |
| Moves clumsily | Sensitivity to light or noise |
| Loses consciousness (even briefly) | Feeling sluggish, hazy, foggy, or groggy |
| Shows mood, behavior, or personality changes | Concentration or memory problems |
| Can't recall events prior to hit or fall | Confusion |
| Can't recall events after hit or fall | Just not "feeling right" or "feeling down" |

What to do if you suspect a concussion?

- Tell the coach and/or school nurse
 - They need to know if you suspect a concussion. They also need to know if there has been a previous concussion
- Seek medical attention
 - A health care professional experienced in evaluating concussions will be able to diagnose and treat a concussion and determine when it is safe to return to play. **You cannot return to a Cordova School District activity until a qualified medical provider indicates it is safe to do so.**
- Stay out of play and recover
 - A brain with a concussion needs time to heal. While a brain is still healing, there is a much greater chance of another concussion. Repeat concussions can slow recovery and increase the likelihood of long-term problems. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage, and even death.
- Tell your principal and teachers
 - A concussion can impact a student's ability to do school work and other activities, such as computer use, studying, driving, or exercising. If needed, your teachers can help adjust school activities during the recovery period

Preventing Concussion:

While each sport is different, there are steps every athlete can take.

- Use the proper sports equipment. Wear the right equipment for the game or position, make sure it fits and wear it correctly.
- Follow the coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

BASELINE TESTING - AN IMPORTANT FIRST STEP: As part of Cordova's efforts to minimize concussion related injuries, every school athlete is required to participate in ImPACT baseline screening. ImPACT is a computerized exam utilized in sports programs across the country to diagnose and manage concussions. This is a non-invasive, simple test set up in "video-game" format and takes 20 minutes to complete. The test records individual reaction time, memory, speed, and concentration. This test is not utilized for any purpose other than to establish a baseline measure for comparison should a student later be suspected of having a concussion. The test data will enable health professionals to determine when return-to-play is appropriate and safe for the injured athlete. You may obtain further information online at <http://impacttest.com>.

The ImPACT baseline test is required of all students participating in and CSD activity that requires a sports physical. A single test is required for middle school and high school athletes. The test will be administered prior to the first sports activity in which a student participates.

Responsible Behavior/Communication

Parents are reminded that they serve as role models not only for their children, but for students who observe them in the stands and at school. Please remember that the behavior you show at contests and in contact with athletic and school officials can be observed by many who will follow what you do. Always use responsible behavior in dealing with other adults and with students. Keep your communications on a civil and adult level, whether in person or by other means.

PARENT'S CODE OF CONDUCT

I hereby pledge to provide positive support, care and encouragement for my child participating in Cordova School District sports/activities by following this Parents' Code of Conduct:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other sports event.
2. I will place the emotional and physical well being of my child ahead of a personal desire to win.
3. I will insist that my child play in a safe and healthy environment.
4. I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
5. I will demand a sports environment for my child that is free of drugs and alcohol, and will refrain from their use at all youth sports events.
6. I will remember that the game is for youth – not for adults
7. I will do my very best to make Cordova School District sports and activities fun for my child.
8. I will ask my child to treat other players, coaches, fans, and officials with courtesy and respect regardless of race, sex, creed or ability.

I understand I may be asked to leave any athletic contest and school grounds should my behavior be deemed to be unsportsmanlike and/or disruptive by a School District Administrator or their designee.



Cordova School District

for ASAA or Approved Interscholastic or Extracurricular Activities

| | |
|------------------|--------------|
| Name of Activity | Student Name |
|------------------|--------------|

Parent/ Guardian Permission to Participate:

I hereby give permission for the above-named student to engage in ASAA or Cordova School District approved interscholastic activities as a representative of his/her school. I also give my consent for this student to accompany the team or group as a member on its out-of-town trips

Parent/ Guardian Medical Consent:

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

Parent/Guardian Code of Conduct:

I have read and agree to abide by the rules and the spirit of the Parents code of conduct.**Parent/ Guardian and Student Rule Awareness verification:**

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

Parent/ Guardian and Student Risk Awareness Verification:

I understand and acknowledge that organized secondary athletics involve the potential for injury, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death. Although the Cordova School District does not carry insurance on its student-athletes, accident insurance is available at the beginning of school during an open enrollment period for all students and at the time of enrollment for students new to the district.

Hazing Awareness Pledge:

I promise not to be involved in any hazing/ harassment incident, no matter how minor it may seem. I understand that I may be suspended or expelled from the team and/or school for any incident as a result of my participation or being an idle witness.

EMERGENCY MEDICAL AND CONSENT INFORMATION (PLEASE PRINT)

| | | | |
|---|-----------------|--|------------|
| Student Name | | Parent/ Guardian Name for above-listed student | |
| Mailing Address | | Residence Address | |
| Parent/ Guardian Phone #s | Home Phone | Work Phone | Cell Phone |
| Emergency Contact if parent/ guardian is not available: | Name of Contact | | Phone |
| Name of Student's Medical Doctor | | | Phone |
| Name of Student's Dentist | | | Phone |
| Name of Insurance Co. | | Policy Number | |
| Any Medical Conditions? | | | |
| Any Medications? | | | |
| Allergies? | | | |
| In case of any medical emergency, I authorize a school district employee to take my son/ daughter to the nearest medical facility for necessary treatment. We, the undersigned, acknowledge that we have read and understand all aspects of this form, including all the above parts and grant permission and consent as required. | | | |

| | | | |
|----------------------------|------|-------------------|------|
| Parent/ Guardian Signature | Date | Student Signature | Date |
|----------------------------|------|-------------------|------|

CORDOVA SCHOOL DISTRICT

100 Fisherman Way Cordova, Alaska 99574 (907) 424-3265

www.cordovasd.org

2017 – 2018 Student Activities Handbook for Students/Parents

Acknowledgement Form

ASAA policy in full is found on page 14 (Check page # after approval) in the student activities handbook.

Cordova School District policy supersedes ASAA's policy where applicable.

By signing this form, I acknowledge:

1. I have received the Cordova School District's **Activities Handbook for Students/Parents**. (Future copies are available at: <http://www.cordovawolverines.org>)
2. I have attended the pre-season meeting and have a full and complete understanding of the content of this handbook as explained by my coach and/or the Activities Director.
3. I understand it is my responsibility to read the handbook and follow the stated rules, regulations, and policies.
4. I understand that if I violate any of these rules, I will be subject to the consequences of my actions. **Violations are cumulative throughout My High School Career.**
5. I understand that I am subject to these rules from the day I sign this form until the last day of the school year, or the end of an activity if the activity ends after the school year.

Student - Print

Date

Parent/Guardian - Print

Date

Student

Date

Parent/Guardian

Date

TO BE KEPT ON FILE AT THE SCHOOL

PARENT AND STUDENT CONCUSSION ACKNOWLEDGEMENT AND CONSENT 2017-2018

The Cordova School District requires that each athlete, and each athlete’s parent/guardian, receive a copy of its fact sheet entitled “CONCUSSION IN SPORTS, A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS.” This fact sheet sets forth a description of the nature and risks of concussion.

Parents and athletes should review the Fact Sheet, discuss it at home, and direct any questions to the coach, activities director, or principal.

Parents and athletes need to annually acknowledge receipt of “CONCUSSION IN SPORTS, A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS.”

Student Acknowledgment (Required for all athletes)

I acknowledge that I have received a copy of “CONCUSSION IN SPORTS, A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS,” and understand its contents.

Student Signature

Date

Print Name

Parent Acknowledgment and Consent for ImPACT baseline screening

Parent/guardian signature is required for all athletes under 18 years of age. If 18 or older, the athlete must sign below consent to ImPACT baseline screening.

I acknowledge that I have received a copy of CONCUSSION IN SPORTS, A FACT SHEET FOR CORDOVA SCHOOL DISTRICT ATHLETES AND PARENTS,” and understand its contents.

I also grant consent for the above student to participate in ImPACT baseline screening as part of CSD concussion prevention and management program.

Parent/Guardian Signature

Date

Print Name



Play for Keeps

ALASKA SCHOOL ACTIVITIES ASSOCIATION

Student, Parent/Guardian Acknowledgement Form

Please read the following statements, sign below and return to your school's office

- I have participated in ASAA's "Play for Keeps" orientation and have watched the DVD presentation.
- I understand the terms of the Tobacco, Alcohol and Controlled Substances Policy as explained during the presentation, including the penalties for violations.
- I further understand that it is solely the school's responsibility to determine if a violation has occurred and that the school's decision may not be appealed to ASAA.
- I further understand that schools are required to report each violation to ASAA and to maintain strict confidentiality as specified in the policy. More specific wording of the confidentiality statement is found in the policy which is available from the school or at www.asaa.org.
- I further understand that students must sign this form each season prior to competition.
- I further understand that a student's parent/guardian must participate in the orientation and sign this form at least annually for the student to gain eligibility.
- I further understand that a copy of this signed form must be returned to the school before the student is permitted to participate in interscholastic activities.
- I further understand that schools shall keep a copy of the signed forms on file.
- After participating in the "Play for Keeps" orientation and having the opportunity to review and understand ASAA's Tobacco, Alcohol and Controlled Substances Policy, the violations, penalties and reporting requirements, I agree (both student and parent/legal guardian) to be bound by the terms of the policy.

| | | |
|--|--|--|
| Printed Name of Student <input type="text"/> | Student Signature <input type="text"/> | Date <input type="text"/> / <input type="text"/> /20 |
| Printed Name of Parent/Guardian <input type="text"/> | Parent/Guardian Signature <input type="text"/> | Date <input type="text"/> / <input type="text"/> /20 |
| Sport or Activity <input type="text"/> | School <input type="text"/> | |

Paperwork Checklist

Below is a checklist of paperwork required for eligibility to participate in sports for the 2017-2018 School Year. Please make sure that each of the following is signed and completely filled out prior to handing them in to me.

- _____ Sports Physical signed by a doctor
- _____ Student Handbook form Number 1 Activity Consent *(Page 34-35)*
- _____ Student Handbook form Number 2 Handbook Acknowledgement *(Page 36)*
- _____ Concussion Acknowledgment form *(Page 37)*
- _____ Concussion Baseline Testing completed – Must only be completed by students who have not completed this in the past
- _____ ASAA Play for keeps form(Parents and Students must view the video once for each activity participated in.*(Page 38)* – Both parents and student must watch video at <http://playforkeepsalaska.org/>
- _____ Activity fee *(Pay at the office or by check only)*
High School \$50 Junior High \$30

Please turn all of these papers in prior to the beginning of practice for the activity, your child will not be eligible to participate until they are complete.

Students participating only in a non-athletic activity must fill out only page 35, 36 and 37.

Please keep the handbook for your use and turn in only pages 35-38 (check following approval).