Cordova School Board

Regular Meeting

August 9, 2017 at 7:00 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

August 4, 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.

August 4, 2017

CORDOVA SCHOOL DISTRICT – BOARD OF EDUCATION

MEETING AGENDA

August 9, 2017 at 7:00 PM

Regular Meeting

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.

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5. Board Policy Committee - Ms. Altermott & Mr. Hoepfner
6. Safety/Facilities Committee - Mr. Bradford & Mr. Hoepfner
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* 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*

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August 4, 2017

a. Call to Order/Pledge of Allegiance/Roll Call/Establishment of a Quorum

Time: _____

Pledge of Allegiance

Roll Call:

Barb Jewell _____

Tammy Altermott _____

Sheryl Glasen _____

Peter Hoepfner _____

Bret Bradford _____

William Deaton _____ (Student Council Representative)

_____ (Alternate Student Council Representative)

Establishment of a Quorum

Quorum YES _____

Quorum NO _____

b. Presentation of Certificates/Awards: None

c. Correspondence:
   1. Pete Hoepfner, President AASB

From: **Association of Alaska School Boards** aasb@aasb.org
Subject: 2017 AASB Awards and BOD Nominations

Association of Alaska School Boards
Advocates for Alaska's Youth

Association of Alaska School Boards

AASB Awards and BOD Nominations

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Memo from Peter Hoepfner, AASB President

In order to encourage greater participation in the AASB nominations and elections process our members have asked us to get the information out so that school boards can begin considering nominations in (or before) September. Even though the deadline doesn't occur until October, we hope you will schedule this for discussion at your August or September board meeting.

This year there are 5 positions available for the AASB Board of Directors. Copies of the nomination forms for distribution at your next board meeting are attached. The deadline for the Board of Directors Nominations is October 16, 2017.

Nominations forms for the Board of Directors are accompanied by an AASB Director's Job Description adopted by the AASB Board to help nominees fully understand what the position entails. The Board has also adopted a Code of Ethics they would like all nominees to read and acknowledge by signing and returning with the nomination forms.

We have also attached the nomination forms for **Outstanding School Board** and the **Carl Rose Governance Award**. The criteria for Outstanding School Board and Carl Rose Governance nominations are included with the nominations forms. The deadline for submission of nominations for these two awards is also October 16, 2017.

We understand how hard it is to choose from among so many deserving members in these categories and we congratulate you in advance for taking on this task!

Remember to place this on your next school board meeting agenda to meet the October 16th submission deadline.

Please note that all nominations require official board action.

Your school board's active participation in AASB is what keeps our association vital and creates value for your school district. Our nominations and elections process presents another opportunity to participate.

Please help AASB and your board, be the best we all can be by taking advantage of your association at every opportunity!

Association of Alaska School Boards 1111 W. 9th Street
Juneau, Alaska 99801
ph: (907) 463-1660 · fax: (907) 586-2995 aasb@aasb.org

Our Mission

The mission of AASB is to advocate for children and youth by assisting school boards in providing quality public education, focused on student achievement, through e ective local governance.

d. Hearings of Invited Individuals or Groups (Limit 15 minutes per Individual/Group)
   1. Jeremiah Becket—2016-2017 End of Year Report

Gaining STEAM at CHS, a summary of the 2016-2017 school year

The 2016-2017 school year had fantastic increases in STEM/STEAM opportunities for Cordova's youth with a huge evolution in program options for students which increased participation. More than 25% of CHS students are actively participating in these opportunities which we expect to significantly increase this coming year with the upcoming 7th graders and continued high school student attachment.

With the success of Robotics this year I'd like to formally ask CSD and CHS recognize Robotics as an official activity for both Jr High and High School so it can be included in activities schedules, budgeting, separate accounts from tech club, and coaching jobs. Like other activities Robotics should have a primary coach and assistant coach for both teams.

To support the continued growth and STEM needs of our students I'd also like to recommend the school restore the original technology room for student learning and innovation. The last page of this update has more details for reference. Mr. Clough, Mr. Carrol, Mr. Zamudio, myself, and the students are excited about the opportunity for making this positive change available to students once approved.

The information following summarizes the key data points from the year for the CSD administration and board.

Key Highlights

a) Over 60 students across the schools participated in STEM programs this year
b) About 27% of CHS students participated in STEM offerings this year (40 students)
c) CHS invested over $30k in STEM related technology assets for student learning this year
d) CHS Space Science project on thermodynamics went to International Space Station in June
e) Jr High and High School Robotics won regional awards and competed at state event
f) High School Robotics attended World Championships and currently ranked in top 3% of world

CHS introduced four distinct STEM offerings for students in the 2016-2017 school year

1) **Jr High STEM classes** – Jr High Begineers and STEM ; gps and geocaching, rockets, robotics, programming, drones, 3D design and printing, electric engines, littlebits inventor kits.
2) **Sr High STEM class** – after school, Advanced Development Technologies aka Space Quest focused on space science, physics, 3d modeling, electronics, programming.
3) **Tech Club** – grades 7 to 12; broadcasting, videography, green screen, drones, programming, mobile phone apps, robotics, instructables, gaming, electronics, 3d design and printing, emerging technologies.
4) **Robotics** – grades 4 to 12; joined FIRST program which is world's largest non-profit STEM focused student learning organization. Over 500,000 kids participate worldwide.

Student Participation Summary

Program	Mt Eccles	CHS Jr High	CHS High School	Subtotal	Notes
Class - STEM	0	16	0	**16**	Two classes
Class - Space Quest	0	0	12	**12**	Project sent to space
Club - Tech Club	0	8	15	**23**	Meet once weekly
Club - Robotics	19	8	6	**33**	Four teams

2016-2017 After School Programs Summary

	Tech Club Regular Meetings • Weekly meetings every Thur. • Discuss New Technology • Various technology projects and group activities	Students created video games, mobile phone apps, robotics, electronic inventions, green screen photos, and more
	Tech Club Broadcasting • Used as 'sponsored' fundraiser for local advertising, covers Movie Nights and equipment purchases • Provides student community hours opportunity	• 8 Home game events for Volleyball and Basketball, avg over 100 viewers per event • NVE Sobriety Festival • CEC Annual Meeting • 2+ students per event • Over 100 hours recording
	Tech Club Movie Nights • PG-13 Marvel and SciFi • Attendance ranged 50 to 130 • Overall breakeven activity but students and community enjoy • Partnered with Band & Choir to deliver concessions	09/17 - Captain America C.W. 10/15 - War Craft 11/12 - Star Trek Beyond 01/07 - Suicide Squad 03/11 - Doctor Strange 04/08 - Star Wars Rogue One 05/06 - Fantastic Beasts
	Advanced Development Tech. • After school class for 9-12 • Program by NASA, Lego, Microsoft, and Quest Institute • Provided students 1 full credit • Space Quest will not be offered next year given program costs and time commitment but possible options via self study or future like class for next wave of students	• Students science experiment going to International Space Station this summer • NASA Mars Medical Devices 3d Challenge • Space Quest Movie • Mars Habitat planning and 3d design
	FIRST Robotics Competition • AK sponsored by JEDC • Over 500 teams in AK • Jr High focused on FLL, FIRST Lego League • Sr High focused on FTC, FIRST Tech Challenge	• FLL won 'Inspire' award at regional qualifiers • FTC won 'Winning Alliance Partner' award at regional qualifiers (2nd place) • FTC won lottery spot to 'World Championships'
	FIRST Robotics Competition • Grade school club sponsored by CHS Tech Club this year • Next year will be sponsored by Jr High Robotics	• Virtual Qualifier Event in Dec • FLL grades 4 to 6 • Adding Jr FLL for grades K-3, Bryan Mills will be running team for 1st grade

School STEM Equipment Summary

The following table summarizes the existing STEM equipment available for student learning for classes and after school programs at CHS. None of this equipment has a permanent secure location for shared school and student use at this time. Cost info is just estimated and not actual receipt value.

Item	Description	Qty	Value per	Owner
Makey Makey Kit	Electronic invention sets for building interactive keyboard sensory inputs	5	$60	Tech Club
Seaglider	Underwater seaglider kit that utilizes Arduino controller board, donated by PWSSC	2	$300	Tech Club
iPads	Tablet devices for robotics software and tech club project use, donated by CTC	4	$800	Tech Club
Laptop	Dell laptop computer for robotics, donated by Mr. Carroll	1	$600	Tech Club
Lego Mindstorms Base Kit	Lego robotics kits for FIRST FLL and STEM classes	12	$500	Tech Club and STEM
Lego Mindstorms Expansion Kits	Lego robotics expansion kits for more advanced and complicated projects	4	$300	Tech Club
Green Screen	10” popup backdrop for green screen projects	1	$400	Tech Club
Tetrix Robotics Base Kit	Base kit for building FIRST FTC robots, includes core motors and sensors plus controllers	1	$700	Tech Club
Robotics Expansion Gear	Multiple motors, sensors, controller modules, additional building materials	1	$1300	Tech Club
Robotics Field Kit	12x12 field kit for practicing FTC robotics	1	$700	Tech Club
Pelican Cases	Pelican case for transporting FTC robot and gear as well as Tricaster	2	$500	Tech Club
Space Kit	Electronics kit and lego mindstorm brick used for the Space Quest class	1	$500	Tech Club
Tricaster	Tricaster is the broadcasting multimedia computer used for CHS broadcasting	1	$3000	Tech Club
Video Cameras	Cameras used for CHS broadcasting (upgrades needed for improved quality)	2	$500	Tech Club
LittleBits Pro Library	Electronic invention and makers set for school use, supports upto 16 students	1	$5000	STEM
Drones	Parrot ground and air drones that can be programmed and used for variety of activities	8	$400	STEM
GPS	GPS devices for geocaching and learning geospatial engineering	8	$100	STEM
Rocket Kits				
3D Printer	1 in shop and 1 in Mr Carroll’s room	2		STEM

Budget Forecasts for 2017-2018 School Year

The following tables summarizes current budget forecasts for the Tech Club and Robotics programs.

Tech Club (estimating 20+ students)

Expenses	Est Cost	Quantity	Subtotal
Raspberry PIs	$100	12	$1200.00
Arduino Kits	$150	12	$1800.00
Team Project	$600	1	$ 600.00
Movie Nights	$400	6	$2400.00
Project Supplies	$1000	1	$1000.00
	Expenses Subtotal		**$7,000.00**
Income	Est Revenue	Quantity	Subtotal
Movie Nights	$400	6	$2400.00
Fundraising Advertising	$3000	1	$3000.00
Advisor Fees Donation	$2000	1	$2000.00
	Income Subtotal		**$7,400.00**

Robotics (FLL, estimating 14-18 students)

Expenses	Est Cost	Quantity	Subtotal
FLL Annual Registration	$225	3	$ 675.00
FLL Annual Field Kits	$75	3	$ 225.00
FLL Qualifier Events	$100	3	$ 300.00
FLL Additional Events	$100	2	$ 200.00
Jr High Qualifier Travel	$3000	1	$3000.00
Jr High State Travel	$3000	1	$3000.00
	Expenses Subtotal**		**$7,400.00**
Income	Est Revenue	Quantity	Subtotal
CSD State Travel Funds	$3000	1	$3000.00
Fundraising Needs	$4400	1	$4400.00
	Income Subtotal		**$7,400.00**

Robotics (FTC, estimating 8-12 students)

Expenses	Est Cost	Quantity	Subtotal
Annual Registration	$275	1	$ 275.00
Annual Field Kit	$500	1	$ 500.00
Robot Supplies Yr2	$2000	1	$2000.00
Event Fees	$900	1	$ 900.00
ANC Events Travel	$3000*	2 or more	$6000.00
Regionals Travel	$3000*	1	$3000.00
State Travel	$3000	1	$3000.00
	Expenses Subtotal**		**$15,675.00**
Income	Est Revenue	Quantity	Subtotal
CSD State Travel Funds	$3000	1	$3000.00
Fundraising Needs	$12675	1	$12675.00
	Income Subtotal		**$15,675.00**

*Exploring options to reduce lodging costs for in-state travel

**Does not include potential estimates for out-of-state travel if team/s win at state level

CHS Technology Room Recommendation

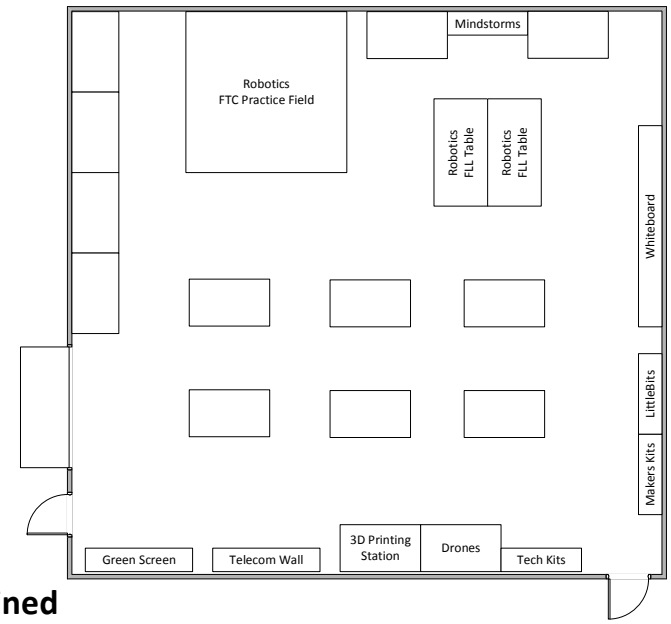
Student Technology and Innovation Center

Restoring the original technology room at CHS will provide:

- Restores use of the space for student learning and innovation
- Increases use and value of room area for student learning
- Improves access and usage of STEM by students during the school year
- Provides a dedicated working environment for STEM classes and programs
- Provides secure storage and easy access for growing STEM equipment
- Supports STEM classes and programs which are year round
- Dedicated space to expand CHS STEM offerings

Room floor plan mockup

Initial Room Users 60+ Students
Jr High STEM, x2 classes
Tech Club
Jr/Sr Robotics Teams
Mt Eccles Robotics



Approval Process - Undefined

- CHS Principal had approved last school year, Superintendent overrode and said no change yet as CSD has not formally defined STEM programs or strategic direction for STEM education within schools.

Existing Usage and Plans Impact

- CHS Wrestling only runs a few months after school
- CHS Wrestling mats and practices can return to CHS gym or M.E.
- Pounders can still leverage CHS wrestling equipment and practice location
- Mats roll out quickly and do not require dedicated class room

Room Readiness

- Move of wrestling equipment and mats
- Zero Cost - Painting of walls (all T&M to be donated)
- Allocation of dedicated tables, chairs, and media available at CHS
- Move of Tech Club and STEM equipment

e. Approve Meeting Agenda

Information: August 9, 2017 Regular Meeting Agenda

Motion: I move to approve the August 9, 2017 regular meeting agenda as presented.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:

f. Audience Comments regarding Agenda Items:

g. Approval of Minutes

1. Information: June 14, 2017 – Regular Board Meeting Minutes

Motion: I move to approve the June 14, 2017 Regular Meeting Minutes as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:

CALL TO ORDER: Ms. Jewell called the meeting to order at 7:09pm in the Cordova Jr./Sr. High School Media Center. The Pledge of Allegiance followed.

Members Present: Ms. Jewell, Ms. Glasen, Ms. Altermott, and Mr. Hoepfner.
Members Excused: Mr. Bradford
Quorum: Established

Staff Present: Superintendent Alex Russin, Technology Director Keith Zamudio, Business Manager Kristy Andrew, Maintenance Director Jared Niles, and Secretary Libby Clough
Visitors: Lance Westing

PRESENTATIONS OR AWARDS/CERTIFICATES: None

CORRESPONDENCE: Preventive Maintenance Program Recertification – Cordova is off of provisional status for maintenance and able to apply for capital improvement fund projects if the state has any.
U.S. Department of Justice Federal Bureau of Investigation – letter from Senator Dan Sullivan and FBI on "Chasing the Dragon", a video on opioid addictions. Mr. Russin watched and Ms. Hayden showed in several of her classes the last week of school. More classes will see it this fall.
Childhood Trauma and Its Impact on Learning – letter from Alaska Department of Education and Early Development with information on new courses available for staff on trauma and adverse childhood experiences. Mr. Russin will take the courses and decide which, if any, to add to the fall required staff training.

HEARINGS OF INVITED INDIVIDUALS OR GROUPS (Limited to 15 minutes per Individual/Group): None

APPROVAL OF REGULAR AGENDA:
Ms. Glasen moved to approve the June 14, 2017 regular meeting agenda as presented. /Mr. Hoepfner seconded.
Discussion: None
Motion **PASSED** 4-0

AUDIENCE COMMENTS REGARDING AGENDA ITEMS: None

APPROVAL OF MINUTES:
Mr. Hoepfner moved to approve the May 23, 2017 Regular Board Meeting Minutes as presented in the Board packet. /Ms. Altermott seconded.
Discussion: None
Motion **PASSED** 4-0

Draft

REPORTS:
Student Council: *No Representative Present*

City Council: *No Representative Present*
Ms. Jewell noted that the city has had numerous Work Sessions on their budget. They are working on enlarging the revenue stream. A meeting with Mr. Russin, Ms. Jewell, Ms. Andrew and Mr. Alan Lanning, City Manager, was held recently. Mr. Lanning said the city is budgeting $1.5 million for the schools for each of the next 3 years. Mr. Russin explained that the district cannot commit to a set amount each year as student numbers and other associated costs may change from year to year.
The district took the FY18 school budget to the City Council meeting and council members were happy to get copies of the district budget.
Mr. Hoepfner asked how the district can get council and citizens to understand how much money the city has cut from our budget. It's a larger percentage than any other city he can find. Ms. Jewell said that the city says they only have so much money, and are telling all areas they have to tighten the belts. Ms. Glasen added that going to the city council meetings and making presentations may be the way for the public and council to see what the schools need to operate. Mr. Russin said he would look at some proposals and come back to the board on ideas for presentations. Ms. Jewell said she would like to be clear with the council on the amount we need to maintain the level of education we are providing students now as the council discusses revenue streams so they can make decisions knowing what we need.

Cordova Education Association: *No Representative Present*

COMMITTEE REPORTS:
AASB Liaison: (Mr. Hoepfner)

- ***Mr. Hoepfner—****The Alaska Education Challenge Safety and Well-Being Committee met recently and removed attendance from the list of items. Trauma informed care, school climate and student health remain as priorities.*
- *He commented that he was happy to meet with Senator Murkowski, Mr. Russin and Ms. Jewell on Saturday. They discussed the potential cuts to education and how they would negatively affect Cordova.*
- *The Summer AASB meeting is in Cordova in July. Mr. Hoepfner will get with the board members and Mr. Russin on food and activity needs for the 15 board members and 5 staff that will be attending. Meetings will be in the ILP building.*

Jr./Sr. High Site Council: (Ms. Altermott)

- ***Ms. Altermott-****No meeting since last board meeting.*

Elementary Site Council: (Ms. Glasen)

- ***Ms. Glasen-****Noted that there has not been a meeting since last board meeting, but a survey is planned for parents to see what would entice them to attend site council meetings in the future.*

Curriculum Committee: (Ms. Jewell & Ms. Glasen)

- ***Ms. Jewell-*** *A discussion on this will be coming up in New Business tonight.*

Draft

Policy Committee: (Ms. Altermott & Mr. Hoepfner)

- ***Ms. Jewell-****This committee will begin meeting in August.*

Safety/Facilities Planning Committee: (Mr. Bradford & Mr. Hoepfner)

- ***Mr. Russin-*** *No meeting since last board meeting.*

Strategic Planning Committee: (Ms. Jewell & Ms. Altermott)

- ***Mr. Russin-****The committee met on June 5th with a small turnout. Discussion of the mission, vision and belief statements led to talk of the steps for the committee. The current belief statements made no mention of the words education, learning or school. A survey on words to become the 3-5 core values will be upcoming. The district can then build the vision and mission statements around those core values.*
- *Ms. Altermott said it was a really good meeting and she liked seeing the visual of another district's statements. She added that we have a direction now and is excited to see where this leads. Ms. Altermott spoke to someone who had stopped coming to the committee meetings saying they didn't know what they might have to say as part of the process. Ms. Altermott encouraged them to continue to come. Mr. Russin said that there is no right or wrong voice in this process. The invitation to participate is our chance to make a first impression to engage various community members and stake holders. The district wants people to be involved and part of the process.*

Negotiations: (Ms. Jewell & Mr. Hoepfner)

- *Not needed at this time since the committee reached a 3-year agreement at the end of last year*

ADMINISTRATIVE REPORTS:

Mt. Eccles Elementary School-Ms. Groff, Principal

- Ms. Groff submitted a report that was included in the packet.
- Mr. Russin added that the ELL Summer School is now going on for 3 weeks. It is a small group, but consistent and taught by Marita Kleissler. Ms. Jewell appreciated the 6th grade trip photos and discussion in the report.

Jr./Sr. High School-Mr. Clough, Principal

- Mr. Russin noted that Mr. Clough submitted an end of year report last month, so there is no report for this month. He added that there are numerous projects in swing at the building.
- Mr. Russin added that the board got an email with Mr. Clough's resignation today and that the district will move forward to replace him. Ms. Jewell wished Mr. Clough the best moving forward. Mr. Russin stated that the Alaska Teacher Placement website has plenty of candidates right now and that he will have a better feel by the end of the week for how to move forward.

Technology Report-Mr. Zamudio

- Mr. Zamudio submitted a report that was included in the packet and is a summary of the school year.

Draft

- Ms. Jewell asked if the end of year went well. Mr. Zamudio said that Curtis Motter is doing very well with the imaging system on the student laptops. It was taking several hours to re-image 1 computer and Curtis is now able to do 6 machines in 45 minutes.

Maintenance Report-Mr. Niles

- Mr. Niles submitted a report for the School Board to review.
- Mr. Niles said that the janitorial consultation and training by Darin Hargraves was very good. Mr. Hargraves encouraged ordering of supplies through the Anchorage School District. It will save the city about 20 times the cost of their purchases locally and save the schools some money over their ordering process as well.
- Mr. Niles noted that the kitchen/commons renovation is underway. The flooring is out and the kitchen is pulled apart. Mr. Paul Jensen will be in next week to tear down the wall. The concrete will then be broken out to get to the old drains. Mr. Hoepfner asked about the cost and plans. Mr. Russin said this had been discussed in Facility Committee meetings. The kitchen is not being remodeled, the appliances had to move out to get to the concrete. The pipes and drains need replaced since the dishwasher backs-up every time it is used. The floors will then be redone in the commons and kitchen and the kitchen will be returned to the same order. Monies are being used from the reallocation in the budget from last year to pay for the commons area new seating. Several board members asked questions about the new setup and plans. Ms. Jewell asked if the city is involved. Mr. Niles replied that the cost for the plumbing fix in the kitchen is under the $5,000 threshold if school personnel labor is not included in the sum. Weston Bennett is involved in the process. Ms. Jewell said with cuts, we need to look forward to what summer maintenance work may look like. Mr. Niles said that maintenance hours are used for repairs every summer and the in-house labor is part of the normal choices made each year. This year the pipes in the CHS kitchen were a priority. Mr. Russin said that there is not a formal process set up to prioritize projects. Several board members wondered whether cuts will affect the future of full time maintenance in the summers. Mr. Niles replied that we have a full schedule this summer of needs in the buildings and they will be busy without overtime.

Food Service Report-Ms. Ponte

- Ms. Ponte submitted a report for the School Board to review.
- Ms. Altermott asked about Ms. Ponte's question on raising the milk price for stand-alone cartons of milk. Mr. Russin noted that the district will be required by the state or USDA to raise the price of milk soon.

Business Office Report-Ms. Andrew

- Ms. Andrew submitted a report for the School Board to review.
- Ms. Andrew added that the numbers requested from the last board meeting on the summer food service show that last summer $70,000 was spent on purchasing food. Revenues from the state for the program were about $64,000 and $3,700 came from adults buying meals. The district had an out-of-pocket cost of $12,000 for the summer help staff, which does not include Sandie Ponte's year-round

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contract. Ms. Altermott thanked Ms. Andrew for the information and said it will be good to let the city know about the summer food costs and how it benefits all of Cordova's kids.

- Ms. Jewell asked Ms. Andrew if she is going to the summer ALASBO leadership conference. Ms. Jewell said she is attending the Sitka conference in July.

Superintendent's Report-Mr. Russin

- Mr. Russin submitted a report for the School board to review.
- Ms. Jewell appreciated the year in review that Mr. Russin provided.
- Mr. Russin added that in the Strategic Planning meeting a discussion on how the belief statements had morphed over time from 2005 to now. Ms. Jewell was surprised to see that the strategic plan had not mentioned education, but the previous ones all had. Mr. Russin noted that it may have been so ingrained in the culture that other beliefs were more necessary.
- Mr. Russin said that Mr. Shane Hill worked with Vocational Rehabilitation to find placement and funding for 10 SPED students in community jobs. The school district, Reluctant Fisherman and the local supermarkets are some of the places our students will work this summer. Mr. Hill is monitoring and visiting each student as they work. The students are paid about minimum wage with the pass-through money from Vocational Rehabilitation and gain work experience for their transition out of school and into work in the future.
- Mr. Hoepfner noted that the activities director and student council positions are open. Ms. Jewell asked about coaching positions. Mr. Russin said that most of the coaches would be re-offered their positions after he reviewed the feedback and evaluations this summer. Ms. Glasen asked if the athletic director did the reviews. Mr. Russin said that the athletic director did at least one evaluation per year plus multiple observations. The process is not systematized yet, but progress is being made.

FINANCIAL REPORTS:

- The April Financial Report was presented in the packet.
- Ms. Andrew noted that on the summary page the TRS & PERS on behalf payments will be broken down and split in July after the final payroll. They will also then be show on the detail pages before the audit.
- Ms. Jewell asked if 85% of the budget has been expended and Ms. Andrew replied about that much. There are 2 payrolls left, about $60,000 on p-cards and a small amount to reallocate, so by the end of the month she will have a great idea of the year's balance. Mr. Hoepfner asked if the fund balance will grow this year. Ms. Andrew said only by a few ten thousand or so.
- Ms. Glasen asked about the revenue summary numbers on page 53. Ms. Andrew replied that the grants were late to be approved this year, but are on their way.
- Ms. Altermott asked if the student activities concession money split is complete and why money was being moved to the athletic director account. Ms. Andrew said that the 25% hold-back is being moved in June. Mr. Russin noted that the athletic director account is slightly over-spent, but it was for trophies, regional and state travel for teams, etc. So, the money is being used for the athletes, not for the athletic director. Mr. Hoepfner asked where the travel to the AD Conference

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in Tennessee money was charged.

- Ms. Altermott asked is the money raised by athletes is in their CHSAA accounts and if that carries over for the next year. Ms. Andrew said yes to both questions.
- Ms. Glasen asked about the Problem Solvers travel on page 99. Ms. Andrew said they have overspent some, but the report is only showing part of the monies because the program is split between two buildings and ALIO is messing up that pull because of the split.

INFORMATIONAL ITEMS:

- The documents and notes from the May 23, 2017 Work Session on the FY18 budget are in the packet.

NEW/UNFINISHED BUSINESS:

- Approval of FY18 Budget

MOTION: Mr. Hoepfner moved to approve the FY18 Budget as presented in the board packet. /Ms. Altermott seconded.
Discussion: Ms. Jewell appreciated the addition of the FY17 Amended Budget. Ms. Andrew noted that there was a small correction to the associated payroll costs. Mr. Hoepfner asked is the state reduction was still based on the potential 5% cut. Ms. Andrew said she had left it at the 5% to remain fiscally conservative. Ms. Jewell said there is a decrease of $793,000 in revenue. There is also a $156,000 decrease in expenditures. The federal sources of revenue do not show any decreases at that may yet happen. Ms. Jewell also added the budget reflects the boards mission to maintain the quality of instruction and their belief that keeping the current number of teachers is vitally important to the quality of instruction.
Motion **PASSED** 4-0

- Approval of Reimbursement Request for Stacey Plum

MOTION: Mr. Hoepfner moved to approve the Reimbursement Request for Stacey Plum as presented in the board packet. /Ms. Glasen seconded.
Discussion: Mr. Russin noted that the process followed the negotiated agreement for the certificated staff and that the committees convened in each building to review the requests. Each building received requests from 2 teachers. Mr. Hoepfner asked if the total available for the year was $24,000. Mr. Russin said yes, and that the teachers were under that amount as a total. Ms. Altermott asked if they had followed the timeline and if these were all for the year. Mr. Russin said yes to both questions.
Motion **PASSED** 4-0

- Approval of Reimbursement Request for Molly Reggiani

MOTION: Ms. Altermott moved to approve the Reimbursement Request for Molly Reggiani as presented in the board packet. /Ms. Glasen seconded.
Discussion: Ms. Glasen noted that the year section obligating the teacher to stay only said 2017. Mr. Russin said the assumption is for the 2017-18 school year.
Motion **PASSED** 4-0

- Approval of Reimbursement Request for Brian Clark

MOTION: Mr. Hoepfner moved to approve the Reimbursement Request for Brian Clark as

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presented in the board packet. /Ms. Glasen seconded.
Discussion: Ms. Glasen noted that the information on the forms vary between the teachers and are not clear. Ms. Jewell noted there is not total for year section. Mr. Russin will watch for consistency and said that Mr. Clark's total is $12,126. Ms. Altermott asked how the amount reimbursed gets decided for each teacher and between teachers. Mr. Russin said the negotiated agreement does not spell out details. Each building committee has the ability to say first come, first serve or to recommend only partial reimbursements. The committee is the building principal and 2 CEA members. All teachers have access to the agreement. Ms. Glasen noted that the obligation is only for 1 year and asked, since the classes were connected to the athletic director duties, do we have responsibility for reimbursing these. Mr. Russin said that Mr. Clark took the classes while he was doing the job, so we gained from the knowledge during last year. Mr. Clark is also available as a resource for the upcoming year. Ms. Glasen asked if any level classes could be taken. Mr. Russin said yes, but he would look at the agreement and the classes taken to see if this is an issue. Mr. Hoepfner noted that the agreement says the teacher is obligated to teach another year and no other positions are stated.
Motion **PASSED** 4-0

- Approval of Reimbursement Request for Hans Werner

MOTION: Ms. Glasen moved to approve the Reimbursement Request for Hans Werner as presented in the board packet. /Mr. Hoepfner seconded.
Discussion: Ms. Jewell asked if the credits are reviewed before taking the class. Mr. Russin said that is the process for salary advancement; this is a separate situation for reimbursement. Mr. Hoepfner asked if Mr. Russin knew about the classes. Mr. Russin said it had come up in conversations with the teachers. Ms. Jewell noted that one class is from 2015-16 and asked why we were paying now. Ms. Altermott asked if this should have been paid last year. Ms. Jewell asked to hold this until Mr. Russin had more information on the class and the negotiated agreement. Ms. Altermott asked if all of the $24,000 is not used, does it carry over to next year. Mr. Russin said it does not. Mr. Hoepfner noted that he did not remember that the teachers had never asked for more than the $24,000. Ms. Jewell asked a process question concerning the courses. Some of them were similar to staff training videos required each year. Mr. Russin noted that 400 level college classes would be much more detailed than a 30 minute staff training class.
AMENDEMENT: Ms. Glasen moved to amend the Reimbursement Request for Hans Werner to approve the first page for reimbursement and re-visit the second page at another time. /Ms. Altermott seconded.
Amendment **PASSED** 4-0
Amended Motion **PASSED** 4-0

- Discussion of Meal Service Program Charges-Proposed Administrative Regulation

Discussion: Mr. Russin noted that in his report he let the board know about this requirement from the USDA and state that a process must be set for meal charges and lack of payment. It is not required to be an AR, but must be documented. Ms. Ponte and Mr. Russin felt that doing an AR would insure the documentation and it fits with BP 3550. Page 2 paragraph 2 has a highlighted section on penalty amounts. The question Mr. Russin asked was if the amount should be listed or wording should be used like current non-sufficient charge from bank. Mr. Hoepfner asked how many bounced checks the district gets. Mr. Russin noted it was not

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enough to be a major issue, but the USDA says we must have a document to mark how we will deal with these situations. He noted that alternative meals would be served so the child does not go hungry. Ms. Jewell felt that the student would be humiliated and shamed in order to get a parent to follow through with payment. Mr. Russin said that #3 and #4 would be stricken to eliminate this then.
Ms. Altermott said they used to get papers notifying them of negative balances. Mr. Russin said it is now in PowerSchool notices. Ms. Jewell said that the delivery of messages of messages through high school student's does not happen.
Mr. Russin came back to the highlight area wording and asked if a summary comment, instead of listing a current amount would mean that it is easier to keep the AR salient. Ms. Jewell said this is a standard practice of charging a bank fee for all NSF checks in any business or school.
Ms. Altermott asked if there is a need for parental blocks for a la carte items. Mr. Russin said that milk and juice are usually the only items and some parents have asked that their child not be allowed to purchase extras.

- Discussion of Curriculum Review Process

Discussion: Ms. Jewell said this in on the agenda because of the timing of starting the committee had been fall, but now it is needed sooner. Mr. Russin added that he would like to convene the committee the first part of August to map out what the committee needs to do. The new Alaska Safe Children's Act is about teaching students about sexual abuse and dating relationships. The instruction must be done during the 2017-18 school year and the state has provided several curricula from which to choose. In order to make the timing work with choosing, public review and adoption, Mr. Russin felt that starting the committee sooner was important.
Also, new courses like STEAM have been added over the years, but the district may not have followed the process to adopt the curriculum for these classes. By starting in early August, the district can work toward getting these reviews done. Several questions were asked about past classes without curriculum reviews. Mr. Russin said that we move forward from here. The district has come a long way getting processes and procedures in place. This is one area we need to get process in place to make sure the reviews can get done in good timing. He added that it is possible that the teachers could use the August in-service to codify their scope and sequence and put together a syllabus. The curriculum committee could then look at them. This a possibility that can be worked on. Ms. Glasen appreciated that Mr. Russin was looking at this strategically.
Mr. Russin said that gauging student's interests happened earlier this year than in the past. If that could be done by January, then the committee would have lead time to move on the curriculum for the new class offerings, with the understanding that money, student interest and teacher availability may change. Ms. Glasen commented that Mr. Carroll did an awesome job with STEAM classes, but we need to do our part to support the staff.
Ms. Altermott asked when a new class is offered, do we go with a curriculum review or allow the class to happen organically. Mr. Russin said that there needs a balance between organic excitement and following the process. Ms. Jewell said that the district needs to design a process that is more nimble than how it is written right now to allow creativity and provide the appropriate oversight.

CONTRACTS/MEMORANDUMS OF AGREEMENTS: None

PERSONNEL: None
MISCELLANEOUS:

1. Monthly Policy Review:
    1. BB 9200 Board Members
    2. BB 9222 Resignation
    3. BB 9223 Board Vacancies
    4. BB 9224 Oath or Affirmation
    5. E 9224 Oath or Affirmation
    6. BB 9240 Board Development
    7. BB 9250 Remuneration, Reimbursement, Other Benefits
    8. BB 9260 Legal Protection
    9. BB 9271 Code of Ethics
    10. BB 9300 Governance
    11. BB 9310 Policy Manual
    12. BB 9312 Board Bylaws
    13. BB 9313 Administrative Regulations
    14. BB 9314 Suspension of Policies, Bylaws, Administrative Regulations
    15. BB 9320 Meetings
    16. BB 9322 Agenda/Meeting Materials
    17. BB 9323 Meeting Conduct
    18. BB 9330 Memberships in Associations

2. Next Monthly Policy Review (August)
    Mr. Russin said that the district has a fresh slate to from this fall.

3. Next Regular Meeting Date: Wednesday, August 9, 2017
    Ms. Jewell asked for Doodle polls to be sent out to schedule a special meeting for Mr. Russin's contract and the Board Self-Evaluation plan, and for work sessions for handbook review.

4. Important Dates
    1. July 21-23, 2017 AASB Meeting in Cordova
    2. July 24 – August 11, 2017 Summer School
    3. August 24, 2017 First Day of School

PENDING AGENDA: Board Annual Self-Evaluation for August
Handbook Work Session for August

AUDIENCE COMMENTS: None

BOARD COMMENTS:

- **Mr. Hoepfner:** The year is done; congratulations to teachers and staff. Graduation was great and another successful year has been completed.

- **Ms. Glasen**: None this month.

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- **Ms. Altermott**: Thank you to Mr. Russin. I appreciate your methodical way and the time planning; I see that your vision is coming together. I look forward to continuing to build on what you started. We are making sure to ask the right questions, not that is it ever directed at any one person or department, but with the cuts from the city, state and federal levels we need to budget well and continue to advocate for our schools and continue the level of education we are offering at this time. Thank you to Ms. Andrew as well for all the work with the numbers.

- **Ms. Jewell**: It is exciting to have the budget done. I am really glad, that's a big-ticket item to check off our list. Congratulations on resolving the preventative maintenance issues, I know it was a long process. I appreciate all the work that went into that. In terms of advocating with the city around our students needs and our budget needs, I appreciate the willingness from everyone around the table to keep this as a priority. It will be interesting to see the different amounts from the city to the district from 2008 to the present. It will help us quantify some of the comments Mr. Hoepfner has made over the last two years on this. I don't want to move too quickly from saying goodbye to Mr. Clough, but I know we need to move quickly to find someone for the high school principal job. I look forward to hearing about that process and the criteria to evaluate the next hire. I also look forward to having the AASB summer meeting here in Cordova.

EXECUTIVE SESSION: None

ADJOURNMENT:
Ms. Glasen moved to adjourn the meeting./Mr. Hoepfner seconded.

Discussion: None

Motion **PASSED** 4-0

Meeting Adjourned at 9:39pm

ATTEST

_____ _____
President Clerk

_____ _____
Date Date

Draft

g. Approval of Minutes

2. Information: June 14, 2017 – Special Board Meeting Minutes

Motion: I move to approve the June 14, 2017 Special Meeting Minutes as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION
SPECIAL MEETING: June 14, 2017

CALL TO ORDER: Ms. Jewell called the meeting to order at 6:30pm in the Cordova Jr./Sr. High School Media Center. The Pledge of Allegiance followed.

Members Present: Ms. Jewell, Ms. Glasen, Ms. Altermott, and Mr. Hoepfner
Members Excused: Mr. Bradford
Quorum: Established

Staff Present: Superintendent Alex Russin and Ms. Clough

Visitors: None

APPROVAL OF MEETING AGENDA:
Mr. Hoepfner moved to approve the June 14, 2017 special meeting agenda as presented./Ms. Glasen seconded.
Discussion: None
Motion **PASSED** 4-0

AUDIENCE COMMENTS REGARDING AGENDA ITEMS: None

EXECUTIVE SESSION:
Ms. Altermott moved to go into Executive Session to discuss a person and/or a subject that may tend to prejudice the reputation of character of a person, provided the person may request a public discussion./Ms. Glasen seconded.
Discussion: None
Motion **PASSED** 4-0

Adjourned for Executive Session at 6:31 PM.

Reconvened at 7:06 PM.

ADJOURNMENT:
Mr. Hoepfner moved to adjourn the meeting./Ms. Glasen seconded.

Discussion: None

Motion **PASSED** 4-0

Meeting Adjourned at 7:07pm

ATTEST

_____ _____
President Clerk

_____ _____
Date Date

Draft

g. Approval of Minutes

3. Information: June 23, 2017 – Special Board Meeting Minutes

Motion: I move to approve the June 23, 2017 Special Meeting Minutes as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:

CORDOVA SCHOOL DISTRICT BOARD OF EDUCATION
SPECIAL MEETING: June 23, 2017

CALL TO ORDER: Ms. Jewell called the meeting to order at 12:07pm in the District Office Conference Room. The Pledge of Allegiance followed.

Members Present: Ms. Jewell and Ms. Glasen
Members Present by Phone: Mr. Hoepfner
Members Excused: Ms. Altermott and Mr. Bradford
Quorum: Established

Staff Present: Superintendent Alex Russin and Secretary Libby Clough
Visitors: None

APPROVAL OF REGULAR AGENDA:
Ms. Glasen moved to approve the June 23, 2017 special meeting agenda as presented. /Mr. Hoepfner seconded.
Discussion: None
Glasen-yes; Hoepfner-yes; Jewell-yes
Motion **PASSED** 3-0

AUDIENCE COMMENTS REGARDING AGENDA ITEMS: None

NEW/UNFINISHED BUSINESS:

- Approval to Amend Superintendent's Contract

MOTION: Ms. Glasen moved to amend the Superintendent's Contract as listed in the board packet. /Mr. Hoepfner seconded.
Discussion: Ms. Jewell asked Mr. Russin for a brief overview of the changes. Mr. Russin said that additions to the original contract were underlined and deletions were lined out. The only exception was section 5 where the underlines were in the board approved amendment from last year.
Glasen-yes; Hoepfner-yes; Jewell-yes
Motion **PASSED** 3-0

- Approval of Reimbursement Request for Hans Werner

MOTION: Ms. Glasen moved to approve the Reimbursement Request for Hans Werner as presented in the board packet. /Mr. Hoepfner seconded.
Discussion: Ms. Glasen noted that the form was not clearly marked yet with his dates attended and the school year obligation line is still blank. Mr. Russin commented Mr. Werner paid for the coursework in 2015- 2016, but completed the class during the 2016-17 school year. Mr. Russin also noted that the past negotiated agreement had 2 separate allocations for summer and for the school year. It was merged into 1 in this agreement; some wording did not get clarified in this merger. If money is left after paying for classes teachers took this year, it could be applied to past year classes if the teacher had asked. He added that he can work informally with the union to get the wording clarified for next year's review. Ms. Glasen said that Mr. Werner had signed his contract, so there is the assumption of the 2017-18 school year obligation. Mr. Russin said that he can take the feedback from the board to the committees to make sure the forms are filled out completely and similarly. Mr. Hoepfner appreciated that the

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teachers are increasing their knowledge and said it was great they are taking advantage of the reimbursement and learning opportunities. Ms. Jewell noted that there are new participants in the reimbursement process and was happy to see that.
Glasen-yes; Hoepfner-yes; Jewell-yes
Motion **PASSED** 3-0

- Discussion of the Board Self-Evaluation Process

Discussion: Ms. Jewell asked how they might proceed this fall to do the self-evaluation. Mr. Russin said there are a number of different approaches possible. The contract with AASB for the Superintendent search had included the process for last fall as a follow up. One idea is to do the process on our own this year. The board can use the same tool from last year to work on leadership and governance. Mr. Russin continued by saying he is confident in the board's capacity to do this on our own. Ms. Glasen said that Timi Tullis had given them free range last year, and she felt it was less effective than the guided discussions in the past years. Ms. Jewell said that AASB charges about $4,000 for the weekend meeting.
Mr. Russin said the tool is straight forward and asked if that can guide the process. Ms. Jewell said that the point is to look at how last year went, where they are now and where they need to go next year. She said that in a discussion with Ms. Tullis, that the board had been together long enough that they don't need basic boardmanship help. Ms. Jewell added that in discussions after last year's self-evaluation meeting, that it did not hit the mark for several board members. She said that the board needs someone from outside to facilitate the conversation to stay focused and move along. Mr. Russin said that a facilitator can moderate the conversation and the process from an objective point of view, but that he remains confident in the board to do well with analyzing themselves. They can identify their low areas, set priorities, see where additional training is needed, and tighten operational procedures. With starting the curriculum and policy committees, these are great places to focus their attention. Ms. Jewell said that if they get materials and return their work ahead of time, then it could be compiled before the meeting and discussion could focus on their work, rather than on doing the groundwork in the meeting. Mr. Russin said a Survey Monkey form could help with the analytics and compiling of their thoughts. Ms. Jewell said she would like to move toward doing this process at the end of the school year in the future, but this year September is best. Mr. Russin said that he can work on this during the summer and come back with and adaptation of the AASB tool or look at other tools. He continued by saying that Outside the Lines may have some suggestions that might help. Or, they could potentially include the board self-evaluation as part of the strategic planning process this year. Mr. Hoepfner said that he felt it was an interesting idea. Ms. Glasen said it was a good way to move forward with trying something new.

AUDIENCE COMMENTS: None

BOARD COMMENTS: None

ADJOURNMENT:
Ms. Glasen moved to adjourn the meeting./Mr. Hoepfner seconded.
Discussion: None
Glasen-yes; Hoepfner-yes; Jewell-yes
Motion **PASSED** 3-0

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Meeting Adjourned at 12:37pm

ATTEST

_____	_____
President	Clerk
_____	_____
Date	Date

Draft

h. Reports – Student Council, City Council, CEA, and Committees:

Student Council: _____

City Council: _____

CEA: _____

i. Committee Reports

AASB Liaison: Mr. Hoepfner

Jr./Sr. HS Site Council: Ms. Altermott

Elementary Site Council: Ms. Glasen

Curriculum Committee: Ms. Jewell & Ms. Glasen

Board Policy Committee: Ms. Altermott & Mr. Hoepfner

Safety/Facilities Committee: Mr. Bradford & Mr. Hoepfner

District Strategic Planning Committee: Ms. Jewell & Ms. Altermott

Negotiations Committee: Ms. Jewell and Mr. Hoepfner

j. Administrative Reports – Principals, Technology, Maintenance, Food Service, Business Office, and Superintendent

P.O. Box 1330
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Cordova, AK 99574

CORDOVA SCHOOL DISTRICT

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www.cordovasd.org

Alex Russin
Superintendent Board Report
August 9, 2017

2017-2018 SUPERINTENDENT PRIORITIES/GOALS

While these goals are not an exhaustive list, throughout the year they will be focused on administratively in order to build and sustain consistent systems to improve District operations.

- Engage stakeholders in Strategic Planning
- Develop solid communication plan/structure at the District and School levels
- Utilize Curriculum and Policy Committees as outlined in board policy
- Improve systems and processed that directly impact student learning

BOARD DIRECTIVES/PRIOR MEETING FOLLOW-UPS

- None at this time

HUMAN RESOURCES

- Current Certificated/Non-certificated Position Vacancies

  - CHS Principal
  - CHS PE/Health Teacher
  - Mt. Eccles Special Education Instructional Aide
  - District Office Administrative Assistant

  Each of these positions are in progress to be filled.

- 2017-2018 Current Extra-Curricular Position Vacancies

  - Activities Director
  - Student Council Advisor
  - Junior Varsity Girls Basketball Coach
  - Junior Varsity Boys Basketball Coach

  Consideration for remaining positions will be given to those who held positions during the 2016-2017 School Year. A complete listing of positions/personnel will be reported in September's board report. Activities Director and Student Council Advisor positions have been posted; remaining vacancies will be posted in September.

MT. ECCLES ELEMENTARY SCHOOL
(T) 907-424-3236
(F) 907-424-3117

EXCELLENCE FOR ALL

CORDOVA JR.-SR. HIGH SCHOOL
(T) 907-424-3266
(F) 907-424-5215

- Current Personnel

Cordova Jr.-Sr. High School			
	Last Name	**First Name**	**Primary Assignment**
1.	Adams	Debra	Teacher: English
2.	Bowman	Laura	Teacher: English Language Learners
3.	Carroll	Douglas	Teacher: Mathematics
4.	Clark	Brian	Teacher: Social Studies
5.	Gonzalez	Mary	SPED Instructional Aide
6.	Hill	Shane	Teacher: Special Education
7.	Hottinger	Sara	Teacher: Family Consumer Science
8.	Marchant	Dennis	Custodian
9.	Moe	Pam	Teacher: ILP/Correspondence
10.	Moody	Emily	Teacher: Jr. High English/Social Studies
11.	Nolan	Neva	SPED Instructional Aide
12.	Quemado	May	ELL Instructional Aide
13.	Sorenson	Rich	Teacher: Career and Technical Education
14.	Vargas	Paoola	Office Clerk
15.	Walsh	Sharon	Custodian
16.	Werner	Hans	Teacher: Math/Science
17.	Westing	Lance	Teacher: Science
18.	Whitcomb	Andrea	Principal Secretary
19.	Zamudio	Kathleen	SPED Instructional Aide
20.	Vacant	In Progress	Principal
21.	Vacant	In Progress	Teacher: PE/Health
Cordova Jr.-Sr. High School and Mt. Eccles			
	Last Name	**First Name**	**Primary Assignment**
22.	Corrao	Chelsea	Teacher: Music (K-12)
23.	Dunn	Micki	Counselor (K-12)

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CORDOVA SCHOOL DISTRICT

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Mt. Eccles Elementary School			
	Last Name	**First Name**	**Primary Assignment**
24.	Brock	Lovie	Teacher: Grade 2
25.	Carpenter	Gretchen	Teacher: Grade 5
26.	Collins	Debra	Teacher: Special Education
27.	Collins	Elizabeth	Office Administrative Assistant
28.	Galambush	Darlene	Instructional Aide
29.	Groff	Gayle	Principal
30.	Hallquist	Karen	Instructional Aide
31.	Hamberger	Jeff	Teacher: Physical Education (Grades K-6)
32.	Hammer	Samantha	Teacher: Grade 3
33.	Hanson	Laura	Teacher: Grade 1
34.	Hidalgo	Bustamante	Custodian
35.	Higgins	Mary	Office Clerk/Migrant Education Coordinator
36.	Jensen	Misty	Kitchen Helper
37.	Jones	Pamela	Teacher: Grade 4
38.	Kleissler	Marita	SPED Instructional Aide
39.	Phillips	Laurie	SPED Instructional Aide
40.	*Plum	Stacey	Teacher: Grade 6
41.	Reggiani	Molly	Teacher: Grade 2
42.	Rodrigues	Kara	Teacher: Pre-K
43.	Sison	Romulo	Custodian
44.	Van Dyck	Sandy	Title I Instructional Aide
45.	Vogel	Hailey	Teacher: Grade K
46.	Warga	Janice	Instructional Aide/Bus Driver
47.	Whitmire	Sandra	Kitchen Helper
48.	Vacant	In Progress	SPED Instructional Aide
District Office			
	Last Name	**First Name**	**Primary Assignment**
49.	Andrew	Kristy	Director of Budget & Finance
50.	Butler	Robyne	Accounting Clerk
51.	Motter	Curtis	Technology Assistant
52.	Niles	Jared	Director of Maintenance
53.	Ponte	Sandra	Director of Food Services
54.	Zamudio	Keith	Director of Technology
55.	Vacant	In Progress	Administrative Assistant/Board Secretary
56.	Russin	Alex	Superintendent

*Mr. Plum will be out for a period of time beginning at the start of the school year. Krysta Williams will serve as long-term sub until his return.

MT. ECCLES ELEMENTARY SCHOOL
(T) 907-424-3236
(F) 907-424-3117

CORDOVA JR.-SR. HIGH SCHOOL
(T) 907-424-3266
(F) 907-424-5215

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

CORDOVA SCHOOL DISTRICT

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

COMMUNITY RELATIONS

- July Community Engagements
  - ✓ City July 4th Celebration

POLICY REVIEW

- None at this time

OTHER

- Tentative Committee Meeting Schedule

Committee	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Facility/Safety	August 17, 2017	November 9, 2017	February 1, 2018	May 3, 2018
Curriculum	August 31, 2017	November 16, 2017	February 8, 2018	May 10, 2018
Policy	September 7, 2017	November 30, 2017	February 15, 2018	May 17, 2018
Strategic Planning	September 14, 2017	December 14, 2017	February 22, 2018	TBD

- Spring 2017 PEAKS Assessment Results

  Below is a summary and timeline of events related to the release of assessment results. Public resources will be posted on the PEAKS webpage at https://education.alaska.gov/tls/assessments/peaks.html as they become available.

August 3	• Reports and data file available in eDirect • Printed student reports have been packaged and are being mailed by August 3
Week of August 7	• Parent & Educator Guides and additional resources available
August 22	• Data available in Data Interaction for Alaska's Student Assessments (DIASA)
September 1	• Public release of state, district, & school data on DEED website
September 29	• Deadline for district distribution of reports to teachers and parents

- Kindergarten Early Entry Request

  Administration is recommending board approval for early entry for Lucy Bennett. Board Policy 5111.1 outlines the process and procedures to be completed for consideration. These have been met to my satisfaction. Per the Department of Education & Early Development's regulations, Board approval is necessary for early entry.

- Back-to-School Potluck

  The Administration is organizing a back-to-school potluck to be held on Sunday, August 20, 2017 at 5:00 pm at CHS. The community is invited and asked to bring a covered dish. More details will be posted on Facebook in the days leading up to the event.

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(F) 907-424-5215

- Student Handbooks

The student handbooks are in the packet for the Board's approval. The Mt. Eccles School Handbook and the Cordova Correspondence School Handbook have been thoroughly reviewed by the Board. Administration has made necessary revisions based on feedback.

The Cordova Jr/Sr High School and Activities Handbook are still in need of some ongoing work. I am recommending that these handbooks be approved as presented in the board packet, with edits/revisions based on the 2016-2017 handbooks.

It is my intent to oversee the continued work on these this fall, directly. It should be noted that the work, efforts, and feedback provided this year will be included in the ongoing development of these handbooks, and I appreciate those who contributed.

k. Financial Reports

1. June 2017 Financials

CORDOVA SCHOOL DISTRICT

FY2017 Revenue and Expenditure as of 06/30/2017

Funds : General Fund, Pupil Trans and Food Service

Revenue	Year-to-Date		Budget	Received %
City Direct Appropriation & In-Kind	1,879,270		1,884,500	99.72%
State of Alaska - Foundation	3,939,321		3,952,957	99.66%
State of Alaska - TRS	327,572	*	332,433	98.54%
State of Alaska - PERS	41,464	*	30,468	136.09%
Pupil Transportation Fund (205)	117,219		136,999	85.56%
Food Service Fund (255)	310,818		375,614	82.75%
Other (100-030 through 100-047, 100-052, 100-110)	246,191		281,700	87.39%
Total Revenue	**$ 6,861,855**		**$ 6,994,671**	**98.10%**
(Excluding Federal Special Revenue Programs)				

Expenditures	Year-to-Date		Budget	Expended %
General Fund (100)	6,365,642	*	6,408,030	99.34%
Pupil Transportation (205)	110,545		136,999	80.69%
Food Service Fund (255)	410,250		375,614	109.22%
Total Expenditures	**$ 6,886,437**		**$ 6,920,643**	**99.51%**

Percentage of Budget Expended: 99.5%
Percentage of Fiscal Year Passed: 100%

Average Daily Checking Account Balance
June 2017 : $ 1,841,344.37

** All amounts are pre-audit and subject to change.*

Cordova School District

Revenue Summary Report

Board Revenue Summary Report

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
100 General Fund					
011 City - Direct Appropriation	1,786,000.00	143,500.00	1,786,000.00	.00	100.00
012 City - In-Kind Donation	98,500.00	46,634.82	93,269.64	5,230.36	94.69
030 Earnings on Investment	100.00	64.28	64.28	35.72	64.28
040 Misc Local Revenues	13,000.00	.00	5,216.10	7,783.90	40.12
041 Tuition from Students	17,500.00	.00	18,434.00	-934.00	105.34
043 Student Activity Revenue	8,300.00	.00	8,384.46	-84.46	101.02
046 Facility Rentals	3,800.00	20.00	4,364.80	-564.80	114.86
047 eRate Revenue	194,000.00	.00	150,559.46	43,440.54	77.61
050 Foundation - Adjustments	336.00	.00	336.00	.00	100.00
051 Foundation - Program	3,952,621.00	298,813.00	3,939,321.00	13,300.00	99.66
052 Foundation - Quality Schools	.00	.00	13,038.00	-13,038.00	.00
056 TRS On-Behalf Revenue	332,433.00	327,572.27	327,572.27	4,860.73	98.54
057 PERS On-Behalf Revenue	30,468.00	41,964.42	41,964.42	-11,496.42	137.73
090 Other State Revenues	1,000.00	.00	1,076.40	-76.40	107.64
110 PL874 IMPACT AID	44,000.00	.00	44,217.48	-217.48	100.49
250 Transfers from Other Funds	.00	.00	.00	.00	.00
100 General Fund	6,482,058.00	858,568.79	6,433,818.31	48,239.69	99.26
205 Pupil Transportation					
065 Pupil Transportation	126,771.00	.00	106,991.00	19,780.00	84.40
250 Transfers from Other Funds	10,228.00	.00	10,228.00	.00	100.00
205 Pupil Transportation	136,999.00	.00	117,219.00	19,780.00	85.56
220 DVR Summer Work Program					
090 Other State Revenues	.00	27,122.37	27,122.37	-27,122.37	.00
220 DVR Summer Work Program	.00	27,122.37	27,122.37	-27,122.37	.00
240 DOE Travel Reimbursement					
093 STAFF DEVELOPMENT GRANT	.00	1,694.20	6,821.80	-6,821.80	.00
240 DOE Travel Reimbursement	.00	1,694.20	6,821.80	-6,821.80	.00
242 Growing Healthy Kids					
090 Other State Revenues	.00	247.50	990.00	-990.00	.00
242 Growing Healthy Kids	.00	247.50	990.00	-990.00	.00
245 FY15 Nutritional AK Foods in School					
054 Nutritional AK Foods in School	.00	.00	187.50	-187.50	.00
245 FY15 Nutritional AK Foods in School	.00	.00	187.50	-187.50	.00
246 Alaska SeaGrant					
090 Other State Revenues	.00	3,577.14	3,577.14	-3,577.14	.00
246 Alaska SeaGrant	.00	3,577.14	3,577.14	-3,577.14	.00
249 Other Small State Grants					
090 Other State Revenues	.00	5,835.80	5,835.80	-5,835.80	.00
249 Other Small State Grants	.00	5,835.80	5,835.80	-5,835.80	.00
255 Food Service					
021 Student Meal Sales	51,500.00	.00	45,159.19	6,340.81	87.69

Cordova School District

Revenue Summary Report

Board Revenue Summary Report

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
255 Food Service					
022 Adult Meal Sales	2,550.00	40.00	2,601.50	-51.50	102.02
024 Adult Summer Meal Sales	300.00	606.00	732.50	-432.50	244.17
025 OTHER FOOD SALES	775.00	22.50	922.60	-147.60	119.05
090 Other State Revenues	.00	.00	1,164.35	-1,164.35	.00
161 USDA LUNCH SUMMER	64,000.00	.00	31,938.29	32,061.71	49.90
162 USDA FOOD SERVICE COMMODITIES	18,350.00	.00	1,036.80	17,313.20	5.65
163 USDA BREAKFAST SUMMER	12,400.00	.00	7,108.51	5,291.49	57.33
165 USDA LUNCH SCHOOL YEAR	129,900.00	27,361.59	125,007.48	4,892.52	96.23
166 USDA BREAKFAST SCHOOL YEAR	36,500.00	7,073.56	33,934.45	2,565.55	92.97
167 Afternoon Snacks	.00	404.60	1,873.20	-1,873.20	.00
250 Transfers from Other Funds	59,339.00	.00	59,339.00	.00	100.00
255 Food Service	375,614.00	35,508.25	310,817.87	64,796.13	82.75
256 Fresh Fruit and Vegetables					
164 USDA-FFVP	2,352.00	5,047.15	13,561.29	-11,209.29	576.59
256 Fresh Fruit and Vegetables	2,352.00	5,047.15	13,561.29	-11,209.29	576.59
261 Title IA - Basic					
181 TITLE I-A BASIC	48,889.22	41,986.40	41,986.40	6,902.82	85.88
261 Title IA - Basic	48,889.22	41,986.40	41,986.40	6,902.82	85.88
263 Title IC - Migrant Ed Regular					
182 TITLE I-C MIGRANT	55,742.53	42,008.78	42,008.78	13,733.75	75.36
263 Title IC - Migrant Ed Regular	55,742.53	42,008.78	42,008.78	13,733.75	75.36
264 Title IC - Migrant Ed Summer					
185 TITLE I-C MIGRANT	.00	6,633.47	6,633.47	-6,633.47	.00
264 Title IC - Migrant Ed Summer	.00	6,633.47	6,633.47	-6,633.47	.00
265 Title IC - Migrant Ed Book					
193 MIGRANT ED BOOK	.00	2,671.37	2,671.37	-2,671.37	.00
265 Title IC - Migrant Ed Book	.00	2,671.37	2,671.37	-2,671.37	.00
266 Title IIA - Teacher and Principal					
183 Title IIA Teacher and Principa	37,133.30	17,842.69	17,842.69	19,290.61	48.05
266 Title IIA - Teacher and Principal	37,133.30	17,842.69	17,842.69	19,290.61	48.05
271 Safe Children's Act					
090 Other State Revenues	2,453.00	.00	2,453.00	.00	100.00
271 Safe Children's Act	2,453.00	.00	2,453.00	.00	100.00
278 Carl Perkins					
180 CARL PERKINS	18,000.00	17,842.34	17,999.84	.16	100.00
278 Carl Perkins	18,000.00	17,842.34	17,999.84	.16	100.00
280 Title VI-B					
186 TITLE VI-B	.00	86,896.78	97,947.00	-97,947.00	.00
280 Title VI-B	.00	86,896.78	97,947.00	-97,947.00	.00
282 619 Preschool Disabled					
188 PRESCHOOL DISABLED	.00	4,240.62	5,001.41	-5,001.41	.00

Cordova School District

Revenue Summary Report

Board Revenue Summary Report

Account No/Description	Budget Amount	Period Amount	Y-T-D Amount	Balance	Percent Received
282 619 Preschool Disabled					
282 619 Preschool Disabled	.00	4,240.62	5,001.41	-5,001.41	.00
350 Indian Education					
120 INDIAN EDUCATION-USDOE	.00	5,434.54	21,908.33	-21,908.33	.00
350 Indian Education	.00	5,434.54	21,908.33	-21,908.33	.00
374 AK Public Entity Safety					
048 AK PUBLIC ENTITY SAFETY REV	.00	.00	979.42	-979.42	.00
374 AK Public Entity Safety	.00	.00	979.42	-979.42	.00

Cordova School District

Expenditure Summary Report

Board Monthly Expenditure Report

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
100 General Fund						
100 100 Regular	2,530,559.66	.00	594,550.94	2,543,945.85	-13,386.19	100.53
140 100 Correspondence Study	137,887.99	.00	32,239.94	135,977.34	1,910.65	98.61
160 100 Voc Ed	172,860.67	.00	40,881.03	174,773.80	-1,913.13	101.11
200 200 SpEd Instruction	548,147.37	.00	81,208.31	501,499.19	46,648.18	91.49
220 200 SpEd Support	5,900.00	.00	2,536.04	10,779.34	-4,879.34	182.70
300 300 Students	500.00	.00	.00	61.69	438.31	12.34
320 300 Guidance	126,002.55	.00	28,982.25	123,426.31	2,576.24	97.96
350 300 Instructional	522,493.08	.00	81,575.89	514,763.49	7,729.59	98.52
352 300 Library Services	12,500.00	.00	.00	10,215.50	2,284.50	81.72
400 400 School Administration	311,637.04	.00	71,885.30	316,037.26	-4,400.22	101.41
450 450 School Admin Support	229,103.12	.00	25,274.97	223,347.55	5,755.57	97.49
511 510 Board of Education	29,238.01	.00	295.01	30,874.51	-1,636.50	105.60
512 510 Superintendent	254,076.28	.00	45,474.82	239,669.50	14,406.78	94.33
550 550 District Admin Support	170,110.79	.00	16,867.69	152,072.10	18,038.69	89.40
551 550 Fiscal Services	146,371.00	.00	9,537.37	143,839.62	2,531.38	98.27
600 600 Plant Operations and Maintenance	906,075.44	.00	143,083.01	926,666.07	-20,590.63	102.27
700 700 Student Activities	.00	.00	7,001.68	7,096.98	-7,096.98	.00
760 760 Transportation T/F School	.00	.00	340.84	340.84	-340.84	.00
790 790 Food Services	.00	.00	5,688.24	5,688.24	-5,688.24	.00
900 900 Other Financing Uses	304,567.00	.00	13,731.68	304,567.00	.00	100.00
100 General Fund	6,408,030.00	.00	1,201,155.01	6,365,642.18	42,387.82	99.34
205 Pupil Transportation						
600 600 Plant Operations and Maintenance	.00	.00	.00	157.50	-157.50	.00
760 760 Transportation T/F School	91,499.00	.00	11,735.80	107,300.65	-15,801.65	117.27
761 761 Transportation - Activities	25,500.00	.00	1,570.18	2,221.68	23,278.32	8.71
762 762 Transportation - Other	20,000.00	.00	184.39	864.69	19,135.31	4.32
205 Pupil Transportation	136,999.00	.00	13,490.37	110,544.52	26,454.48	80.69
220 DVR Summer Work Program						
000 000	.00	.00	7,503.75	7,503.75	-7,503.75	.00
220 DVR Summer Work Program	.00	.00	7,503.75	7,503.75	-7,503.75	.00
240 DOE Travel Reimbursement						
100 100 Regular	.00	.00	204.90	204.90	-204.90	.00
350 300 Instructional	.00	.00	1,332.20	6,616.90	-6,616.90	.00
240 DOE Travel Reimbursement	.00	.00	1,537.10	6,821.80	-6,821.80	.00
245 FY15 Nutritional AK Foods in School						
790 790 Food Services	.00	.00	.00	1,117.03	-1,117.03	.00
245 FY15 Nutritional AK Foods in School	.00	.00	.00	1,117.03	-1,117.03	.00
246 Alaska SeaGrant						
350 300 Instructional	.00	.00	-1,082.26	3,577.14	-3,577.14	.00
246 Alaska SeaGrant	.00	.00	-1,082.26	3,577.14	-3,577.14	.00
249 Other Small State Grants						
000 000	.00	.00	3,985.80	3,985.80	-3,985.80	.00

Cordova School District

Expenditure Summary Report

Board Monthly Expenditure Report

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
249 Other Small State Grants						
350 300 Instructional	.00	.00	-136.00	1,850.00	-1,850.00	.00
249 Other Small State Grants	.00	.00	3,849.80	5,835.80	-5,835.80	.00
255 Food Service						
000 000	.00	.00	8,125.01	8,125.01	-8,125.01	.00
790 790 Food Services	375,614.00	.00	41,262.10	402,125.03	-26,511.03	107.06
255 Food Service	375,614.00	.00	49,387.11	410,250.04	-34,636.04	109.22
256 Fresh Fruit and Vegetables						
790 790 Food Services	.00	.00	-3,266.65	13,946.62	-13,946.62	.00
256 Fresh Fruit and Vegetables	.00	.00	-3,266.65	13,946.62	-13,946.62	.00
261 Title IA - Basic						
100 100 Regular	43,008.97	.00	2,283.53	38,937.59	4,071.38	90.53
350 300 Instructional	2,330.21	.00	.00	.00	2,330.21	.00
551 550 Fiscal Services	3,550.04	.00	858.67	3,048.81	501.23	85.88
261 Title IA - Basic	48,889.22	.00	3,142.20	41,986.40	6,902.82	85.88
263 Title IC - Migrant Ed Regular						
100 100 Regular	51,694.83	.00	353.89	11,058.09	40,636.74	21.39
200 200 SpEd Instruction	.00	.00	1,477.98	19,531.46	-19,531.46	.00
450 450 School Admin Support	.00	.00	235.96	4,608.31	-4,608.31	.00
551 550 Fiscal Services	4,047.70	.00	2,284.76	3,275.39	772.31	80.92
263 Title IC - Migrant Ed Regular	55,742.53	.00	4,352.59	38,473.25	17,269.28	69.02
264 Title IC - Migrant Ed Summer						
100 100 Regular	.00	.00	6,557.97	6,633.47	-6,633.47	.00
264 Title IC - Migrant Ed Summer	.00	.00	6,557.97	6,633.47	-6,633.47	.00
265 Title IC - Migrant Ed Book						
350 300 Instructional	.00	.00	.00	2,671.37	-2,671.37	.00
265 Title IC - Migrant Ed Book	.00	.00	.00	2,671.37	-2,671.37	.00
266 Title IIA - Teacher and Principal						
350 300 Instructional	34,436.90	.00	.00	16,547.06	17,889.84	48.05
551 550 Fiscal Services	2,696.40	.00	148.69	1,295.63	1,400.77	48.05
266 Title IIA - Teacher and Principal	37,133.30	.00	148.69	17,842.69	19,290.61	48.05
268 Title III - English Language						
100 100 Regular	.00	.00	353.82	9,573.78	-9,573.78	.00
268 Title III - English Language	.00	.00	353.82	9,573.78	-9,573.78	.00
278 Carl Perkins						
160 100 Voc Ed	17,142.86	.00	6,328.53	17,160.84	-17.98	100.10
350 300 Instructional	.00	.00	.00	125.00	-125.00	.00
551 550 Fiscal Services	857.14	.00	250.54	714.00	143.14	83.30
278 Carl Perkins	18,000.00	.00	6,579.07	17,999.84	.16	100.00
280 Title VI-B						
200 200 SpEd Instruction	.00	.00	1,136.00	5,302.49	-5,302.49	.00
220 200 SpEd Support	84,072.97	.00	-6,150.10	80,533.28	3,539.69	95.79
551 550 Fiscal Services	6,582.91	.00	1,266.64	6,720.94	-138.03	102.10

Cordova School District

Expenditure Summary Report

Board Monthly Expenditure Report

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
280 Title VI-B						
600 600 Plant Operations and Maintenance	**8,165.20**	**.00**	**.00**	**5,390.29**	**2,774.91**	**66.02**
280 Title VI-B	**98,821.08**	**.00**	**-3,747.46**	**97,947.00**	**874.08**	**99.12**
282 619 Preschool Disabled						
200 200 SpEd Instruction	**8,161.25**	**.00**	**183.26**	**4,638.24**	**3,523.01**	**56.83**
551 550 Fiscal Services	**639.02**	**.00**	**79.49**	**363.17**	**275.85**	**56.83**
282 619 Preschool Disabled	**8,800.27**	**.00**	**262.75**	**5,001.41**	**3,798.86**	**56.83**
350 Indian Education						
100 100 Regular	**.00**	**.00**	**2,418.02**	**21,908.33**	**-21,908.33**	**.00**
350 Indian Education	**.00**	**.00**	**2,418.02**	**21,908.33**	**-21,908.33**	**.00**
372 National Farm to School						
000 000	**.00**	**.00**	**296.08**	**1,146.65**	**-1,146.65**	**.00**
372 National Farm to School	**.00**	**.00**	**296.08**	**1,146.65**	**-1,146.65**	**.00**
374 AK Public Entity Safety						
600 600 Plant Operations and Maintenance	**.00**	**.00**	**.00**	**979.44**	**-979.44**	**.00**
374 AK Public Entity Safety	**.00**	**.00**	**.00**	**979.44**	**-979.44**	**.00**

Monthly Fund Balance Report
as of June 30, 2017 (pre-audit)

Fund	Beginning Fund Balance	Revenues YTD	Expenses YTD	Adjusted Fund Balance
100 - General Fund	817,976	6,433,818	6,365,642	886,152
205 - Pupil Transportation	157,341	117,219	110,545	164,016
220 - DVR Summer Work Program	-	27,122	7,504	19,619
237 - Window Replacement	13,000	-	-	13,000
240 - DOE Travel Reimbursement	-	6,822	6,822	-
242 - Growing Healthy Kids	-	990	-	990
245 - FY15 Nutritional AK Foods in School	2,419	188	1,117	1,489
246 - Alaska SeaGrant	-	3,577	3,577	-
249 - Other Small State Grants	-	5,836	5,836	-
255 - Food Service	261,664	310,818	410,250	162,232
256 - Fresh Fruit and Vegetables	393	13,561	13,947	8
261 - Title IA - Basic	-	41,986	41,986	-
263 - Title IC - Migrant Ed Regular	-	42,009	38,473	3,536
264 - Title IC - Migrant Ed Summer	-	6,633	6,633	-
265 - Title IC - Migrant Ed Book	-	2,671	2,671	-
266 - Title IIA - Teacher and Principal	-	17,843	17,843	-
268 - Title III - English Language	-	-	9,574	(9,574)
271 - Safe Children's Act	-	2,453	-	2,453
272 - Early Literacy K-3	721	-	-	721
278 - Carl Perkins	-	18,000	18,000	-
280 - Title VI-B	-	97,947	97,947	-
282 - 619 Preschool Disabled	-	5,001	5,001	-
350 - Indian Education	-	21,908	21,908	-
372 - National Farm to School	-	-	1,147	(1,147)
374 - AK Public Entity Safety	-	979	979	-
550 - Capital Projects	621,098	75,000	5,000	691,098
700 - CHS Student Scholarships	197,675	-	200	197,475
710 - Student Accounts	(720)	773,440	444,570	328,150
720 - Other Agency Funds	3,539	400	4,251	(312)

Capital Projects Fund
as of June 30, 2017 (pre-audit)

Program	Beginning Fund Balance	Revenues YTD	Expenses YTD	Adjusted Fund Balance
600 - Student Technology Refresh Cycle - 5YR	200,000	-	-	200,000
601 - Curriculum Review/Adoption Cycle - 5YR	75,000	-	-	75,000
602 - Carreer/Technical Ed Equip/Upgrades	50,000	-	-	50,000
603 - District-Wide Copier Replacement Cycle	50,000	-	-	50,000
604 - ME Heating System Repair/Upgrades	25,000	-	5,000	20,000
605 - HS Gym Floor Repair-Replace	60,000	75,000	-	135,000
606 - HS Heating System Repair-Upgrades	10,000	-	-	10,000
607 - District-Wide Maintenance Projects	10,000	-	-	10,000
608 - ME Projector/SS Wiring	5,000	-	-	5,000
609 - LightSpeed SS Upgrade	10,000	-	-	10,000
610 - Small Boiler Replacement	10,000	-	-	10,000
611 - DW Call Center Upgrade	-	-	-	-
612 - ILP Building	12,676	-	-	12,676
613 - Future Capital Projects	13,200	-	-	13,200
614 - Maintenance Shop Roof Ext	7,500	-	-	7,500
615 - Finance Projects	2,360	-	-	2,360
616 - SB18 Safety, Security, Energy	30,361	-	-	30,361
617 - District Vehicle Replacement Plan	50,000	-	-	50,000

Accounts Payable Details

June 2017

Check #:00003774

Vendor Name	Check Date	Check Amount	Type	Void
ALASKA SCHOOL ACTIVITIES ASSN	06/02/17	230.00	C	N
7-710-010-700-937-490 - 700.Music.Other Expenses		*110.00*		
7-710-010-700-949-490 - 700.HS Boys Basketba.Other Expenses		*120.00*		

Check #:00003775

Vendor Name	Check Date	Check Amount	Type	Void
City of Cordova	06/02/17	100.00	C	N
7-710-010-700-962-490 - 700.Tech Club.Other Expenses		*100.00*		

Check #:00003776

Vendor Name	Check Date	Check Amount	Type	Void
EDGEWAVE	06/02/17	12,834.60	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*12,834.60*		

Check #:00003777

Vendor Name	Check Date	Check Amount	Type	Void
EMA	06/02/17	3,000.00	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*3,000.00*		

Check #:00003778

Vendor Name	Check Date	Check Amount	Type	Void
IXL MATH	06/02/17	349.00	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*349.00*		

Check #:00003779

Vendor Name	Check Date	Check Amount	Type	Void
Incsub LLC (edublogs)	06/02/17	500.00	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*500.00*		

Check #:00003780

Vendor Name	Check Date	Check Amount	Type	Void
J.W. PEPPER AND SON INC.	06/02/17	26.99	C	N
7-710-010-700-937-490 - 700.Music.Other Expenses		*26.99*		

Check #:00003781

Vendor Name	Check Date	Check Amount	Type	Void
NASSP/NHS/NJHS	06/02/17	770.00	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*770.00*		

Accounts Payable Details

June 2017

Check #:00003782

Vendor Name	Check Date	Check Amount	Type	Void
Nearpod	06/02/17	4,227.00	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*4,227.00*		

Check #:00003783

Vendor Name	Check Date	Check Amount	Type	Void
SOUTHEAST REGION RESOURCE CTR	06/02/17	12,196.25	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*12,196.25*		

Check #:00003784

Vendor Name	Check Date	Check Amount	Type	Void
TSA CONSULTING GROUP INC.	06/02/17	50.00	C	N
7-100-600-550-000-440 - 550.000.Other Purchased Ser		*50.00*		

Check #:00003785

Vendor Name	Check Date	Check Amount	Type	Void
USI Northwest	06/02/17	1,000.00	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*500.00*		
7-100-600-550-000-440 - 550.000.Other Purchased Ser		*500.00*		

Check #:00003786

Vendor Name	Check Date	Check Amount	Type	Void
Ace Hardware	06/13/17	458.34	C	N
7-100-600-600-000-450 - 600.000.Supplies and Materi		*434.88*		
7-243-600-790-000-450 - 790.000.Supplies and Materi		*0.00*		
7-255-600-790-000-479 - 790.000.Other Supplies/Mate		*22.47*		
7-372-000-000-000-450 - 000.000.Supplies and Materials		*.99*		

Check #:00003787

Vendor Name	Check Date	Check Amount	Type	Void
Alaska Dept. of Labor and Workforce	06/13/17	1,372.38	C	N
7-100-600-550-000-352 - 550.000.Unemployment Insura		*1,372.38*		

Check #:00003788

Vendor Name	Check Date	Check Amount	Type	Void
Beckett Kristie	06/13/17	10.00	C	N
7-100-600-350-000-410 - 300.000.Professional/Techni		*10.00*		

Check #:00003789

Vendor Name	Check Date	Check Amount	Type	Void
GAGGLE.NET INC.	06/13/17	1,575.00	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*1,575.00*		

Accounts Payable Details

June 2017

Check #:00003790

Vendor Name	Check Date	Check Amount	Type	Void
Interactive Educational Services, Inc.	06/13/17	750.00	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*750.00*		

Check #:00003791

Vendor Name	Check Date	Check Amount	Type	Void
NICHOLS BACKDOOR COMPANY	06/13/17	383.31	C	N
7-100-010-160-000-450 - 100 Voc Ed.000.Supplies and Materials		*100.74*		
7-100-600-550-000-491 - 550.000.Dues and Fees		*.84*		
7-255-600-790-000-459 - 790 Food Services.000.Food		*281.73*		

Check #:00003792

Vendor Name	Check Date	Check Amount	Type	Void
SHORESIDE PETROLEUM-SEWARD	06/13/17	401.61	C	N
7-100-600-600-000-450 - 600.000.Supplies and Materi		*126.92*		
7-205-600-760-000-450 - 760.000.Supplies and Materi		*208.13*		
7-205-600-761-000-450 - 761.000.Supplies and Materi		*66.56*		

Check #:00003793

Vendor Name	Check Date	Check Amount	Type	Void
ANCHOR AUTO/MARINE INC.	06/16/17	301.24	C	N
7-100-600-600-000-450 - 600.000.Supplies and Materi		*7.03*		
7-100-600-600-000-490 - 600.000.Other Expenses		*277.57*		
7-710-500-700-901-490 - 700.Industrial Arts .Other Expenses		*16.64*		

Check #:00003794

Vendor Name	Check Date	Check Amount	Type	Void
AP EXAMS	06/16/17	1,856.00	C	N
7-710-010-700-992-490 - 700.Counseling.Other Expenses		*1,856.00*		

Check #:00003795

Vendor Name	Check Date	Check Amount	Type	Void
CORDOVA FAMILY RESOURCE CENTER	06/16/17	579.50	C	N
7-710-010-700-991-490 - 700.Bionic (Peer Hel.Other Expenses		*579.50*		

Check #:00003796

Vendor Name	Check Date	Check Amount	Type	Void
Criminal Information Services, Inc.	06/16/17	88.00	C	N
7-100-600-100-000-410 - 100.000.Professional/Techni		*88.00*		

Check #:00003797

Vendor Name	Check Date	Check Amount	Type	Void
DIVISION OF RETIREMENT & BENEF	06/16/17	51.52	C	V
7-100-600-550-000-491 - 550.000.Dues and Fees		*51.52*		

Accounts Payable Details

June 2017

Check #:00003798

Vendor Name	Check Date	Check Amount	Type	Void
GRAINGER	06/16/17	1,002.00	C	N
7-100-600-600-000-442 - 600.000.Building Repair/Mai		*1,002.00*		

Check #:00003799

Vendor Name	Check Date	Check Amount	Type	Void
HOWARD BILL	06/16/17	10.00	C	N
7-100-600-100-000-410 - 100.000.Professional/Techni		*10.00*		

Check #:00003800

Vendor Name	Check Date	Check Amount	Type	Void
Lawson Kaye	06/16/17	4,000.00	C	N
7-280-500-220-000-410 - 200.000.Professional/Techni		*4,000.00*		

Check #:00003801

Vendor Name	Check Date	Check Amount	Type	Void
Ms. Kaye Lawson	06/16/17	120.00	C	N
7-280-500-220-000-410 - 200.000.Professional/Techni		*120.00*		

Check #:00003802

Vendor Name	Check Date	Check Amount	Type	Void
SEAMAN S HARDWARE	06/16/17	14.97	C	N
7-100-010-160-000-450 - 100 Voc Ed.000.Supplies and Materials		*14.97*		

Check #:00003803

Vendor Name	Check Date	Check Amount	Type	Void
VALDEZ CITY SCHOOLS	06/16/17	319.03	C	N
7-100-010-200-000-450 - 200.000.Supplies and Materi		*319.03*		

Check #:00003804

Vendor Name	Check Date	Check Amount	Type	Void
WEIDENHAMMER	06/16/17	5,482.18	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*5,025.33*		
7-100-600-550-000-410 - 550.000.Professional/Techni		*456.85*		

Check #:00003805

Vendor Name	Check Date	Check Amount	Type	Void
ALASKA BUSINESS SUPPLY INC	06/20/17	245.10	C	N
7-100-600-550-000-450 - 550.000.Supplies and Materi		*245.10*		

Check #:00003806

Vendor Name	Check Date	Check Amount	Type	Void
APEX LEARNING	06/20/17	5,100.00	C	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*5,100.00*		

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Check #:00003807

Vendor Name	Check Date	Check Amount	Type	Void
AT&T ALASCOM	06/20/17	17,909.75	C	N
7-100-010-350-720-433 - 300.Technology.Communications		*8,954.88*		
7-100-010-400-720-433 - 400.Technology.Communications		*0.00*		
7-100-300-350-720-433 - 300.Technology.Communications		*8,954.87*		
7-100-300-400-720-433 - 400.Technology.Communications		*0.00*		
7-100-600-550-000-450 - 550.000.Supplies and Materi		*0.00*		

Check #:00003808

Vendor Name	Check Date	Check Amount	Type	Void
F.C. BLOXON COMPANY PRODUCE	06/20/17	10,278.50	C	N
7-710-010-700-937-490 - 700.Music.Other Expenses		*10,278.50*		

Check #:00003809

Vendor Name	Check Date	Check Amount	Type	Void
JOSTENS	06/20/17	1,443.00	C	N
7-710-010-700-931-490 - 700.Copper Nugget Ye.Other Expenses		*1,443.00*		

Check #:00003810

Vendor Name	Check Date	Check Amount	Type	Void
NICHOLS BACKDOOR COMPANY	06/20/17	198.65	C	N
7-100-600-550-000-491 - 550.000.Dues and Fees		*.79*		
7-255-600-790-000-459 - 790 Food Services.000.Food		*197.86*		

Check #:00003811

Vendor Name	Check Date	Check Amount	Type	Void
NORTH STAR LUMBER CO	06/20/17	102.31	C	N
7-100-600-600-000-450 - 600.000.Supplies and Materi		*102.31*		

Check #:00003812

Vendor Name	Check Date	Check Amount	Type	Void
SHORESIDE PETROLEUM-SEWARD	06/20/17	62.34	C	N
7-100-600-600-000-450 - 600.000.Supplies and Materi		*19.31*		
7-205-600-760-000-450 - 760.000.Supplies and Materi		*43.03*		

Check #:00003813

Vendor Name	Check Date	Check Amount	Type	Void
WERNER HANS	06/20/17	2,135.00	C	N
7-100-010-350-000-480 - 300.000.Tuition and Stipend		*2,135.00*		

Check #:00003814

Vendor Name	Check Date	Check Amount	Type	Void
TEACHERS RETIREMENT SYSTEM	06/21/17	38,077.10	M	N
7-100-000-000-000-722 - 000.000.TEACHERS RETIREMENT SYSTEM		*38,077.10*		

Accounts Payable Details

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Check #:00003815

Vendor Name	Check Date	Check Amount	Type	Void
PUBLIC EMPLOYEES RETIREMENT	06/21/17	20,354.14	M	N
7-100-000-000-000-721 - 000.000.PUBLIC EMPLOYEES RETIREMENT		*15,172.93*		
7-100-010-100-000-356 - 100.000.PERS Retire Contrib		*5.31*		
7-100-010-200-000-356 - 200.000.PERS Retire Contrib		*376.43*		
7-100-010-450-000-356 - 450.000.PERS Retire Contrib		*380.22*		
7-100-010-600-000-356 - 600.000.PERS Retire Contrib		*551.32*		
7-100-300-100-000-356 - 100.000.PERS Retire Contrib		*145.61*		
7-100-300-200-000-356 - 200.000.PERS Retire Contrib		*258.88*		
7-100-300-450-000-356 - 450.000.PERS Retire Contrib		*263.86*		
7-100-300-600-000-356 - 600.000.PERS Retire Contrib		*567.28*		
7-100-600-511-000-356 - 510.000.PERS Retire Contrib		*1.69*		
7-100-600-512-000-356 - 510.000.PERS Retire Contrib		*312.27*		
7-100-600-550-000-356 - 550.000.PERS Retire Contrib		*333.25*		
7-100-600-551-000-356 - 550.000.PERS Retire Contrib		*545.13*		
7-100-600-600-000-356 - 600.000.PERS Retire Contrib		*426.67*		
7-205-500-760-000-356 - 760.000.PERS Retire Contrib		*30.92*		
7-255-500-790-000-356 - 790.000.PERS Retire Contrib		*667.82*		
7-256-500-790-000-356 - 790.000.PERS Retire Contrib		*5.96*		
7-261-500-100-000-356 - 100.000.PERS Retire Contrib		*118.43*		
7-263-010-100-000-356 - 100.000.PERS Retire Contrib		*26.60*		
7-263-300-200-000-356 - 200.00.PERS Retire Contributions		*31.35*		
7-263-500-450-000-356 - 450.000.PERS Retire Contrib		*7.89*		
7-264-000-100-000-356 - 100.000.PERS Retire Contrib		*59.50*		
7-268-010-100-000-356 - 100.000.PERS Retire Contrib		*26.59*		
7-282-300-200-000-356 - 200.000.PERS Retire Contrib		*11.63*		
7-350-500-100-000-356 - 100.000.PERS Retire Contrib		*26.60*		

Check #:00003816

Vendor Name	Check Date	Check Amount	Type	Void
INTERNAL REVENUE SERVICE	06/21/17	45,198.71	M	N
7-100-000-000-000-726 - 000.000.FEDERAL WITHHOLDING TAX		*28,329.35*		
7-100-000-000-000-729 - 000.000.FICA/MEDICARE CONTRIBUTIONS		*16,869.36*		

Check #:00003817

Vendor Name	Check Date	Check Amount	Type	Void
AFLAC	06/21/17	590.97	C	N
7-100-000-000-000-730 - 000.000.AFLAC CONTRIBUTION		*590.97*		

Accounts Payable Details

June 2017

Check #:00003818

Vendor Name		Check Date	Check Amount	Type	Void
AMERICAN FUNDS GROUP		06/21/17	250.00	C	N
	7-100-000-000-000-738 - 000.000.PRUDENTIAL LIFE INSURANCE		*250.00*		

Check #:00003819

Vendor Name		Check Date	Check Amount	Type	Void
METLIFE		06/21/17	507.32	C	N
	7-100-000-000-000-727 - 000.000.HEALTH & LIFE INSURANCE		*507.32*		

Check #:00003820

Vendor Name		Check Date	Check Amount	Type	Void
NEA-ALASKA		06/21/17	1,824.00	C	N
	7-100-000-000-000-736 - 000.000.AEA/CEA/NEA DUES		*1,824.00*		

Check #:00003821

Vendor Name		Check Date	Check Amount	Type	Void
Public Education Health Trust		06/21/17	90,767.20	C	N
	7-100-000-000-000-727 - 000.000.HEALTH & LIFE INSURANCE		*82,637.62*		
	7-100-000-000-000-731 - 000.000.PREMIUM ONLY PLAN		*8,129.58*		

Check #:00003822

Vendor Name		Check Date	Check Amount	Type	Void
AT & T		06/27/17	174.89	C	N
	7-100-010-400-000-433 - 400.000.Communications		*72.22*		
	7-100-300-400-000-433 - 400.000.Communications		*29.41*		
	7-100-600-512-000-433 - 510 Superintendent.000.Communications		*29.15*		
	7-100-600-550-000-433 - 550.000.Communications		*24.60*		
	7-100-600-600-000-433 - 600.000.Communications		*19.51*		

Check #:00003823

Vendor Name		Check Date	Check Amount	Type	Void
GCI-CORDOVA		06/27/17	138.00	C	N
	7-100-010-400-000-433 - 400.000.Communications		*46.00*		
	7-100-300-400-000-433 - 400.000.Communications		*92.00*		

Check #:00003824

Vendor Name		Check Date	Check Amount	Type	Void
GREAT ORIGINALS INC.		06/27/17	994.88	C	N
	7-710-300-700-977-490 - 700.ME Hound Pride.Other Expenses		*994.88*		

Check #:00003825

Vendor Name		Check Date	Check Amount	Type	Void
HILL CAMILLE		06/27/17	1,000.00	C	N
	7-280-500-220-000-410 - 200.000.Professional/Techni		*1,000.00*		

Accounts Payable Details

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Check #:00003826

Vendor Name	Check Date	Check Amount	Type	Void
Hargraves Darin	06/27/17	3,000.00	C	N
7-100-600-600-000-410 - 600.000.Professional/Techni		*3,000.00*		

Check #:00003827

Vendor Name	Check Date	Check Amount	Type	Void
Motter, Curtis	06/27/17	1,500.00	C	N
7-100-000-000-000-735 - 000.000.WAGE ADVANCE		*1,500.00*		

Check #:00003828

Vendor Name	Check Date	Check Amount	Type	Void
WERNER HANS	06/27/17	1,930.00	C	N
7-100-010-350-000-480 - 300.000.Tuition and Stipend		*1,930.00*		

Check #:00003829

Vendor Name	Check Date	Check Amount	Type	Void
ALASKA MARINE LINES INC.	06/28/17	129.12	C	N
7-100-010-100-000-450 - 100 Regular.000.Supplies and Materials		*129.12*		

Check #:00003830

Vendor Name	Check Date	Check Amount	Type	Void
Bowman Laura	06/28/17	10.00	C	N
7-100-600-100-000-410 - 100.000.Professional/Techni		*10.00*		

Check #:00003831

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	06/28/17	1,156.29	C	N
7-100-010-400-000-450 - 400.000.Supplies and Materi		*312.32*		
7-100-300-400-000-450 - 400.000.Supplies and Materi		*312.32*		
7-100-600-550-000-450 - 550.000.Supplies and Materi		*267.70*		
7-255-600-790-000-459 - 790 Food Services.000.Food		*263.95*		

Check #:00003832

Vendor Name	Check Date	Check Amount	Type	Void
Old Town Enterprises, LLC	06/28/17	1,974.97	C	N
7-255-600-000-000-442 - 000.000.Building Repairs/Maintenance		*1,974.97*		

Check #:00003833

Vendor Name	Check Date	Check Amount	Type	Void
PETERKIN DISTRIBUTORS INC.	06/28/17	896.63	C	N
7-255-600-790-000-460 - 790 Food Services.000.Milk		*896.63*		

Accounts Payable Details

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Check #:00003834

Vendor Name		Check Date	Check Amount	Type	Void
AML		06/30/17	986.68	C	N
	7-100-010-100-000-450 - 100 Regular.000.Supplies and Materials		*986.68*		

Check #:00003835

Vendor Name		Check Date	Check Amount	Type	Void
Ace Hardware		06/30/17	1,838.75	C	N
	7-100-600-600-000-450 - 600.000.Supplies and Materi		*1,079.98*		
	7-243-600-790-000-450 - 790.000.Supplies and Materi		*0.00*		
	7-255-600-790-000-490 - 790 Food Services.000.Other Expenses		*572.90*		
	7-372-000-000-000-450 - 000.000.Supplies and Materials		*185.87*		

Check #:00003836

Vendor Name		Check Date	Check Amount	Type	Void
CORDOVA ELECTRIC CO-OP INC		06/30/17	7,638.83	C	N
	7-100-010-600-000-436 - 600.000.Electricity		*2,707.98*		
	7-100-300-600-000-436 - 600.000.Electricity		*4,930.85*		

Check #:00003837

Vendor Name		Check Date	Check Amount	Type	Void
Intelli-Tech		06/30/17	414.66	C	N
	7-100-600-550-000-450 - 550.000.Supplies and Materi		*414.66*		

Check #:00003838

Vendor Name		Check Date	Check Amount	Type	Void
NICHOLS BACKDOOR COMPANY		06/30/17	263.48	C	N
	7-100-300-200-000-450 - 200.000.Supplies and Materi		*38.71*		
	7-255-600-790-000-459 - 790 Food Services.000.Food		*224.77*		

Check #:00003839

Vendor Name		Check Date	Check Amount	Type	Void
Riverside Inn and Airboat Tours LLC		06/30/17	500.00	C	N
	7-100-300-100-000-450 - 100 Regular.000.Supplies and Materials		*500.00*		

Check #:00003840

Vendor Name		Check Date	Check Amount	Type	Void
SHORESIDE PETROLEUM INC.		06/30/17	4,113.27	C	N
	7-100-300-600-000-438 - 600.000.Fuel		*4,113.27*		

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Check #:00003841

Vendor Name	Check Date	Check Amount	Type	Void
Viking Marine Supply	06/30/17	139.08	C	N
7-100-600-600-000-450 - 600.000.Supplies and Materi		*29.86*		
7-243-600-790-000-450 - 790.000.Supplies and Materi		*0.00*		
7-372-000-000-000-450 - 000.000.Supplies and Materials		*109.22*		

Check #:00003871

Vendor Name	Check Date	Check Amount	Type	Void
ALASKA AIR CARGO	06/30/17	790.27	C	N
7-100-010-160-000-450 - 100 Voc Ed.000.Supplies and Materials		*790.27*		

Check #:00100273

Vendor Name	Check Date	Check Amount	Type	Void
Alaska Education & Business Services	06/02/17	187.50	A	N
7-100-600-550-000-410 - 550.000.Professional/Techni		*187.50*		

Check #:00100274

Vendor Name	Check Date	Check Amount	Type	Void
KIDABILITY-PT	06/02/17	1,376.00	A	N
7-100-300-200-000-410 - 200.000.Professional/Techni		*1,376.00*		

Check #:00100275

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	06/02/17	975.88	A	N
7-255-600-790-000-459 - 790 Food Services.000.Food		*485.23*		
7-255-600-790-000-460 - 790 Food Services.000.Milk		*307.29*		
7-256-000-790-000-459 - 790 Food Services.000.Food		*183.36*		

Check #:00100276

Vendor Name	Check Date	Check Amount	Type	Void
SMYKE ANITA	06/02/17	440.00	A	N
7-710-010-700-954-425 - 700.Problem Solving .Student Travel		*440.00*		

Check #:00100277

Vendor Name	Check Date	Check Amount	Type	Void
SORENSON RICHARD K	06/02/17	10.00	A	N
7-100-600-100-000-410 - 100.000.Professional/Techni		*10.00*		

Check #:00100278

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	06/09/17	585.53	A	N
7-255-600-790-000-459 - 790 Food Services.000.Food		*562.10*		
7-255-600-790-000-479 - 790.000.Other Supplies/Mate		*5.86*		
7-256-000-790-000-459 - 790 Food Services.000.Food		*17.57*		

Accounts Payable Details

June 2017

Check #:00100279

Vendor Name	Check Date	Check Amount	Type	Void
NORTHSTAR NETWORKING	06/09/17	1,000.00	A	N
7-100-010-350-720-410 - 300.Technology.Professional/Techni		*500.00*		
7-100-300-350-720-410 - 300.Technology.Professional/Techni		*500.00*		

Check #:00100280

Vendor Name	Check Date	Check Amount	Type	Void
Clegg Kara	06/13/17	170.57	A	N
7-100-000-000-000-735 - 000.000.WAGE ADVANCE		*170.57*		

Check #:00100281

Vendor Name	Check Date	Check Amount	Type	Void
Clark Brian	06/20/17	12,126.00	A	N
7-100-010-350-000-480 - 300.000.Tuition and Stipend		*12,126.00*		

Check #:00100282

Vendor Name	Check Date	Check Amount	Type	Void
Kleissler, Marita	06/20/17	10.00	A	N
7-100-600-100-000-410 - 100.000.Professional/Techni		*10.00*		

Check #:00100283

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	06/20/17	1,169.20	A	N
7-255-600-790-000-459 - 790 Food Services.000.Food		*570.86*		
7-255-600-790-000-460 - 790 Food Services.000.Milk		*571.02*		
7-255-600-790-000-479 - 790.000.Other Supplies/Mate		*27.32*		

Check #:00100284

Vendor Name	Check Date	Check Amount	Type	Void
Plum, Stacey	06/20/17	1,694.92	A	N
7-100-010-350-000-480 - 300.000.Tuition and Stipend		*1,694.92*		

Check #:00100285

Vendor Name	Check Date	Check Amount	Type	Void
REGGIANI MOLLY	06/20/17	125.00	A	N
7-100-010-350-000-480 - 300.000.Tuition and Stipend		*125.00*		

Check #:00100286

Vendor Name	Check Date	Check Amount	Type	Void
SMYKE ANITA	06/20/17	669.09	A	N
7-100-000-000-000-660 - 000.000.PREPAID EXPENSES		*90.75*		
7-710-010-700-954-490 - 700.Problem Solving .Other Expenses		*578.34*		

Accounts Payable Details

June 2017

Check #:00100287

Vendor Name	Check Date	Check Amount	Type	Void
TSA CONSULTING GROUP INC.	06/21/17	8,998.00	A	N
7-100-000-000-000-733 - 000.000.457 (b) CONTRIBUTION		*3,623.00*		
7-100-000-000-000-734 - 000.000.TAX SHELTERED ANNUITIES		*5,375.00*		

Check #:00100288

Vendor Name	Check Date	Check Amount	Type	Void
Clegg Kara	06/30/17	734.39	A	N
7-100-000-000-000-735 - 000.000.WAGE ADVANCE		*734.39*		

Check #:00100289

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	06/30/17	790.01	A	N
7-255-600-790-000-459 - 790 Food Services.000.Food		*159.30*		
7-255-600-790-000-460 - 790 Food Services.000.Milk		*630.71*		

Check #:00100290

Vendor Name	Check Date	Check Amount	Type	Void
Power School	06/30/17	3,621.50	A	N
7-100-010-100-720-450 - 100.Technology.Supplies and Materi		*1,810.75*		
7-100-300-100-720-450 - 100.Technology.Supplies and Materi		*1,810.75*		

Check #:00100291

Vendor Name	Check Date	Check Amount	Type	Void
SMYKE ANITA	06/30/17	9.22	A	N
7-710-010-700-954-490 - 700.Problem Solving .Other Expenses		*9.22*		

Check #:00100295

Vendor Name	Check Date	Check Amount	Type	Void
LYNDEN TRANSPORT INC.	06/30/17	129.12	A	N
7-100-010-100-000-450 - 100 Regular.000.Supplies and Materials		*129.12*		

Check #:06262017

Vendor Name	Check Date	Check Amount	Type	Void
		0.00		
		0.00		

Check #:32728476

Vendor Name	Check Date	Check Amount	Type	Void
KONICA MINOLTA PREMIER FINANCE	06/16/17	338.76	E	N
7-100-010-400-000-440 - 400.000.Other Purchased Ser		*338.76*		

Accounts Payable Details

June 2017

Check #:32728534

Vendor Name	Check Date	Check Amount	Type	Void
KONICA MINOLTA PREMIER FINANCE	06/16/17	1,453.23	E	N
7-100-010-100-000-440 - 100 Regular.000.Other Purchased Services		*317.09*		
7-100-010-400-000-440 - 400.000.Other Purchased Ser		*317.09*		
7-100-300-100-000-440 - 100 Regular.000.Other Purchased Services		*501.97*		
7-100-300-400-000-440 - 400.000.Other Purchased Ser		*317.08*		

Total (Including Voids)

Bank No	Check Amount
01	434,475.71
AC	34,821.93
Sum:	**469,297.64**

Cordova School District
Purchase Card Statement

District

Location: **600**
Assigned To: **Alexander Russin**
Name on Card: **Alex Russin**
Card: **9**

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
05/29/17	TOBII DYNAVOX SYST	99.00		dues amazon prime	7-100-600-550-000-491	
05/29/17	AMHS WEB RESERVATION	452.00		amhs-1190094-migrant fall tr	7-100-000-000-000-660	
05/31/17	DBC*BLICK ART MATERIA	951.84		hottinger art supplies	7-278-010-160-000-450	
05/31/17	ALASKA AIR 0272141811	11.20		seagrant-hammer-juneau-6-4	7-246-300-350-000-420	
06/01/17	ATT* SERVICE	23.74		may statement	7-100-600-600-000-433	
06/01/17	AMAZON MKTPLACE PMTS	72.07		misc technology supplies	7-100-600-350-720-450	
06/01/17	LMP*DAVERAMSEY LAMPOG	337.34		ramsey textbook/carroll	7-100-010-100-000-471	
06/01/17	EDMENTUM INC	6,654.00		yearly purchase of coursewar	7-100-010-100-000-471	
06/01/17	ATT* SERVICE	33.40		may statement	7-100-600-512-000-433	
06/01/17	ATT* SERVICE	28.85		may statement	7-100-600-550-000-433	
06/01/17	ATT* SERVICE	76.47		may statement	7-100-010-400-000-433	
06/01/17	ATT* SERVICE	33.66		may statement	7-100-300-400-000-433	
06/01/17	UAS Housing Lodge	608.00		sea grant-housing rental-jur	7-246-300-350-000-420	
06/02/17	CORDOVA TELEPHONE	9.99		technology	7-100-600-350-720-433	

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

Indicate missing receipts/invoices and any other problems:
1.
2.
3.

Date Printed: 08/04/17 Date Returned:

Cordova School District
Purchase Card Statement

District

Location: 600
Assigned To: Alexander Russin
Name on Card: Alex Russin
Card: 9

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
06/02/17	CORDOVA TELEPHONE	9.97		sch bus	7-205-600-760-720-433	
06/02/17	CORDOVA TELEPHONE	329.59		maintenance	7-100-600-600-720-433	
06/02/17	CORDOVA TELEPHONE	90.75		mt e instruction	7-100-300-350-720-433	
06/02/17	CORDOVA TELEPHONE	272.24		mt e office	7-100-300-400-720-433	
06/02/17	CORDOVA TELEPHONE	98.25		hs instruction	7-100-010-350-720-433	
06/02/17	CORDOVA TELEPHONE	294.74		hs office	7-100-010-400-720-433	
06/02/17	CORDOVA TELEPHONE	131.17		business office	7-100-600-550-720-433	
06/02/17	CORDOVA TELEPHONE	206.15		supt office	7-100-600-512-720-433	
06/02/17	J W PEPPER AND SON IN	470.73		music scores/supplies	7-710-010-700-937-490	
06/02/17	OETC TECHHEAD	77.25		..	7-100-600-350-720-450	
06/02/17	FSA - ANCHORAGE	115.28		fsa-7896464-lyn-3523162	7-256-000-790-000-479	
06/02/17	FSA - ANCHORAGE	283.44		fsa-7896464-lyn-3523162	7-255-600-790-000-459	
06/02/17	FSA - ANCHORAGE	33.32		fsa-7896464-lyn-3523162	7-255-600-790-000-479	
06/02/17	FSA - ANCHORAGE	3,956.85		fsa-7896463-lyn-3523162	7-255-600-790-000-459	

Signed: _____ Approved By: _____

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Date Printed: 08/04/17 Date Returned:

Cordova School District
Purchase Card Statement

District

Location: **600**
Assigned To: **Alexander Russin**
Name on Card: **Alex Russin**
Card: **9**

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
06/02/17	CHARLIES PRODUCE	343.61		char-8627894-lyn-6322730	7-255-600-790-000-459	
06/05/17	PETERKIN DISTRIBUTORS	266.18		pete-595936-lyn-6329362	7-255-600-790-000-460	
06/05/17	WW GRAINGER	2,506.02		janitorial supplies/jared	7-100-600-600-000-453	
06/05/17	PETERKIN DISTRIBUTORS	356.82		pete-595003-lyn-6329291	7-255-600-790-000-460	
06/05/17	PETERKIN DISTRIBUTORS	410.13		pete-595466-lyn-6329293	7-255-600-790-000-460	
06/05/17	PETERKIN DISTRIBUTORS	401.23		pete-596790-lyn-6322730	7-255-600-790-000-460	
06/05/17	AMHS WEB RESERVATION	446.00		amhs-1193186-paoola-migrant	7-100-000-000-000-660	
06/05/17	PITSCO INC	150.00		v-pitsco-registration-freigh	7-710-010-700-962-490	
06/06/17	ALASKA AIR 027214244	5.60		jared/construction travel-su	7-100-600-600-000-410	
06/06/17	Amazon.com	25.90		staples/postits/sorenson	7-100-010-160-000-450	
06/06/17	WAYFAIR*Wayfair	1,249.70		v-Wayfair/mt eccles order/gr	7-100-300-100-000-450	
06/06/17	ALASKA AIR 027214244	12.50		summerhayes/construction/jar	7-100-600-600-000-410	
06/06/17	WWW COSTCO COM	909.87		office chairs/curtis/high sc	7-100-010-400-000-450	
06/07/17	SCHOOL OUTFITTERS	27,959.38		v-Schooloutfitters-HS-curtis	7-100-010-100-000-450	

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

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Date Printed: 08/04/17 Date Returned:

Cordova School District
Purchase Card Statement

District

Location: **600**
Assigned To: **Alexander Russin**
Name on Card: **Alex Russin**
Card: **9**

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
06/07/17	VARIDESK	714.42		v-Varidesk-office	7-100-010-350-000-450	
06/07/17	SHORESIDE PETROLEUM I	1,763.96		623.2@-2.82 hs - 5-20-2017	7-100-300-600-000-438	
06/07/17	J W PEPPER AND SON IN	12.75		music supplies/scores	7-710-010-700-937-490	
06/07/17	AmazonPrime Membershi	99.00		v-Boardmaker-collins-online	7-100-300-200-000-450	
06/07/17	VARIDESK	714.42		v-Varidesk-office	7-100-600-550-000-450	
06/07/17	SHORESIDE PETROLEUM I	1,896.44		670.gal-@-2.82 mt e-05-26-17	7-100-010-600-000-438	
06/08/17	AC CORDOVA-235	13.99		6-6-17 board lunch meeting	7-100-600-511-000-450	
06/08/17	Amazon.com	649.89		upgrade supplies/keith	7-710-500-700-908-490	
06/08/17	AMAZON MKTPLACE PMTS	-53.77		misc tech supplies	7-100-010-100-720-450	
06/08/17	AMAZON MKTPLACE PMTS	-2.30		misc tech supplies	7-100-010-100-720-450	
06/08/17	AMAZON MKTPLACE PMTS	-2.30		misc tech supplies	7-100-010-100-720-450	
06/08/17	SCHOOL OUTFITTERS	6,150.04		v-SchoolOutfitters-HS-cafete	7-255-600-000-000-478	
06/08/17	ANCHOR BAR & GRILL	138.00		6-6-17 board lunch meeting	7-100-600-511-000-450	
06/09/17	FGA*CORPORATE - 99126	192.75		hs field trip-inv 11352145	7-205-600-761-000-425	

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

Indicate missing receipts/invoices and any other problems:
1.
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Date Printed: 08/04/17 Date Returned:

Cordova School District
Purchase Card Statement

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
District						
Location:	**600**					
Assigned To:	**Alexander Russin**					
Name on Card:	**Alex Russin**					
Card:	**9**					
06/09/17	FGA*CORPORATE - 99126	184.39		fps cdv bus use-inv-113521	7-205-600-762-000-425	
06/09/17	FGA*CORPORATE - 99126	9,188.89		inv-11352145-bus-5-22-17	7-205-600-760-000-440	
06/09/17	AMAZON MKTPLACE PMTS	149.85		moe/room dividers	7-100-010-100-000-450	
06/09/17	FSA - ANCHORAGE	125.28		fsa-7912133-lyn-3523334	7-255-600-790-000-479	
06/09/17	FGA*CORPORATE - 99126	1,126.48		mt e field trip-inv-1135214	7-205-600-761-000-425	
06/09/17	FGA*CORPORATE - 99126	1,689.56		inv-11354255-june service	7-205-600-760-000-440	
06/09/17	FGA*CORPORATE - 99126	184.39		june eccles field trip-inv-1	7-205-600-761-000-425	
06/09/17	FSA - ANCHORAGE	1,249.82		fsa-7912132-lyn-3523334	7-255-600-790-000-459	
06/09/17	FSA - ANCHORAGE	61.44		fsa-7912132-lyn-3523334	7-255-600-790-000-479	
06/09/17	FSA - ANCHORAGE	83.17		fsa-7912133-lyn-3523334	7-255-600-790-000-459	
06/09/17	CHARLIES PRODUCE	269.60		char-8629194-lyn-5346455	7-255-600-790-000-459	
06/09/17	AMAZON MKTPLACE PMTS	-53.77		misc tech supplies	7-100-010-100-720-450	
06/12/17	AMAZON MKTPLACE PMTS	162.84		keith tech supplies????	7-100-010-100-720-450	
06/12/17	AMAZON MKTPLACE PMTS	91.96		keith /comp/parts	7-100-010-350-720-450	

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

Indicate missing receipts/invoices and any other problems:

1.
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3.

Date Printed: 08/04/17 Date Returned:

Cordova School District
Purchase Card Statement

District

Location: 600
Assigned To: Alexander Russin
Name on Card: Alex Russin
Card: 9

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
06/12/17	AMAZON MKTPLACE PMTS	79.00		keith tech supplies	7-100-010-100-720-450	
06/12/17	AMAZON MKTPLACE PMTS	58.05		sorenson/supplies	7-100-010-160-000-450	
06/13/17	EXPEDITED CARD FEE	15.00		expeditited fee for new carc	7-100-600-550-000-491	
06/16/17	BestBuyCom80207100931	299.98		russin/tv/cable	7-100-600-512-000-450	
06/19/17	AMAZON MKTPLACE PMTS	528.22		keith tech supplies	7-100-010-100-720-450	
06/19/17	DMV WEB	10.00		registration on vehicle	7-100-600-600-000-491	
06/19/17	WAYFAIR*Wayfair	4,783.71		mt eccles/table/stools/etc	7-100-300-100-000-450	
06/19/17	AMAZON MKTPLACE PMTS	18.90		district office calendars	7-100-600-512-000-450	
06/19/17	SHORESIDE PETROLEUM I	509.49		180.gal-@-2.82-HS-6-8-17	7-100-010-600-000-438	
06/19/17	AMAZON MKTPLACE PMTS	79.00		keith tech supplies	7-100-010-100-720-450	
06/20/17	TC *DRAWING BOARD	375.24		mt e shre envelopes	7-100-300-400-000-450	
06/20/17	TC *DRAWING BOARD	375.24		hs share envelopes	7-100-010-400-000-450	
06/20/17	TC *DRAWING BOARD	160.88		supt envelopes	7-100-600-550-000-450	
06/20/17	TC *DRAWING BOARD	160.88		share envelopes	7-100-600-550-000-450	

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

Indicate missing receipts/invoices and any other problems:
1.
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Date Printed: 08/04/17 Date Returned:

Cordova School District
Purchase Card Statement

District

Location: **600**
Assigned To: **Alexander Russin**
Name on Card: **Alex Russin**
Card: **9**

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
06/20/17	Scholastic Magazines	21.78		mt e classroom mag/17-18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	33.76		mte classroom mag-17/18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	187.55		mte classroom mag-17/18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	25.05		mte classroom mag-17-18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	139.15		mte class mag/17-18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	33.76		mte classroom mag 17-18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	25.05		mte class room mag-17/18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	27.23		mte class room mag-17/18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	181.50		mte classroom mag-17/18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	151.25		mte classroom mag-17/18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	32.67		mte-classroom mag-17/18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	96.80		mte classroom mag-17/18	7-100-000-000-000-660	
06/20/17	Scholastic Magazines	121.00		mt e classroom mag/17-18	7-100-000-000-000-660	
06/21/17	PSN*CORDOVA ELECTRIC	5,494.32		20823-kwh-may-2017	7-100-010-600-000-436	

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

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1.
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3.

Date Printed: 08/04/17 Date Returned:

Cordova School District
Purchase Card Statement

District

Location: **600**
Assigned To: **Alexander Russin**
Name on Card: **Alex Russin**
Card: **9**

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
06/21/17	PSN*CORDOVA ELECTRIC	6,160.15		23406-kwh-may 2017	7-100-300-600-000-436	
06/22/17	APL*APPLE ONLINE STOF	91.00		apple care/shipping/mini mac	7-100-600-350-720-450	
06/22/17	AC CORDOVA-235	80.95		235316034-fs-last school day	7-255-600-790-000-459	
06/22/17	AC CORDOVA-235	41.93		6th grde grad supplies	7-100-300-400-000-450	
06/22/17	AC CORDOVA-235	29.94		235231616-fs supplies	7-255-600-790-000-459	
06/22/17	ERA ALASKA 7H FLT FRT	106.33		freight for supplies /constr	7-100-600-600-000-440	
06/23/17	GCI* WOODWIND	802.79		music yrly supplies	7-100-010-100-000-450	
06/23/17	FSA - ANCHORAGE	224.89		fsa-7944716-lyn-3523607	7-255-600-790-000-479	
06/23/17	FSA - ANCHORAGE	1,715.69		fsa-7944716-lyn-3523607	7-255-600-790-000-459	
06/23/17	CHARLIES PRODUCE	186.97		char-8630619-lyn-6322732	7-255-600-790-000-459	
06/23/17	CHARLIES PRODUCE	454.79		char-8632023-lyn-6322732	7-255-600-790-000-459	
06/23/17	ALASKA AIR 027214388	5.60		hargraves/time management cl	7-100-600-600-000-410	
06/23/17	ALASKA AIR 027214388	12.50		Hargraves-maint workshop-6-4	7-100-600-600-000-410	
06/26/17	AMAZON MKTPLACE PMTS	280.87		toner ink	7-100-600-550-000-450	

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

Indicate missing receipts/invoices and any other problems:
1.
2.
3.

Date Printed: 08/04/17 Date Returned:

Cordova School District
Purchase Card Statement

District

Location: **600**
Assigned To: **Alexander Russin**
Name on Card: **Alex Russin**
Card: **9**

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
06/26/17	HARBORSIDE PIZZA	97.52		supt meeting contract	7-100-600-511-000-450	
06/26/17	APL*APPLE ONLINE STOF	1,339.00		mini mac/processor/keith	7-100-010-350-720-450	
06/26/17	AMAZON MKTPLACE PMTS	200.00		toner ink	7-100-600-512-000-450	
06/26/17	WW GRAINGER	5,376.69		air end lift-stools-sorensor	7-278-010-160-000-450	
	Card Total:	**108,837.49**				

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

Indicate missing receipts/invoices and any other problems:

1.
2.
3.

Date Printed: 08/04/17 Date Returned:

Cordova School District
Purchase Card Statement

Cordova High School

Location: 010
Assigned To: Curtis Clough
Name on Card: Curtis Clough
Card: 8

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
05/29/17	ALASKA AIR 027214175	125.00		adams/peak-5-29/change fee	7-100-010-350-000-420	
06/13/17	HONEYWELLSTORE.COM	114.45		honeywellhepa replacement fi	7-100-010-100-000-450	
06/14/17	AMAZON MKTPLACE PMTS	88.88		office supplies/tape	7-100-600-512-000-450	
06/14/17	AMAZON MKTPLACE PMTS	52.19		toner/district office suppli	7-100-600-512-000-450	
06/15/17	AMAZON MKTPLACE PMTS	42.85		tape gun/office supplies	7-100-600-512-000-450	
06/16/17	AMAZON MKTPLACE PMTS	81.87		district office supplies	7-100-600-512-000-450	
06/16/17	APL*APPLE ONLINE STOR	728.00		stolen/replaced/ipads/sped/	7-280-600-200-000-450	
06/16/17	WCP SOLUTIONS CORP	687.75		35% share paper	7-100-010-100-000-450	
06/16/17	WCP SOLUTIONS CORP	687.75		35% share paper	7-100-300-100-000-450	
06/16/17	APL*APPLE ONLINE STOR	408.00		ipad replaced/stolen org	7-280-600-200-000-450	
06/16/17	WCP SOLUTIONS CORP	294.75		15% share paper	7-100-600-512-000-450	
06/16/17	WCP SOLUTIONS CORP	294.75		15% share paper	7-100-600-550-000-450	
06/19/17	AMAZON MKTPLACE PMTS	18.90		supt/bus/calendars-17/18 yr	7-100-600-550-000-450	
06/19/17	AMAZON MKTPLACE PMTS	488.32		alex/kristy/libby/toners	7-100-600-550-000-450	

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

Indicate missing receipts/invoices and any other problems:
1.
2.
3.

Date Printed: 08/04/17 Date Returned:

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account

Cordova High School

Location: **010**
Assigned To: **Curtis Clough**
Name on Card: **Curtis Clough**
Card: **8**

Card Total: **4,113.46**

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

Indicate missing receipts/invoices and any other problems:

1.
2.
3.

Date Printed: 08/04/17 Date Returned:

Mt. Eccles Elementary School

Location: 300

Assigned To: Gayle Groff

Name on Card:

Card: 1

Date	Vendor Name	Amount	Actual Amt	Description	Account Number	Actual Account
06/02/17	NICHOLS BACKDOOR COMF	36.17	_____	multi purpose mats/gayle	7-710-300-700-977-490	_____
06/08/17	IN *CAMTU CLOTHING &	402.37	_____	ind ed supplies	7-350-000-100-000-450	_____
06/08/17	AC CORDOVA-235	287.95	_____	ind ed snacks/gayle	7-350-000-100-000-450	_____
06/08/17	NICHOLS BACKDOOR COMF	313.47	_____	ind ed snacks/gayle	7-350-000-100-000-450	_____
	Card Total:	**1,039.96**				

Signed: _____ Approved By: _____

Please attach your receipts and return to the office by: _____

Indicate missing receipts/invoices and any other problems:

1.
2.
3.

Date Printed: 08/04/17 Date Returned:

Student Activity Accounts Summary

Fiscal Year: 17

Athletic Director

Program Value with Description	Balance
913 - Concessions	($0.00)
940 - General Athletic	$12,400.08
944 - Cross Country*	$8,431.14
945 - HS Girls Basketball	$7,364.41
947 - HS Wrestling*	$4,858.92
949 - HS Boys Basketball	$12,392.74
951 - JH Boys Basketball*	$7,798.81
952 - JH Girls Basketball*	$3,795.46
956 - Swimming*	$6,781.84
957 - Tipoff Tournament	$2,487.21
967 - JH Wrestling	$815.00
968 - JH Volleyball	$3,129.50
988 - Tournament Team Feed	$6,923.20
995 - Fitness Club	$200.00
996 - Cheerleading	$3,396.75
997 - HS Volleyball*	$5,656.10
	$86,431.16

District

Program Value with Description	Balance
902 - PWSCC Rent/Fees	$1,892.80
904 - District Miscellaneous	$1,288.75
908 - District Technology Fees	$38,926.89
915 - Interest on Checking	$1,552.87
932 - Cordova Centennial Yearbook	($646.41)
963 - Library	$726.81
974 - Board Fund	$6,903.17
	$50,644.88

HS Principal

Program Value with Description	Balance
901 - Industrial Arts Fees	$11,151.75
906 - Chemistry Fees	$20.00
907 - Art Fees	$1.00
910 - Calculator Resale $500 Advance	($1,165.38)
911 - Library Fines and Lab Fees	$338.11
921 - Class of 2016	$0.00
924 - Class of 2018	$2,757.76
925 - Class of 2019	$3,167.89
926 - Class of 2020	$1,868.14
927 - Class of 2021	$1,006.38
929 - Class of 2017	$2,079.57
930 - Class of 2022	$249.29
931 - Copper Nugget Yearbook	$1,134.10
935 - AASB Leadership	$357.40
936 - Northern Lights	($20.98)
937 - Music	$39,232.31
938 - Drama	$1,184.10
939 - Close-Up	$147.62
941 - Science Club	$8,729.33
942 - HS Student Council	$9,755.59
943 - Broadcasting	$100.00
946 - National Honor Society	($592.27)
948 - Boat Building Donations	$10,821.79
950 - Music Scholarships	$1,500.00
954 - Problem Solving Team	($0.00)
959 - 7th Grade LItter Control	$1,804.80
962 - Tech Club	$9,433.63
976 - Wolverine Pride	($991.47)
991 - Bionic (Peer Helpers)	$987.03
992 - Counseling	($120.13)
998 - FHA - Home Economics	$925.74
	$105,863.10

ME Principal

Program Value with Description	Balance
903 - Mt. Eyak Student Support	$21,185.00
912 - ME Cordova Level Library	$0.00
977 - ME Hound Pride	$6,711.42
978 - ME Donation	$58,640.01
	$86,536.43

Student Activity Accounts Details

Fiscal Year: 17

Athletic Director

913 - Concessions

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$6,110.96	$6,110.96
010 - CHSSA Revenue	$0.00	$4,314.56	$4,314.56
250 - Transfers from Other Funds	$0.00	$3,210.27	$3,210.27
316 - Salaries Extra-Duty	$0.00	($3,161.00)	($3,161.00)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($49.27)	($49.27)
355 - TRS Retire Contributions	$0.00	$0.00	$0.00
490 - Other Expenses	$0.00	($10,425.52)	($10,425.52)
Sum:	**$0.00**	**$0.00**	**$0.00**

940 - General Athletic

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$13,849.20	$13,849.20
010 - CHSSA Revenue	$0.00	$20,200.46	$20,200.46
250 - Transfers from Other Funds	$0.00	$3,096.12	$3,096.12
316 - Salaries Extra-Duty	$0.00	($2,651.75)	($2,651.75)
354 - FICA Contributions	$0.00	($447.20)	($447.20)
420 - Staff Travel	$0.00	($7,737.00)	($7,737.00)
425 - Student Travel	$0.00	($6,910.24)	($6,910.24)
490 - Other Expenses	$0.00	($6,999.51)	($6,999.51)
Sum:	**$0.00**	**$12,400.08**	**$12,400.08**

944 - Cross Country*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$5,806.96	$5,806.96
010 - CHSSA Revenue	$0.00	$6,425.51	$6,425.51
250 - Transfers from Other Funds	$0.00	$15,129.40	$15,129.40
316 - Salaries Extra-Duty	$0.00	($8,226.67)	($8,226.67)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($122.36)	($122.36)
425 - Student Travel	$0.00	($10,158.40)	($10,158.40)
490 - Other Expenses	$0.00	($423.30)	($423.30)
Sum:	**$0.00**	**$8,431.14**	**$8,431.14**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

945 - HS Girls Basketball

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($110.86)	($110.86)
010 - CHSSA Revenue	$0.00	$7,505.27	$7,505.27
250 - Transfers from Other Funds	$0.00	$25,694.89	$25,694.89
329 - Salaries Non-Cert Substitutes	$0.00	($10,735.00)	($10,735.00)
354 - FICA Contributions	$0.00	($629.54)	($629.54)
425 - Student Travel	$0.00	($14,330.35)	($14,330.35)
490 - Other Expenses	$0.00	($30.00)	($30.00)
Sum:	**$0.00**	**$7,364.41**	**$7,364.41**

947 - HS Wrestling*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$752.33	$752.33
010 - CHSSA Revenue	$0.00	$5,002.50	$5,002.50
250 - Transfers from Other Funds	$0.00	$17,809.62	$17,809.62
329 - Salaries Non-Cert Substitutes	$0.00	($5,364.00)	($5,364.00)
354 - FICA Contributions	$0.00	($410.32)	($410.32)
425 - Student Travel	$0.00	($12,050.20)	($12,050.20)
490 - Other Expenses	$0.00	($881.01)	($881.01)
Sum:	**$0.00**	**$4,858.92**	**$4,858.92**

949 - HS Boys Basketball

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$2,279.36	$2,279.36
010 - CHSSA Revenue	$0.00	$19,883.88	$19,883.88
250 - Transfers from Other Funds	$0.00	$29,444.01	$29,444.01
329 - Salaries Non-Cert Substitutes	$0.00	($11,624.98)	($11,624.98)
354 - FICA Contributions	$0.00	($889.29)	($889.29)
425 - Student Travel	$0.00	($21,568.89)	($21,568.89)
490 - Other Expenses	$0.00	($5,131.35)	($5,131.35)
Sum:	**$0.00**	**$12,392.74**	**$12,392.74**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

951 - JH Boys Basketball*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$7,975.48	$7,975.48
010 - CHSSA Revenue	$0.00	$2,837.20	$2,837.20
250 - Transfers from Other Funds	$0.00	$8,977.32	$8,977.32
316 - Salaries Extra-Duty	$0.00	($3,161.00)	($3,161.00)
329 - Salaries Non-Cert Substitutes	$0.00	($1,645.00)	($1,645.00)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($170.27)	($170.27)
425 - Student Travel	$0.00	($4,001.05)	($4,001.05)
490 - Other Expenses	$0.00	($3,013.87)	($3,013.87)
Sum:	**$0.00**	**$7,798.81**	**$7,798.81**

952 - JH Girls Basketball*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($920.95)	($920.95)
010 - CHSSA Revenue	$0.00	$7,489.72	$7,489.72
250 - Transfers from Other Funds	$0.00	$8,486.51	$8,486.51
329 - Salaries Non-Cert Substitutes	$0.00	($3,326.00)	($3,326.00)
354 - FICA Contributions	$0.00	($254.46)	($254.46)
425 - Student Travel	$0.00	($4,906.05)	($4,906.05)
490 - Other Expenses	$0.00	($2,773.31)	($2,773.31)
Sum:	**$0.00**	**$3,795.46**	**$3,795.46**

956 - Swimming*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$3,695.03	$3,695.03
010 - CHSSA Revenue	$0.00	$3,086.81	$3,086.81
250 - Transfers from Other Funds	$0.00	$18,171.00	$18,171.00
329 - Salaries Non-Cert Substitutes	$0.00	($5,364.00)	($5,364.00)
425 - Student Travel	$0.00	($12,807.00)	($12,807.00)
Sum:	**$0.00**	**$6,781.84**	**$6,781.84**

957 - Tipoff Tournament

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$8,277.07	$8,277.07
010 - CHSSA Revenue	$0.00	$8,261.01	$8,261.01
490 - Other Expenses	$0.00	($14,050.87)	($14,050.87)
Sum:	**$0.00**	**$2,487.21**	**$2,487.21**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

967 - JH Wrestling

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$0.00	$0.00
010 - CHSSA Revenue	$0.00	$815.00	$815.00
250 - Transfers from Other Funds	$0.00	$9,081.65	$9,081.65
329 - Salaries Non-Cert Substitutes	$0.00	($3,161.00)	($3,161.00)
354 - FICA Contributions	$0.00	($241.81)	($241.81)
425 - Student Travel	$0.00	($5,678.84)	($5,678.84)
Sum:	**$0.00**	**$815.00**	**$815.00**

968 - JH Volleyball

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$0.00	$0.00
010 - CHSSA Revenue	$0.00	$3,745.29	$3,745.29
250 - Transfers from Other Funds	$0.00	$9,293.25	$9,293.25
316 - Salaries Extra-Duty	$0.00	($3,161.00)	($3,161.00)
354 - FICA Contributions	$0.00	($229.24)	($229.24)
356 - PERS Retire Contributions	$0.00	$0.00	$0.00
425 - Student Travel	$0.00	($5,903.01)	($5,903.01)
490 - Other Expenses	$0.00	($615.79)	($615.79)
Sum:	**$0.00**	**$3,129.50**	**$3,129.50**

988 - Tournament Team Feed

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$9,356.05	$9,356.05
010 - CHSSA Revenue	$0.00	$1,505.00	$1,505.00
326 - Salaries Non-Cert Food Service	$0.00	($269.72)	($269.72)
329 - Salaries Non-Cert Substitutes	$0.00	($3,122.78)	($3,122.78)
354 - FICA Contributions	$0.00	($257.81)	($257.81)
356 - PERS Retire Contributions	$0.00	$0.00	$0.00
490 - Other Expenses	$0.00	($287.54)	($287.54)
Sum:	**$0.00**	**$6,923.20**	**$6,923.20**

995 - Fitness Club

Object Code	Encumbered	Actual	YTD
010 - CHSSA Revenue	$0.00	$200.00	$200.00
Sum:	**$0.00**	**$200.00**	**$200.00**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

996 - Cheerleading

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($177.83)	($177.83)
010 - CHSSA Revenue	$0.00	$9,551.64	$9,551.64
250 - Transfers from Other Funds	$0.00	$7,994.11	$7,994.11
329 - Salaries Non-Cert Substitutes	$0.00	($3,161.00)	($3,161.00)
354 - FICA Contributions	$0.00	($241.84)	($241.84)
425 - Student Travel	$0.00	($4,591.27)	($4,591.27)
490 - Other Expenses	$0.00	($5,977.06)	($5,977.06)
Sum:	**$0.00**	**$3,396.75**	**$3,396.75**

997 - HS Volleyball*

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$317.33	$317.33
010 - CHSSA Revenue	$0.00	$7,242.45	$7,242.45
250 - Transfers from Other Funds	$0.00	$28,576.21	$28,576.21
329 - Salaries Non-Cert Substitutes	$0.00	($8,074.00)	($8,074.00)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($590.28)	($590.28)
425 - Student Travel	$0.00	($19,911.93)	($19,911.93)
490 - Other Expenses	$0.00	($1,833.68)	($1,833.68)
491 - Dues and Fees	$0.00	($70.00)	($70.00)
Sum:	**$0.00**	**$5,656.10**	**$5,656.10**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

District

902 - PWSCC Rent/Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($5,492.14)	($5,492.14)
010 - CHSSA Revenue	$0.00	$22,209.94	$22,209.94
490 - Other Expenses	$0.00	($14,825.00)	($14,825.00)
Sum:	**$0.00**	**$1,892.80**	**$1,892.80**

904 - District Miscellaneous

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$1,288.75	$1,288.75
Sum:	**$0.00**	**$1,288.75**	**$1,288.75**

908 - District Technology Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$29,486.34	$29,486.34
010 - CHSSA Revenue	$0.00	$24,583.95	$24,583.95
490 - Other Expenses	$0.00	($15,143.40)	($15,143.40)
Sum:	**$0.00**	**$38,926.89**	**$38,926.89**

915 - Interest on Checking

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$1,552.87	$1,552.87
Sum:	**$0.00**	**$1,552.87**	**$1,552.87**

932 - Cordova Centennial Yearbook

Object Code	Encumbered	Actual	YTD
010 - CHSSA Revenue	$0.00	$400.00	$400.00
250 - Transfers from Other Funds	$0.00	$3,204.70	$3,204.70
316 - Salaries Extra-Duty	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	$0.00	$0.00
490 - Other Expenses	$0.00	($4,251.11)	($4,251.11)
Sum:	**$0.00**	**($646.41)**	**($646.41)**

963 - Library

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$726.81	$726.81
Sum:	**$0.00**	**$726.81**	**$726.81**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

974 - Board Fund

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$6,646.37	$6,646.37
010 - CHSSA Revenue	$0.00	$256.80	$256.80
Sum:	**$0.00**	**$6,903.17**	**$6,903.17**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

HS Principal

901 - Industrial Arts Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$10,893.23	$10,893.23
010 - CHSSA Revenue	$0.00	$854.00	$854.00
490 - Other Expenses	$0.00	($595.48)	($595.48)
Sum:	**$0.00**	**$11,151.75**	**$11,151.75**

906 - Chemistry Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$20.00	$20.00
Sum:	**$0.00**	**$20.00**	**$20.00**

907 - Art Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$1.00	$1.00
Sum:	**$0.00**	**$1.00**	**$1.00**

910 - Calculator Resale $500 Advance

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($1,435.38)	($1,435.38)
010 - CHSSA Revenue	$0.00	$270.00	$270.00
Sum:	**$0.00**	**($1,165.38)**	**($1,165.38)**

911 - Library Fines and Lab Fees

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$338.11	$338.11
Sum:	**$0.00**	**$338.11**	**$338.11**

921 - Class of 2016

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($719.69)	($719.69)
250 - Transfers from Other Funds	$0.00	$719.69	$719.69
Sum:	**$0.00**	**$0.00**	**$0.00**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

924 - Class of 2018

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$2,907.62	$2,907.62
010 - CHSSA Revenue	$0.00	$832.23	$832.23
250 - Transfers from Other Funds	$0.00	$2,274.77	$2,274.77
316 - Salaries Extra-Duty	$0.00	($2,107.00)	($2,107.00)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($149.04)	($149.04)
356 - PERS Retire Contributions	$0.00	($18.73)	($18.73)
490 - Other Expenses	$0.00	($982.09)	($982.09)
Sum:	**$0.00**	**$2,757.76**	**$2,757.76**

925 - Class of 2019

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$3,350.79	$3,350.79
010 - CHSSA Revenue	$0.00	$42.00	$42.00
250 - Transfers from Other Funds	$0.00	$1,084.12	$1,084.12
316 - Salaries Extra-Duty	$0.00	($1,069.24)	($1,069.24)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($14.88)	($14.88)
355 - TRS Retire Contributions	$0.00	$0.00	$0.00
490 - Other Expenses	$0.00	($224.90)	($224.90)
Sum:	**$0.00**	**$3,167.89**	**$3,167.89**

926 - Class of 2020

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$1,256.55	$1,256.55
010 - CHSSA Revenue	$0.00	$744.25	$744.25
250 - Transfers from Other Funds	$0.00	$723.33	$723.33
316 - Salaries Extra-Duty	$0.00	($712.88)	($712.88)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($10.45)	($10.45)
355 - TRS Retire Contributions	$0.00	$0.00	$0.00
490 - Other Expenses	$0.00	($132.66)	($132.66)
Sum:	**$0.00**	**$1,868.14**	**$1,868.14**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

927 - Class of 2021

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$424.00	$424.00
010 - CHSSA Revenue	$0.00	$878.88	$878.88
250 - Transfers from Other Funds	$0.00	$1,474.46	$1,474.46
316 - Salaries Extra-Duty	$0.00	($1,452.24)	($1,452.24)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($22.22)	($22.22)
355 - TRS Retire Contributions	$0.00	$0.00	$0.00
490 - Other Expenses	$0.00	($296.50)	($296.50)
Sum:	**$0.00**	**$1,006.38**	**$1,006.38**

929 - Class of 2017

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$1,638.15	$1,638.15
010 - CHSSA Revenue	$0.00	$1,117.89	$1,117.89
250 - Transfers from Other Funds	$0.00	$2,054.66	$2,054.66
316 - Salaries Extra-Duty	$0.00	($2,009.45)	($2,009.45)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($18.21)	($18.21)
355 - TRS Retire Contributions	$0.00	$0.00	$0.00
490 - Other Expenses	$0.00	($703.47)	($703.47)
Sum:	**$0.00**	**$2,079.57**	**$2,079.57**

930 - Class of 2022

Object Code	Encumbered	Actual	YTD
010 - CHSSA Revenue	$0.00	$457.05	$457.05
490 - Other Expenses	$0.00	($207.76)	($207.76)
Sum:	**$0.00**	**$249.29**	**$249.29**

931 - Copper Nugget Yearbook

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$4,580.86	$4,580.86
010 - CHSSA Revenue	$0.00	$4,136.25	$4,136.25
250 - Transfers from Other Funds	$0.00	$0.00	$0.00
316 - Salaries Extra-Duty	$0.00	($3,161.00)	($3,161.00)
354 - FICA Contributions	$0.00	($43.70)	($43.70)
490 - Other Expenses	$0.00	($4,378.31)	($4,378.31)
Sum:	**$0.00**	**$1,134.10**	**$1,134.10**

935 - AASB Leadership

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$357.40	$357.40
Sum:	**$0.00**	**$357.40**	**$357.40**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

936 - Northern Lights

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($20.98)	($20.98)
Sum:	**$0.00**	**($20.98)**	**($20.98)**

937 - Music

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$24,591.13	$24,591.13
010 - CHSSA Revenue	$0.00	$56,226.40	$56,226.40
250 - Transfers from Other Funds	$0.00	$5,432.53	$5,432.53
316 - Salaries Extra-Duty	$0.00	($3,256.00)	($3,256.00)
329 - Salaries Non-Cert Substitutes	$0.00	($1,149.00)	($1,149.00)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($132.85)	($132.85)
425 - Student Travel	$0.00	($5,089.36)	($5,089.36)
490 - Other Expenses	$0.00	($37,390.54)	($37,390.54)
Sum:	**$0.00**	**$39,232.31**	**$39,232.31**

938 - Drama

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$975.10	$975.10
010 - CHSSA Revenue	$0.00	$200.00	$200.00
250 - Transfers from Other Funds	$0.00	$2,116.00	$2,116.00
316 - Salaries Extra-Duty	$0.00	($2,107.00)	($2,107.00)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
355 - TRS Retire Contributions	$0.00	$0.00	$0.00
Sum:	**$0.00**	**$1,184.10**	**$1,184.10**

939 - Close-Up

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($258.71)	($258.71)
010 - CHSSA Revenue	$0.00	$34,692.91	$34,692.91
250 - Transfers from Other Funds	$0.00	$3,000.00	$3,000.00
425 - Student Travel	$0.00	($7,315.50)	($7,315.50)
490 - Other Expenses	$0.00	($29,971.08)	($29,971.08)
Sum:	**$0.00**	**$147.62**	**$147.62**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

941 - Science Club

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$8,588.43	$8,588.43
010 - CHSSA Revenue	$0.00	$200.00	$200.00
250 - Transfers from Other Funds	$0.00	$2,140.00	$2,140.00
316 - Salaries Extra-Duty	$0.00	($2,107.00)	($2,107.00)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($33.00)	($33.00)
490 - Other Expenses	$0.00	($59.10)	($59.10)
Sum:	**$0.00**	**$8,729.33**	**$8,729.33**

942 - HS Student Council

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$7,999.47	$7,999.47
010 - CHSSA Revenue	$0.00	$2,163.27	$2,163.27
250 - Transfers from Other Funds	$0.00	$4,088.11	$4,088.11
316 - Salaries Extra-Duty	$0.00	($3,161.00)	($3,161.00)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
354 - FICA Contributions	$0.00	($43.92)	($43.92)
490 - Other Expenses	$0.00	($1,290.34)	($1,290.34)
Sum:	**$0.00**	**$9,755.59**	**$9,755.59**

943 - Broadcasting

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$100.00	$100.00
Sum:	**$0.00**	**$100.00**	**$100.00**

946 - National Honor Society

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$177.73	$177.73
250 - Transfers from Other Funds	$0.00	$1,149.00	$1,149.00
316 - Salaries Extra-Duty	$0.00	($1,149.00)	($1,149.00)
351 - Insurance - Health/Life	$0.00	$0.00	$0.00
355 - TRS Retire Contributions	$0.00	$0.00	$0.00
490 - Other Expenses	$0.00	($770.00)	($770.00)
Sum:	**$0.00**	**($592.27)**	**($592.27)**

948 - Boat Building Donations

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$5,148.90	$5,148.90
010 - CHSSA Revenue	$0.00	$5,700.00	$5,700.00
490 - Other Expenses	$0.00	($27.11)	($27.11)
Sum:	**$0.00**	**$10,821.79**	**$10,821.79**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

950 - Music Scholarships

Object Code	Encumbered	Actual	YTD
010 - CHSSA Revenue	$0.00	$1,500.00	$1,500.00
Sum:	**$0.00**	**$1,500.00**	**$1,500.00**

954 - Problem Solving Team

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($1,527.49)	($1,527.49)
010 - CHSSA Revenue	$0.00	$1,664.64	$1,664.64
250 - Transfers from Other Funds	$0.00	$12,411.22	$12,411.22
316 - Salaries Extra-Duty	$0.00	($2,107.00)	($2,107.00)
329 - Salaries Non-Cert Substitutes	$0.00	($4,214.00)	($4,214.00)
354 - FICA Contributions	$0.00	($354.41)	($354.41)
425 - Student Travel	$0.00	($1,672.40)	($1,672.40)
490 - Other Expenses	$0.00	($4,200.56)	($4,200.56)
Sum:	**$0.00**	**$0.00**	**$0.00**

959 - 7th Grade LItter Control

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$1,804.80	$1,804.80
Sum:	**$0.00**	**$1,804.80**	**$1,804.80**

962 - Tech Club

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$5,737.27	$5,737.27
010 - CHSSA Revenue	$0.00	$14,585.66	$14,585.66
250 - Transfers from Other Funds	$0.00	$8,163.05	$8,163.05
425 - Student Travel	$0.00	($12,051.77)	($12,051.77)
490 - Other Expenses	$0.00	($7,000.58)	($7,000.58)
Sum:	**$0.00**	**$9,433.63**	**$9,433.63**

976 - Wolverine Pride

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	($980.84)	($980.84)
010 - CHSSA Revenue	$0.00	$418.76	$418.76
490 - Other Expenses	$0.00	($429.39)	($429.39)
Sum:	**$0.00**	**($991.47)**	**($991.47)**

991 - Bionic (Peer Helpers)

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$1,992.42	$1,992.42
010 - CHSSA Revenue	$0.00	$1,074.11	$1,074.11
490 - Other Expenses	$0.00	($2,079.50)	($2,079.50)
Sum:	**$0.00**	**$987.03**	**$987.03**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

992 - Counseling

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$487.87	$487.87
010 - CHSSA Revenue	$0.00	$1,683.00	$1,683.00
490 - Other Expenses	$0.00	($2,291.00)	($2,291.00)
Sum:	**$0.00**	**($120.13)**	**($120.13)**

998 - FHA - Home Economics

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$925.74	$925.74
Sum:	**$0.00**	**$925.74**	**$925.74**

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

ME Principal

903 - Mt. Eyak Student Support

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$21,185.00	$21,185.00
Sum:	**$0.00**	**$21,185.00**	**$21,185.00**

912 - ME Cordova Level Library

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$0.00	$0.00
Sum:	**$0.00**	**$0.00**	**$0.00**

977 - ME Hound Pride

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$8,596.01	$8,596.01
010 - CHSSA Revenue	$0.00	$4,830.99	$4,830.99
490 - Other Expenses	$0.00	($6,715.58)	($6,715.58)
Sum:	**$0.00**	**$6,711.42**	**$6,711.42**

978 - ME Donation

Object Code	Encumbered	Actual	YTD
001 - CHSSA Balance Forward	$0.00	$58,640.01	$58,640.01
Sum:	**$0.00**	**$58,640.01**	**$58,640.01**

***** Query Name:Query 1 *****

**** Query Properties:**
Universe:alio Finance
Last Refresh Date:8/4/17 11:14 AM

FY17 : All payroll and pre-approved travel expenses are reimbursed by the District's General Fund.

Last Execution Duration: 3
Number of rows: 952
Retrieve Duplicate Row: ON

**** Query Definition:**
Result Objects: Account Year, Account Period, Object Value with Description, Account Type, Account No, Fund Value, Budget Cur, MANAGER Description, Program Value with Description, Amount Cur, Encumbrance Cur
Filters (Account Year In List 17
AND Fund Value In List { 710; 720 }
AND Account Type In List { 91; 81 }
AND Program Value with Description Not In List { 909 - 909; 909 - COACHES, ADVISORS, REFEREES; 909 - Coaches/Advisors/Referees }
)

CORDOVA SCHOOL DISTRICT

Alaska Airlines Mileage Plan

as of June 30, 2017

Beginning Balance	**1,395,713**
Credits	114,321
Redemptions	(30,000)
Ending Balance	**1,480,034**

l. Informational Items

1. 2017 AASB Fall Boardsmanship Academy Draft Agenda

Fall Boardsmanship Academy Agenda
Westmark Anchorage
Sept. 23/24

Saturday, September 23, 2017

8:15 a.m.	Conference Registration and continental breakfast & coffee
9:00 a.m.	Welcome, overview and warm up
9:15 -10:30a.m.	What AVTEC is Doing and What Districts Need to Know! Cathy LeCompte, Director, AVTEC
10:30 -10:45 a.m.	Break
10:45-noon	ASAA
12:00-1:30 p.m.	Lunch on your own
1:30-2:45 p.m.	Boards Role in Personnel
2:45-3:00 p.m.	Break
3:00-4:14 p.m.	How to Effectively Conduct the Supt Evaluation; Lon Garrison and Timi Tullis, AASB
4:15 p.m.	Wrap up of the day

Sunday, September 24, 2017

8:15 a.m.	Conference Registration and continental breakfast & coffee
9:00 a.m.	**Warm up**
9:15-10:15 a.m.	Update on the Alaska Education Challenge; Jerry Covey and Commissioner Johnson
10:15-10:30 a.m.	Renewable Energy Alaska Project (REAP) Colleen Fisk, Energy Education Director
10:30-10:45 a.m.	Break
10:45-noon	Social Emotional Learning; It's Changing our Schools
12:00-1:30 p.m.	Lunch on your own
1:30-2:30 p.m.	The Opioid Epidemic in our State, What Schools Should Know
2:30-2:45 p.m.	Break
2:45-4:00 p.m.	Boards Role in Curriculum
4:00 p.m.	Evaluation and Wrap Up

draft

m. New/Unfinished Business

1. Information: Discussion of AASB Nomination Forms

Board of Directors Nomination Form

Nominations must be received by October 16, 2017

Name _____

Address _____

City _____ State ____ Zip _____

Telephone (Home) _____
(Work) _____
(Cell) _____

Email _____

Nominee is a current board member of the

_____ School Board.

Dates of Service _____

Year Current Term Expires _____

Offices held on local school board with dates:_____

Other Education-related public service at the local, state or national level (Boards, commissions, task forces, committees) with dates and leadership positions held, if any:

Other Non Education-related public service or cultural activities at the local, state or national level, with dates and positions held, if any:

Ways in which nominee has demonstrated advocacy for children:

Background Information

Education _____

Present Occupation _____

Previous Occupation(s) _____

Membership in professional or other organizations, if any.

Dates - Offices Held:

This nomination form should be accompanied by a **one page written statement** from the nominee regarding that individual's views on:

1. The appropriate role of the AASB.
2. Three major issues facing AASB in the near future.
3. How AASB could better serve school boards?
4. Ways AASB can help school boards meet Board Standards.

If nominee is selected by Nominating Committee, this statement will be made available for the General Membership at the Annual Conference.

Formal action was taken by the _____

School Board on _____,

to submit the name of this nominee.

Signed _____
School Board President or designee

Nominations must be received in the AASB office by October 16, 2017. Please return to:

AASB Nominations
Chairman c/o Ryan Aguilar
1111 West 9th St., Juneau,
Alaska 99801

Tel: 907-463-1660 Fax: 586-2995

Nominations form should be accompanied by a copy of the Board of Directors Job Description Code of Ethics, signed by nominee.

Board of Directors Job Description and Code of Ethics

Job Description

Constitutional Responsibilities
The Board of Directors establishes policies to supervise, control and direct the business of AASB within the limits of, and consistent with, the Resolutions and Beliefs, and Constitution and Bylaws approved by the Delegate Assembly. Within these limits, the Board of Directors:

• Actively promotes the purposes of the Association;

• Interprets AASB's Constitution and Bylaws;

• Adopts such policies, rules, and regulations for the conduct of its business as it shall deem advisable;

• Employs and annually evaluates the Executive Director;

• Adopts and periodically adjusts the Association's budget;

• Provides oversight for the operation of the Legal Assistance Fund and AASB Scholarship Fund;

• Proposes changes to the dues structure to the general membership;

• Sets/approves/adopts the amount AASB will charge for all meetings, services and materials.

Corporate Responsibilities
In the exercise of its corporate responsibilities, the Board of Directors adopts and maintains a Board Policy Manual which sets forth procedures and guidelines for the Board's operations and Director's participation in AASB activities. In order to accomplish the overall mission of the Board of Directors and to achieve its corporate objectives, each member of the Board has several kinds of individual responsibilities. Members should:

• prepare well for each Board meeting, through full and careful study of the agenda and its support materials, other relevant materials and through discussion of agenda items, where appropriate, with school board association staff members, fellow school board members, and others as desired in the formulation of preliminary personal views on each topic in advance of the Board meeting. These judgments are to serve as a base point for further discussion in the meeting;

• attend the entire board meeting by arranging travel schedules in advance to permit on-time arrival and staying through the full meeting;

• participate effectively in the Board meeting by ensuring that the concerns formulated in the preparation stage are heard by the whole Board. Each Director is expected to retain an open mind until all the facts and view points on issues are before the Board. Conclusions on action items are sought that are believed to be in the best interests of AASB. And, once a decision is made, the director is expected to support such Board conclusions, even when one may have some reservations about them;

• evaluate and follow-up on the actions taken in the Board meeting, by keeping track (through published AASB reporting documents) of how the actions of the Board are being implemented in the short- and long-run, and bringing up any concerns with the President, Executive Director or Board of Directors, as appropriate;

• establish two-way communication through the Board Liaison Network and with their respective school boards to explain and discuss actions taken by the Board of Directors, and;

• provide personal liaison to the member boards through the Board Liaison Network or caucus leadership, or in such other ways as are determined by the President or Board of Directors;

• fulfill responsibilities of any collateral assignment as an AASB committee member or AASB appointed representative to other agency committees or task forces in accordance with the purpose of the committee or the nature of the representation on behalf of AASB and consistent with the precepts of preparation, attendance, participation and evaluation set forth above, and;

• participate actively in the legislative activities of AASB, in the most effective manner, to be jointly decided with the Executive Director, and;

• diligently participate in the annual evaluation of the Executive Director by completing the evaluation instrument and returning it to the designated officer in a timely manner, participating fully and constructively in the Board's evaluation discussion, and assisting in setting professional performance goals for the Executive Director, and;

• accept occasional public speaking assignments such as chairing caucuses and introducing speakers at meetings and giving reports as appropriate before the Board or general membership, and;

• acknowledge and abide by the AASB Board of Directors Job Description and Code of Ethics.

Additionally, the Board Member serves as an Ambassador of the Association. As such, each member of the Board functions as a representative of AASB to member school districts and the general public. Each Director must assume responsibility for explaining AASB's programs, the basis for governance decisions, AASB's vision for the future as described in the AASB's Long Range plan, and AASB's missions and goals, together with the action plans approved by the Board to realize that vision and attain those missions and goals.

Finally, the Board member serves as an advocate for AASB both at home and at the state level. Each member of the Board is part of the governance team selected by the AASB general membership. He or she is expected to be a vigorous, knowledgeable and articulate advocate of AASB and its programs, as approved by the Board of Directors, so that the value of membership in AASB can be made fully and clearly known in the district from which the Director comes, as well as to all other school boards around the state. As a result of this advocacy, the attitudes, opinions and conclusions about AASB, formulated by school board members around the state, can be made with full understanding of all the facts that Directors can make available.

Code of Ethics

As a member of the Association of Alaska School Boards Board of Directors I will strive to improve public education, and to that end I will:

• Attend all three regularly scheduled AASB board meetings and other teleconference meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;

• Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;

• Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

• Encourage the free expression of opinion by all board members, and seek systematic communications between the board and member school boards;

• Work with other AASB board members to establish effective board policies and to delegate authority for the administration of the association to the Executive Director;

• Communicate to other AASB board members, and the Executive Director, expressions of member and public reaction to AASB resolutions, policies and programs;

• Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association;

• Support the employment of those persons best qualified to serve as association staff, and insist on a regular and impartial evaluation of all staff;

• Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;

• Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

My signature below indicates that I have read and agree to abide by the AASB Board of Directors Job Description and Code of Ethics.

Name _____

Date _____

BOARD OF DIRECTORS

Election Procedures

The Association of Alaska School Boards is governed by a Board of Directors comprised of 15 members elected at large from throughout the state. To qualify for a seat on the Board as a director, a nominee shall be a member of a Board of Education which is in good standing with the Association.

The Nominating Committee will review all nominations, interview candidates and recommend a balanced slate of candidates to the membership at the AASB Annual Conference in November.

Criteria considered by the Nominating Committee will include demonstrated leadership and experience, candidate's statewide perspective and vision of the future for school boards, adaptability, and time available to devote to AASB Board service. Additionally the Nominations Committee will consider how the candidate will complement the geographical representation, urban, rural and ethnic makeup of the Board.

Nominations must be made by official action of the school board on which the nominee is a member.

Nominating Procedures

1. All nominations must be received in the AASB office by **October 16, 2017**.
2. Prepare **background information** accurately and completely, stating:
   a. Name and address;
   b. Length of term for which candidate is being nominated;
   c. Name of local school board;
   d. Dates of service, year current term expires;
   e. Offices held;
   f. Other education-related awards, services, trainings or recognitions;
   g. Other non-education related public service or cultural activities at the local, state, or national level;
   h. Evidence of demonstrated advocacy for children;
   i. Personal data: education, present and previous occupations, membership in professional or fraternal organizations.
3. Nominations forms should be accompanied by a **written statement** from the nominee regarding that individual's views on areas relating to AASB listed on the nominations form.
4. Nominee should submit a **signed copy** of the AASB Board of Directors Code of Ethics.
5. Record of **official action of the school board** of which the nominee is a member and signature of the school board president or designee.
6. Submit nomination to:

Nominations Committee Chairperson
c/o Ryan Aguilar
Association of Alaska School Boards
1111 West 9th Street,
Juneau, AK 99801

Note: Faxed, emailed or scanned copies must **request confirmation**. Please submit the original signed documents following a fax or e-mail submitted to meet the October 16, 2017 deadline.

Carl Rose Governance Award

Nominations must be received by October 16, 2017

The Carl Rose Governance Award (formally the Outstanding Board Member Award) is designed to reflect the nominee's involvement in Board Standards. In order to be eligible, a nominee:

- Must have served on their local board for at least four consecutive years
- Must serve on a member board in good standing of AASB

Please provide the following information on a separate sheet of paper and a ach to the nomination form.
- Name and address of nominee:
- Name of School Board on which nominee has served and dates of service:
- Positions held on school board:

The following identifies specific criteria that should be considered when nominating a school board member for the Carl Rose Governance Award. If possible, work with the nominee to identify and document pertinent items so the information provided helps the Awards Committee make their selection

1. Level of AASB Professional Development Program Attined? <u>12 Points</u>

- Level 1 Basic Boardsmanship Award BBA
- Level 2 Experienced Boardsmanship Award EBA
- Level 3 Master in Boardsmanship Award MBA

Other education obtained: Provide specific informatio

_____

2. Demonstrated evidence and leadership as measured against Board Standards. <u>20 Points</u>

Identify Standards that the member has been actively involved in achieving for the district. Provide a short narrative for each selected standard. Refer to the attached Board Standards document to identify indicators with which the member has provided leadership.

<u>Vision</u>: The Board Creates a Shared Vision to Enhance Student Achievement

- 1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.

- 1.2 Board keeps the district and community focused on educating students.

- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision-making.

<u>Structure</u>: The Board Provides a Structure that Supports the Vision

- 2.1 Board establishes a management system that results in e ecti e decision making processes and enables all the people to help the district achieve its vision and make the best use of resources.

- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive particip tion, information gathering, research, and reflectio

- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.

- 2.4 Board acts to ensure vision and structure comply with legal requirements.

- 2.5 Board encourages and supports innovati e approaches to teaching, learning, and the continuous renewal of education

<u>Accountability</u>: The Board Measures District Performance Toward Accomplishing the Vision and Reports the Results to the Public

- 3.1 Board receives regular reports on student progress

- 3.2 Board evaluates the superintendent and board performance annually and reports the result to the public.

- 3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.

- 3.4 Board uses an understandable format to periodically report district performance to the public.

Please be sure to complete both sides of this form!

Advocacy: The Board Champions the Vision

- 4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education
- 4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.
- 4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.
- 4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.
- 4.5 The board is proactive in identifying and addressing issues that affect the education of students.

Conduct and Ethics: The Board and Its Individual Members Conduct District Business In a Fair, Respectiful, and Responsible Manner

- 5.1 Board and its individual members act in a manner that reflects service to the community on behalf of students.
- 5.2 Board demonstrates a commitment to continuall improving teamwork, problem solving, and decision making skills through a conscious program of board development.
- 5.3 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

3. Participation in Leadership Activities. 10 Points

Please list any leadership activities with which this member has been involved and include a brief explanation of each. (ie... committee or organization name, capacity of work, time frame of involvement.)

_______________________________________ , Dates of Service

_______________________________________ , Dates of Service

_______________________________________ , Dates of Service

_______________________________________ , Dates of Service

_______________________________________ , Dates of Service

_______________________________________ , Dates of Service

_______________________________________ , Dates of Service

4. Participation in National School Boards Association Activities and Meetings

____

____

____

____

****The submitting district is responsible for confirming receipt by the AASB office of all applications and supporting materials.****

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Formal action was taken by the ____

School Board on ______________________________________, to submit the name of this nominee.

Signed: _________________________________

School Board President or designee

Nominations must be received by October 16, 2017

ASSOCIATION OF ALASKA SCHOOL BOARDS

ADVOCATES FOR ALASKA'S YOUTH

Please return to:
AASB Awards Committee Chairman
1111 W 9th Street, Juneau, AK 99801
Tel: (907) 463-1660 Fax: (907) 586-2995

Outstanding School Board Award

Nominations must be received by Oct 16, 2017

The Outstanding School Board Award is designed to reflect the board's involvement in Board Standards. In order to be eligible, a school board must be a member board in good standing of AASB and have formally adopted Board Standards. The school board should self-nominate for this award.

❑ Please provide the following information on a separate sheet of paper and attach to the nomination form.

Name of School Board _____

The following identifies specific criteria that should be considered when self-nominating your school board for the Outstanding School Board Award. Identify and document pertinent items so the information provided helps the Awards Committee make their selection. The award criteria references the board in office prior to the current election.

1. Community Engagement 10 Points

❑ Describe actions the board has taken that have resulted in positive change in the community. Examples could include partnerships with other organizations, school sponsored community events, forums, or Assets training.

2. Level of AASB Professional Development Program 5 Points

❑ A majority of members have qualified for the Basic Boardsmanship Award BBA. One additional point will be given to each member having obtained an Excellence Boardsmanship Award.

3. Demonstrated evidence of leadership as measured against AASB School Board Standards. The school board must have formally adopted Board Standards to qualify for the award.

❑ Identify Standards that the Board has been actively involved in addressing for the district. Provide a short narrative for each area. Refer to the Board Standards document when compiling the narrative.

Vision	The Board Creates a Shared Vision to Enhance Student Achievement **5 points**
Structure	Board Provides a Structure that Supports the Vision **5 points**
Accountability	The Board Measures District Performance Toward Accomplishing the Vision and Reports the Results to the Public **5 points**
Advocacy	The Board Champions the Vision **5 points**
Conduct and Ethics	Board and Its Individual Members Conduct District Business In a Fair, Respectful, and Responsible Manner **5 points**

3. Participation in State and National Activities 10 Points

❑ Identify activities with which the board or individual members have been involved. Provide the name of the committee, task force or meeting and dates. For ex-ample: AASB Committees, AASB Board of Directors, State Task Force or Committee, participation in other education related activities, par-ticipation in National School Boards Association Ac-tivities and Meetings.

4. Evidence of growth in student achievement 15 Points

❑ Provide supporting information that shows the board has identified student achievement as a priority in its goals or through its strategic plan. Include copies of the District Report Card or other measurements documenting growth in student achievement.

Formal action was taken by the _____

School Board on _____,

to submit the name of this nominee.

Signed: _____

School Board President or designee

Please return to:

AASB Awards Committee Chairman 1111
West 9th St., Juneau, Alaska 99801
Tel: (907) 463-1660 Fax:(907) 586-2995

The submitting district is responsible for confirming receipt by the AASB office of all applications and supporting materials.

m. New/Unfinished Business

2. Information: Discussion of Data Collection and Use

1 School Climate and Connectedness Survey
2 Youth Risk Behavior Survey
3 Local and State Surveys
4 Other Data

m. New/Unfinished Business

3. Information: Discussion of Board Self-Evaluation and Goal Setting Process

BOARD SELF ASSESSMENT

Based on AASB Board Standards

VISION – *The Board creates a shared vision to enhance student achievement.*

4- Outstanding	*3-Effective*	*2-Needs Improvement*	*1-Ineffective*
1.1 The Board creates a dynamic shared vision for education that reflects student needs and community priorities.			
(a)	The Board encourages community/staff involvement in setting a vision or mission statement, to insure a broad sense of ownership	The Board has developed a vision or mission statement, but has not included outside involvement in the process	The Board has not established a vision or mission statement for the district
(b)	The Board seeks input from Elders and other leaders to incorporate traditional values and ways of knowing into the district vision.	The Board includes traditional values and ways of knowing in the district vision, but does not seek input from traditional leaders.	There is no infusion of traditional values and ways of knowing in the district vision.
1.2 The Board keeps the district and community focused on educating students			
(a)	The Board frequently refers to the district's vision/mission statement when communicating with the staff and community	The Board rarely refers to the district's vision/mission statement when communicating publicly	The Board never refers to the district's vision/mission statement publicly
(b)	The Board typically asks the question "Is It Good for Kids?" during discussions and before voting on issues	The Board holds intelligent debate during discussions but doesn't often discuss what actual effects of their decisions might be on kids	The Board's deliberations tend to focus more on adult issues and concerns and kids are rarely mentioned in concrete terms

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4 - Outstanding	*3 - Effective*	*2 – Needs Improvement*	*1 - Ineffective*
1.3 The Board demonstrates its strong commitment to vision by using the shared vision to guide decision making			
(a)	The Board regularly refers to the vision/mission statement as a guide when planning, making decisions or evaluating district operations and budget	The vision/mission of the district is occasionally referred to in planning, decision-making and evaluating operations	Planning, decisions and evaluation of operations by the Board is reactionary, with no reference to the vision or mission

BOARD SELF ASSESSMENT

Based on AASB Board Standards

STRUCTURE – *The Board provides an organizational structure that supports the vision for student achievement.*

2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.			
(a)	Policies and procedures have been established that provide for effective, efficient participation by stakeholders.	Stakeholder participation is solicited as management decisions are made, but policies and procedures have not been established to clearly describe how that participation will occur.	The Board and/or administration usually make major management decisions in the absence of stakeholder participation.
(b)	The Board has established policy that defines their role and appropriate participation in decision-making about students, curriculum, finances, staffing and facilities.	The Board participates in decisions in some of the various areas, but without clear policy or definition of their appropriate role.	The Board does not participate in the decision-making process, but only reacts to recommendations… or participates inappropriately.

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4 - Outstanding	*3 - Effective*	*2 – Needs Improvement*	*1 - Ineffective*
2.2 Board ensures that long and short-term plans are developed and annually revised through a process involving extensive participation, information gathering, research and reflection.			
(a)	The Board establishes policies that require planning on a regular basis and planning actually occurs annually.	Board policies may be in place, but regular planning does not occur.	No board policy on planning exists and no system is in place for regular planning.
(b)	The Board annually engages in setting district goals and objectives through an established planning process that includes staff and community input.	The Board engages in planning occasionally, but without much involvement from staff or community.	The Board has no regular schedule for planning and never invites participation by staff or community.
(c)	Evaluation and revision of district action plans supporting the goals are based on measurable information related to student achievement and standards.	District action plans are revised, but student achievement data is not a routine part of the process.	District action plans are not revised on a regular basis.
2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.			
(a)	The Board accommodates appropriate participation to offer advice on the establishment, review and revision of district standards.	Instructional standards have been established for the district, but Board has not included participation from the broader community, including business and industry.	No district-specific standards have been established; district defers to minimum state standards.
(b)	The Board makes instructional resource (budget, staffing) decisions based on instructional needs.	The Board does not routinely make reference to instruction standards or needs when making budget decisions.	The Board approves a budget based on what was spent the prior year.

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4 – Outstanding	*3 – Effective*	*2 – Needs Improvement*	*1 – Ineffective*
2.4 Board acts to ensure vision and structure comply with legal requirements.			
(a)	Board conducts annual policy review and revision to insure that district policies are aligned with changes to federal and state statutes and regulations and district standards.	Board updates individual policies when presented with a problem or issue that indicates it is necessary but has no procedure for comprehensive review of policy.	Regular policy review is not a board priority and rarely occurs.
(b)	The Board expects reasonable use of legal opinions prior to making decisions with legal implications.	The practice of requesting legal opinions may be excessive or sporadic, resulting in unnecessary legal fees or legal exposure.	The Board routinely makes decisions without considering the need for legal counsel.
2.5 Board encourages and supports innovative approaches to teaching, learning and the continuous renewal of education.			
(a)	The Board invests in staff development clearly tied to district vision of skills students will need in the future.	Board budgets a set amount for staff development, without requirements or assurance that it is tied to district vision, goals or objectives.	Board finds it difficult to make staff development a priority because of budget constraints or other considerations.
(b)	The Board has established policy that insures continual curriculum review through a regular review cycle and appropriate participation by stakeholders.	Curriculum review is not addressed in policy and only occurs when the administration initiates it.	Regular curriculum review is not a board/district priority and has not been addressed in recent years.
(c)	The Board supports a cultural orientation program for new school staff and encourages their involvement in the community.	The Board provides an orientation program for new staff, but does not include a cultural orientation.	There is no orientation program for new staff.

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BOARD SELF ASSESSMENT

Based on AASB Board Standards

ACCOUNTABILITY – *The Board measures district performance toward accomplishing the vision and reports the results to the public.*

4 – Outstanding	*3 – Effective*	*2 – Needs Improvement*	*1 Ineffective*
3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.			
(a)	Board ensures assessments are locally appropriate, accurate, relevant, and use a feasible process.	Assessments are reviewed, but there is little discussion related to the district	Assessments are provided but are not relevant to the district
(b)	Board receives a variety of reports on student progress linked directly to the vision for student achievement.	Assessments are simply used to identify needs.	Assessment are not used to identify needs nor or they linked to the district vision.
3.2 Board evaluates the superintendent and board performance annually and reports the result to the public.			
(a)	Board has established policies and procedures for routine evaluation of superintendent that are rigorously followed.	The board policy for evaluating the superintendent exists, but is seldom followed	There is no policy or practice of superintendent evaluation
(b)	Written performance expectations for the superintendent and the board are developed and communicated to the community.	Expectations are sometimes developed but seldom communicated.	Expectations are not identified for either the board or the superintendent.
(c)	Board solicits public opinion regarding its performance toward achieving performance expectations.	An effort is made to solicit public opinion on board performance.	No effort is made to solicit public opinion on board performance.
(d)	Board routinely carries out self-evaluations and set goals for improvement.	Board seldom completes or makes use of board self- evaluations	There is no systematic approach to board self-evaluation.

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4 - Outstanding	*3 - Effective*	*2 – Needs Improvement*	*1 - Ineffective*
3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.			
(a)	Board seeks input on evaluation of plans' progress and effectiveness.	Board seldom seeks input.	No input is requested.
(b)	Board ensures a variety of indicators are used for evaluations.	Indicators are not used	Plans are not evaluated.
(c)	Board establishes review process that allows and supports reasoned decision making based on sound information.	Information is not used for decision making	No review process is developed or implemented.
3.4 Board uses an understandable format to periodically report district performance to the public.			
(a)	Board insists all reports are written and presented in a way that is understandable and useful to the public.	Reports often lack structure and are seldom presented in written form.	Reports are seldom presented to the board or the public.
(b)	Board hosts informal opportunities for public to discuss all district performance issues.	Public has little opportunity to formally address the board regarding student achievement.	Public has no opportunity to discuss student achievement.
(c)	Board routinely provides the public with information regarding district finances and budget.	Board provides financial information only when requested.	Public is not provided with information about district finances and budget.
(d)	The Board provides local and regional entities, i.e. corporations and councils, with information about student and district performance.	Local and regional entities receive sporadic information about student and district performance.	Local and regional entities are not provided with any information about student and district performance.

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BOARD SELF ASSESSMENT

Based on AASB Board Standards

ADVOCACY – *The Board champions the vision.*

4 - Outstanding	*3 - Effective*	*2 – Needs Improvement*	*1 - Ineffective*
4.1 The Board leads in celebrating the achievements of students and accomplishments of others that contribute to education.			
(a)	Board has established policy to ensure individuals and groups are meaningfully recognized for accomplishments.	Recognition occurs occasionally in the district but is not identified as board policy.	The board has no policy on recognition and recognition activities rarely occur.
(b)	Board recognizes students and others as part of their regularly scheduled meeting activities.	Recognition of students and others occurs at the school level but not at the board level.	Recognition of students and others is not a routine occurrence for the board.
4.2 The Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.			
(a)	The Board has adopted policies that encourage parent involvement with their children and the school in a variety of meaningful ways.	Board encourages parent involvement but it is not reflected in board policy statements.	Parent involvement is not a major consideration in business handled by the board.
(b)	The Board promotes "asset" framework with school staff, community and students.	Board has an awareness of the asset framework, but has not taken an active role in promoting it in the schools or community.	Board either is unaware of the asset framework or does not consider it a school concern.
(c)	The Board encourages the coordination of educational programs and services with other local and regional entities, i.e. corporations and councils.	Local and regional entities are occasionally asked for input.	Local and regional entities are not asked to be involved in the schools.

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4 - Outstanding	*3 - Effective*	*2 – Needs Improvement*	*1 - Ineffective*
4.3 The Board establishes partnerships with individuals, groups and organizations to promote educational opportunities for all students.			
(a)	Board initiates opportunities to involve educational stakeholders in meaningful activities that meet student needs.	Board relies solely on staff at the school level to establish partnerships that bring community individuals and other groups into contact with the schools.	Board is not aware of any partnerships occurring in the district or its schools.
(b)	Board identifies community resources that help provide basic academic and enrichment activities that will extend learning opportunities for students.	Community resources are utilized but the Board is not involved in causing that to happen.	Board is not aware of community resources being used in the schools.
4.4 The Board promotes school board service as a meaningful way to make long term contributions to the local community and society.			
(a)	Board routinely provides information to students, staff and community about the school board's role and its regular activities.	Board occasionally provides information to the public about board actions at board meetings.	Board does not communicate information about its role, activities or decisions to the public in any planned way.
(b)	Board invites community members to participate in committees and task forces that assist in board decision making.	Board is open to public opinion but does not solicit input in any organized fashion.	Board conducts its business without considering effective ways to gain public opinion or participation.
4.5 The Board is proactive in identifying and addressing issues that affect the education of students.			
(a)	Board studies and discusses educational trends and issues that may impact student achievement.	Board deals with them as they occur, but doesn't provide time or opportunity for looking at the larger educational environment.	Board tends to be reactive, and deals mainly with crisis or items that have to be handled immediately.

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		environment.	
4 – Outstanding	*3 – Effective*	*2 – Needs Improvement*	*1 – Ineffective*
(b)	Board takes an active leadership role in representing student educational interests and needs to local and state government.	Board occasionally participates in legislative lobbying, but doesn't have a defined strategy for effective representation.	Board deals with local issues as needed, but doesn't take an active role in representing student needs to local or state policy makers.
(c)	Board makes effective use of the media and other public information opportunities to represent student interests.	Board occasionally uses media and other opportunities but has no comprehensive public communications plan.	Board makes no focused effort to communicate with the public.

Board Self Assessment

Based on AASB Board Standards

CONDUCT AND ETHICS – *The Board and its individual members conduct district business in a fair, respectful and responsible manner.*

5.1 Board and its individual members act in a manner that reflects service to the community on behalf of students.			
(a)	Board members understand the significance of their role as models for students and representatives of the community and act accordingly.	The board's conduct is sometimes embarrassing to the district.	The board often fails to act in a civil manner to each other or the public.
(b)	Board members support decisions of majority after honoring each member's individual right to express opposing views and state their convictions, and to disagree without being disagreeable.	Individual board members sometimes work against the majority decision of the board.	Board members do not have an opportunity to express their opposing views, or if given that opportunity, work against the majority decision.
(c)	Board makes decisions as a group, only at properly called meetings and recognizes that individual members have no authority to take individual action.	Individual members overstep their authority and make requests that should best be made by the board as a whole.	The board does not understand or accept the authority of the whole.

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4 - Outstanding	*3 - Effective*	*2 – Needs Improvement*	*1 - Ineffective*
(d)	Board and superintendent understand and respect each other's area of responsibility and work together in a spirit of mutual trust and confidence.	Some members do not understand, or do not accept their governance role, which leads to a breakdown of trust.	The board does not fulfill its governance role.
(e)	Board seeks and receives timely recommendations from the superintendent.	Recommendations are sometimes expected without sufficient time for their development.	Recommendations are often not asked for or expected or sufficient time is not allowed or their development.
(f)	Board communicates directly with the superintendent without bringing surprises to the board meeting.	Board members sometimes wait until the meeting to communicate.	There is no systematic approach to communication between board members and the superintendent.
(g)	Board understands and adheres to the Open Meetings Act, and observes the confidentiality of executive sessions.	Individual members sometimes fail to act within the constraints of the Open Meetings Act or fail to hold the confidentiality of executive sessions.	The Board consistently flaunts the Open Meetings Act or fails to hold the confidentiality of executive sessions.
(h)	The meeting agenda proactively address the boards attention on the districts vision and goals.	The agenda occasionally reflects issues linked with the districts vision and goals.	The agenda is reactive and does not support the districts vision or goals.
(i)	Regular meeting attendance is the norm for all board members.	Quorum is usually met but often without the full board in attendance.	Meeting attendance is not a priority; often hard to get a quorum present.
(j)	The board comes to the meeting prepared to contribute to the discussion in a meaningful manner.	Individual members sometimes come to the meeting unprepared to conduct the business of the board.	The first sound heard at the meeting is the ripping open of board packets.
(k)	There is opportunity for appropriate public participation at board meetings.	Public participation is not defined by the board and is regulated based on the issues being discussed.	Public participation at board meetings is either not structured by the board or is not permitted to occur.
(l)	The board directs complaints concerning the schools through appropriate channels and does not attempt to address the problem.	Individual members sometimes attempt to address complaints themselves.	The board usurps the administrative chain of command on a regular basis.

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4 - Outstanding	*3 - Effective*	*2 – Needs Improvement*	*1 - Ineffective*
5.2 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision-making skills through a conscious program of board development.			
(a)	Board participates in annual board development activities to develop their governance skills.	Some board members participate in development activities.	The board seldom participates in development activities.
(b)	Individual board members report the results of those activities to other board members and community during board meetings.	The board occasionally hears reports from members who attend development activities.	The board does not schedule time to make reports about development activities.
(c)	Board members attend and fully participate in all board development functions paid for by district funds.	Members attend the sessions but seldom participate actively.	The board seldom attends sessions for which they have been registered.
(d)	Board takes responsibility for orientation of all new members.	The board does not participate in the orientation of new members.	There is no orientation program for new members.
5.3 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.			
(a)	The budget for all board expenditures is easily identifiable and open to public scrutiny.	Expenditures are not grouped within one area of the budget.	There is no specific category for board activities in the budget.
(b)	All board expenditures are compared against" IS IT GOOD FOR KIDS" criteria.	The board does not link its activities to student achievement.	No rationale is given for board expenditures.

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Scoring Guide:

Very Good	Satisfactory	Needs Improvement	No Opinion
V	S	I	N/A

- **V= Very Good**
- **S= Satisfactory**
- **I= Needs Improvement**
- **N/A= No opinion (*please only use this option if you have no experience regarding the statement*)**

Enter a V, S, I, or N/A next to each statement.

Board Meeting/ Operations **Board Performance**	**Score**
1. Our board provides time, funding, and opportunity for orienting and updating our members on local, state and federal levels in accordance with the law.	
2. Board members come to the meeting familiar with the agenda and prepared to discuss, ask questions, and take action on agenda items.	
3. Our meeting agendas provide opportunity for periodic status reports, discussion on student achievement and progress toward meeting district goals.	
4. Our board recognizes the authority rests with the board as a whole, sitting in a legally authorized board meeting.	
5. As a team we respect the administration's leadership by thoughtfully deliberating on recommendations.	
COMMENTS:	

Very Good	Satisfactory	Needs Improvement	No Opinion
V	S	I	N/A

Board / Superintendent	Score
1. We work with our superintendent to develop performance objectives for evaluation that are consistent with district goals and in compliance with district policy.	
2. The Board sets aside time, at least semi-annually, to discuss board/superintendent relations.	
3. Our board recognizes its responsibilities to hire a competent superintendent and to reaffirm our confidence in him or her each year by conducting a performance appraisal and reviewing /renewing his /her contract. The superintendent's evaluation considers how well the superintendent has addressed the district goals and considers their effectiveness.	
4. Our board works with the superintendent in a spirit of mutual trust and confidence.	
5. Each member of the board understands and respects the distinction between the board's responsibilities and the superintendent's duties.	
6. Board members direct complaints and requests to the superintendent rather than attempting to solve them directly.	
7. Our board members refrain from infringing on the superintendent's area of administration and follows administrative procedures.	
COMMENTS:	

Very Good	Satisfactory	Needs Improvement	No Opinion
V	S	I	N/A

Student Achievement/ Instruction	Score
1. Our board holds itself ultimately responsible for high achievement by **all** students.	
2. We monitor the effectiveness of our instructional programs by measuring student achievement against state and local standards and other pertinent data.	
3. Our team ensures that student achievement data and student work is clearly displayed in our board meeting room, our schools, and throughout our community/ies.	
4. We regularly examine data to determine where our achievement gaps exist, and how much progress is being made to reduce those gaps.	
5. Our board supports school climate, relationship development, and behavioral supports that allows focus on academic achievement.	
COMMENTS:	

Board and Staff	Score
1. The board encourages and offers opportunities for professional growth for **all** employees.	
2. We promote good working relations with staff through the District's chain of command.	
3. Our board acts on personnel recommendations from the superintendent.	
COMMENTS:	

Very Good	Satisfactory	Needs Improvement	No Opinion
V	S	I	N/A

Budget	Score
1. Budget decisions by our board support the adopted district vision and goals to the degree possible.	
2. Our board has a good understanding of the basic elements of the district budget.	
3. Financial reports present clear, understandable data to the public.	
4. Our board monitors the financial situations of the district in a reasonable fashion, by approving the budget, monitoring monthly/quarterly financial reports and assuring annual audits are conducted and reported out to us.	
5. Our board annually provides the superintendent with the Board's priorities for he/she to incorporate in the development of the budget	
COMMENTS:	

Planning / Goals/ Strategic Planning	Score
1. Our board evaluates its progress in achieving its goals and objectives.	
2. Our board recognizes the importance of strategic thinking and strategic planning.	
3. Our board establishes its own yearly goals and objectives (self improvement plan).	
4. Our board develops long range goals for the school district that align with the vision/mission for the district, foster continuous improvement and remain the highest priorities. (strategic plan).	
5. A vision statement for our district exists, and is periodically reviewed by the board.	
6. Our board uses data and reports to assess progress and identify areas needing improvement.	
COMMENTS:	

Very Good	Satisfactory	Needs Improvement	No Opinion
V	S	I	N/A

General/Other/ Board Development/ Team	Score
1. Our board is effective.	
2. Our board members participate in educational conferences, workshops, trainings and professional organizations.	
3. Each member of our school board supports the decision of the board.	
4. Our board functions as a cohesive board.	
5. Our board represents the interests of the entire district rather than a special interest group(s).	
6. Our board considers the superintendent's recommendation in every decision.	
7. All board members honor board decisions even when the vote is not unanimous.	
8. Board members preserve the confidentiality of items discussed in executive session.	
9. Our board works through disagreements rather than allowing these issues to be neglected and allowed to continue.	
COMMENTS:	

Community Engagement and Communication	Score
1. Our Board prioritizes opportunities within the district and statewide for youth to take a leadership role in decision-making, governance, climate-building, and school improvement.	
2. The Board collaborates with other school boards, superintendents, agencies, and other bodies to inform federal, state and local policy makers of concerns and issues related to education.	
3. Our Board supports district and schools to meaningfully engage families in a way that is linked to learning, skill-building, collaborative and interactive practices.	
4. Our Board ensures community, family, and youth engagement measures are built into annual accountability structures.	
COMMENTS:	

Very Good	Satisfactory	Needs Improvement	No Opinion
V	S	I	N/A

Policy	Score
1. The Board ensures the District policy manual is up-to-date and comprehensive.	
2. The board makes updated policy manuals available for district employees, students and the public.	
3. Our board sets policies needed for operation of the school district.	
4. Our board uses written policies as a framework for our decision making process.	
5. Our board ensures that the administration develops appropriate procedures and regulations to implement the board's policy intent. (AR's).	
6. The board follows state laws regarding the development of policies and amendments of policies.	
7. The board reviews and updates policies according to an existing plan or system.	
COMMENTS:	

Statements to ponder for our discussion!

As a board member I: (check where appropriate)

—— Participate fully in the superintendent evaluation process approaching the task of evaluation fairly and diligently.

—— Introduce new issues through an agenda allowing sufficient time for appropriate study.

—— Actively supports and promote the school's mission.

—— Make every effort to attend all meetings, do my homework and come prepared to contribute.

—— Do not become involved in specific management, personnel, or curricular issues.

—— Accept and support board decisions and respects board confidentiality.

—— Know what issues bring to the superintendent, or to the board chair, and when I must not deal with the situation individually.

—— Avoid involvement in day-to-day operations of the district.

—— Know how to get an item on the agenda.

—— Introduce new issues through the agenda process, allowing sufficient time for appropriate action.

—— Attend school and community activities.

—— Make my decisions based on what is best for every child in the entire district.

—— Promote the positive image of the district within the community.

—— Make every effort to be a positive member of our board/superintendent team.

m. New/Unfinished Business

4. Information: Discussion of Facility Use/Space Allocation

m. New/Unfinished Business

5. Information:

1. Approval of Cordova Correspondence School Handbook

Motion: I move to approve the Cordova Correspondence School Handbook for the 2017-2018 School Year as presented in the Board Packet.

Motion: _____

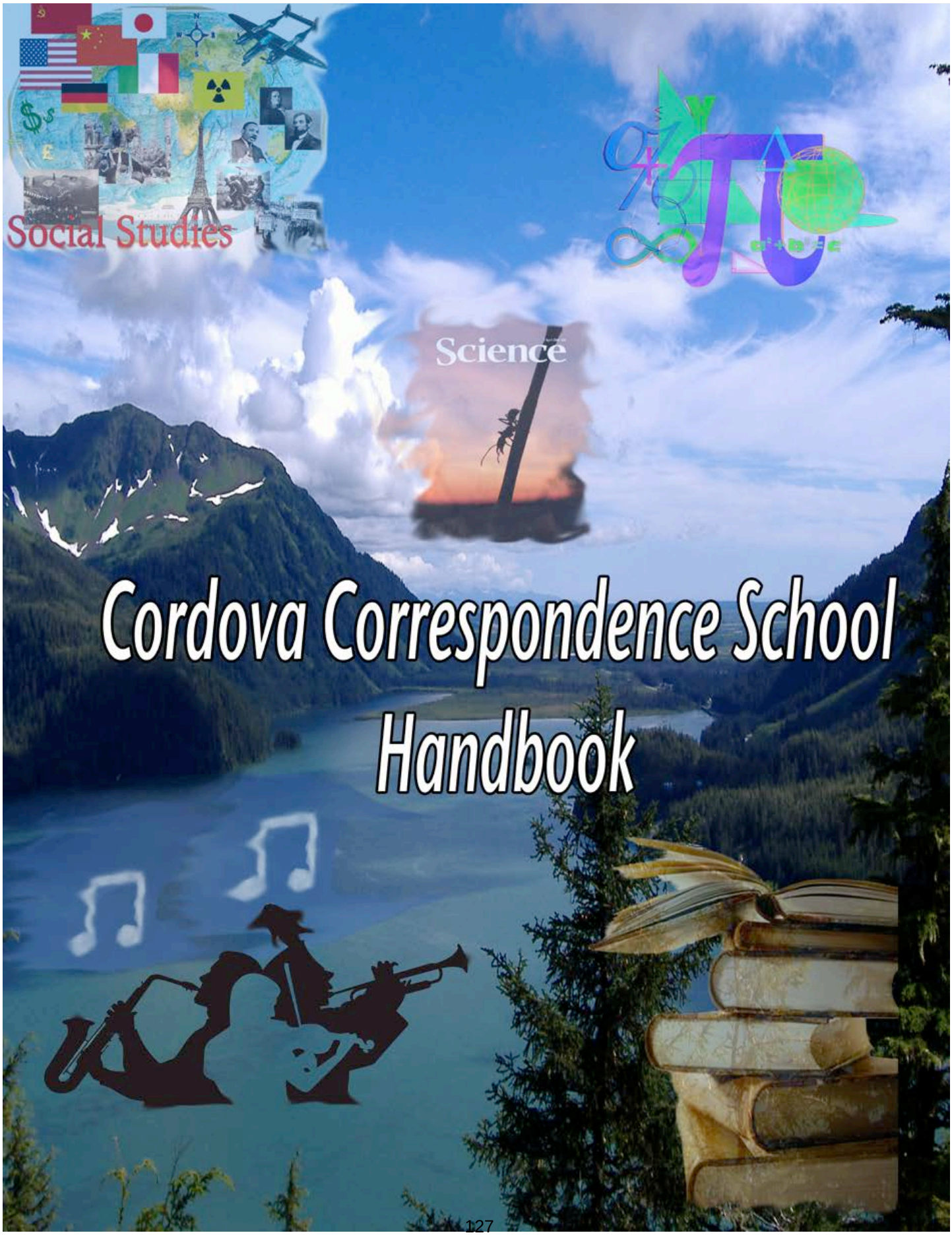
Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:



Cordova Correspondence School Handbook

Handbook

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Cordova School District Contacts

Cordova Correspondence School (CCS) Contact Teacher

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Cordova School District Counselor

Micki Dunn
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Cordova Junior/Senior High School Principal TBD

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Cordova, AK 99574 (907) 424… 3266 ext. 2223

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Mt. Eccles Elementary Principal

Gayle Groff
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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 materials 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:

E	End of Quarter
EO	PD Early-Out
H	Legal Holiday
I	Inservice Day
M	PT Conf. Meeting Req.
NT	New Teacher Orientation
O/C	School Opens/Closes
S	Saturday School (make-up)
T	Testing
V	Vacation Day
X	Emergency Closure Day

Jul-17

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# of Inservice Days:
# of Student Days:
# of Teacher Days:

Aug-17

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	I	I	I	O		
27	28	29	30	31		

# of Inservice Days: 3
# of Student Days: 6
# of Teacher Days: 9

Sep-17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
	H					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# of Inservice Days:
# of Student Days: 20
# of Teacher Days: 20

Oct-17

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
					I	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			H			
22	23	24	25	26	27	28
			E			
29	30	31				

# of Inservice Days: 1
# of Student Days: 20
# of Teacher Days: 21

Nov-17

S	M	T	W	Th	F	S
			1	2	3	4
			M	M	M	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
				H	H	
26	27	28	29	30		

# of Inservice Days:
# of Student Days: 20
# of Teacher Days: 20

Dec-17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
					E	
24	25	26	27	28	29	30
	H	V	V	V	V	
31						

# of Inservice Days:
# of Student Days: 16
# of Teacher Days: 16

Jan-18

S	M	T	W	Th	F	S
	1	2	3	4	5	6
	H	V	V	V	V	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
					I	
21	22	23	24	25	26	27
28	29	30	31			

# of Inservice Days: 1
# of Student Days: 17
# of Teacher Days: 18

Feb-18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
					I	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	H					
25	26	27	28			

# of Inservice Days: 1
# of Student Days: 18
# of Teacher Days: 19

Mar-18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
					E	
11	12	13	14	15	16	17
	V	V	V	V	V	
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			M	M	M	

# of Inservice Days:
# of Student Days: 17
# of Teacher Days: 17

Apr-18

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
					I	
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# of Inservice Days: 1
# of Student Days: 20
# of Teacher Days: 21

May-18

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
					C	
27	28	29	30	31		

# of Inservice Days:
# of Student 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	February19, 2018--President's Day			
P	2018 Prom--Date TBA			
G	2018 Graduation--May 19, 2018			

PEAKS Assessments--March-April 2018

LEP Assessments--February 2018

MAP Assessment Window--Fall, Winter, Spring

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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 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.

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 two weeks, 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

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 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.

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://seagrant.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.hwtears.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

CORDOVA SCHOOL DISTRICT

(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

CORDOVA SCHOOL DISTRICT

(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: _____ **Primary Phone:** _____
(First Name, Middle Name, Last Name)

Date of Birth: _____ | _____ | _____ **Student Email:** _____
(Month) (Day) (Year)

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: _____

DISTRICT USE							SPECIAL EDUCATION	
AK STATE ID:			**FTE:**	☐ 1.0	☐ .75	☐ 0.5	☐ .25	**IEP Expiration Date:** _____
Computer Issued:	☐ Yes	☐ No						**ESER Expiration Date:** _____
Out of District:	☐ Yes	☐ No						**Disability:** _____
Dual Enrollment:	☐ Yes	☐ No						**Assessment Accommodations:** _____

Appendix H: Cordova Correspondence School Handbook Committee Members

Cordova School District Individual Learning Plan

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

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: ☐ Vendor: _____ ☐ Parent Designed Course ☐ District Course Teacher of Record: _____

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

Assessment Method(s): ☐ Quizzes/Tests ☐ Learning Journal ☐ Oral Review/Presentations ☐ Guided Practice ☐ Portfolio ☐ Projects ☐ 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

QUARTERYLY PROGRESS REPORTING

Date Completed:	Completed By:	Notes:	Follow-up Required?
1st Quarter:			☐
2nd Quarter:			☐
3rd Quarter:			☐
4th Quarter:			☐

MONTHLY CONTACT LOG

Date Completed:	Completed By:	Notes:	Follow-up Required?
SEPTEMBER:			☐
OCTOBER:			☐
NOVEMBER:			☐
DECEMBER:			☐
JANUARY:			☐
FEBRUARY:			☐
MARCH:			☐
APRIL:			☐

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: _____ **Primary Phone:** _____
(First Name, Middle Name, Last Name)

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.			☐
2.			☐
3.			☐
4.			☐
5.			☐
6.			☐

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.			☐
2.			☐
3.			☐
4.			☐
5.			☐
6.			☐

m. New/Unfinished Business

5. Information:

2. Approval of Mt. Eccles Elementary School Handbook

Motion: I move to approve the Mt. Eccles Elementary School Handbook for the 2017-2018 School Year as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:

Mt. Eccles Elementary School

Student Handbook

2017-2018

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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.

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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

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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

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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.

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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:

1st offense	1 detention (lunch or recess) and notify parents
2nd offense	2 detentions (lunch or recess) and notify parents
3rd offense	1 day in-school suspension, notify parents, and meet with school counselor
A 3rd 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

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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.

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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.

DRAFT

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.

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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

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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 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

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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.

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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 at~~tending~~ 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.

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

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.

DRAFT

m. New/Unfinished Business

5. Information:

3. Approval of Cordova Jr/Sr High School Handbook

Motion: I move to approve the Cordova Jr/Sr High School Handbook for the 2017-2018 School Year as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:

2017-2018

CORDOVA JUNIOR SENIOR HIGH SCHOOL

DRAFT

STUDENT HANDBOOK

PO Box 1330
100 Fishermen Avenue
Cordova, AK 99574

Phone: 907-424-3266

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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 _____

_____ Date: ____/____/____
Student Signature

_____
Student Name (PRINTED LEGIBLY)

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_____ Date: ____/____/____
Parent Signature

_____
Parent Name (PRINTED LEGIBLY)

*This page must be completed, removed, and returned to the office at Cordova Junior/Senior High.

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. 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.

_____ Date: ____/____/____
Student Signature

_____
Student Name (PRINTED LEGIBLY)

_____ Date: ____/____/____
Parent Signature

_____
Parent Name (PRINTED LEGIBLY)

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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 <u>not</u> give permission for my student's work to be published on the school web page.

_____(initial) ** I do <u>not</u> 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.

SCHOOL DISTRICT PERSONNEL

CORDOVA JUNIOR/SENIOR HIGH SCHOOL STAFF

CERTIFICATED STAFF

TBD	Principal
Debra Adams	English
Laura Bowman	English Language Learners
Doug Carroll	Math
Brian Clark	Social Studies/History
Chelsea Corrao	Music
Micki Dunn	Counselor
TBD	Physical Education/Health
Shane Hill	Special Education
Sara Hottinger	Family & Consumer Science
Pamela Moe	Innovative Learning Program
Emily Moody	Social Studies/English/ICT
Rich Sorenson	Industrial Arts/Math
Hans Werner	Math/Physical Science
Lance Westing	Science

CLASSIFIED STAFF

Ron Andersen	Instructional Aide
Mary Gonzalez	Instructional Aide
Dennis Marchant	Custodian
Neva Nolan	Instructional Aide
May Quemado	Instructional Aide
Paoola Vargas	Office Clerk
Sharon Walsh	Custodian
Andrea Whitcomb	Principal's Secretary
Kathy Zamudio	Instructional Aide

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DISTRICT OFFICE ADMINISTRATION

Kristy Andrew	Director of Budget & Finance
Robyne Butler	Accounts Payable
TBD	Administrative Assistant
Curtis Motter	Technology Aide
Jared Niles	Director of Maintenance
Sandie Ponte	Director of Food Services
Keith Zamudio	Director of Technology
Alex Russin	Superintendent

SCHOOL BOARD

Barb Jewell	President
Tammy Altermott	Vice President
Sheryl Glasen	Clerk
Pete Hoepfner	Member
Bret Bradford	Member

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READJUST ORDER and PAGE NUMBERS AFTER COMPLETION!

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Welcome to Cordova Junior/Senior High School!

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WELCOME TO CORDOVA JUNIOR/SENIOR HIGH SCHOOL

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.

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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 by clicking 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

STUDENT'S RIGHTS & RESPONSIBILITIES

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. We all must stand up for what's right and take action. We all must earn the respect that we want for ourselves, by giving respect freely to others.

If there are any questions relating to student rights or responsibilities, please ask a staff member, or go to the principal. There is a specific grievance procedure, at the principal's office.

CLASSROOM/HALLWAY BEHAVIOR EXPECTATIONS

Treat everyone the way you want to be treated, with dignity and respect. Students have the right to learn and teachers have the right to teach. Students are expected to promptly follow teachers' directions, support their classmates, engage in class discussions, and to do their own best work at all times.

Students are not to be out of the classroom or library when school is in session. Those who receive such permission for good reason are expected to be quiet while in the halls. Students returning from classes held at the college are to remain in the commons area until the bell rings. In addition, there will be no public display of affection allowed beyond handholding. Faculty is expected to intervene and the principal will involve family members if necessary. Food and drinks other than water bottles are allowed in the commons area only.

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. 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.

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A. ABSENCE

Daily classes count as one (1) absence. Being absent from a class for more than 10 minutes may be considered as an absence. Three (3) tardies in the same class will count as one absence. Students who will be absent for a prolonged period of time, not to exceed 10 school days, need to complete an advanced make-up slip in the office.

B. ABSENCE LIMITS

The maximum number of unexcused absences allowed per course per semester is ten (10) with a traditional schedule or six (6) with a modified block. (Note: ***E. EXCEPTIONS***, below.) 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, such as illness or emergencies.

C. TARDIES

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned workstations on time. A "tardy" means the student was less than ten (10) minutes late for class. For being tardy, please see classroom rules. Habitual tardiness may result in additional consequences. Three tardies per semester, in a class, will count as one (1) absence.

D. CONSEQUENCES

Students who have fallen behind on studies due to excessive absences may, at the discretion of the principal, be assigned to additional required study periods beyond the regular school day or week. This extra study time will be scheduled before or after school or at lunch during 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.

E. EXCEPTIONS

Absences due to any of the following situations will not count toward the absent limit.

1. Students with ongoing and/or major illness and under the verified care of a doctor may be granted extra days for absence. Home study may be provided for extended medical leave only.
2. School-sponsored activities, e.g., local and regional athletic events, AASG, etc.
3. Death in the immediate family.

4. Funeral or court appearances.
5. Parent calling the office or sending a signed note within 48 hours of student being home sick.
6. Special arrangements may be made with the principal on a case-by-case basis. An advanced make-up slip must be on file in the high school office before departure.

EXTENDED ABSENCES

The Cordova School District understands both the importance of being in school and the potential benefits of family travel. Any students planning to miss over 10 days of school ~~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. ~~Ms. Moe~~ A designated staff member will coordinate the collection of work for the student during the absence. It is expected that all work will be done during the course of the absence and turned in upon return to school. The school principal will deal with each request on a case-by-case basis.

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.

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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	7 credits
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:

	A = 4.0	**A- = 3.7**
B+ = 3.3	**B = 3.0**	**B- = 2.7**
C+ = 2.3	**C = 2.0**	**C- = 1.7**
D+ = 1.3	**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:

	A = 5.0	**A- = 4.7**
B+ = 4.3	**B = 4.0**	**B- = 3.7**
C+ = 3.3	**C = 3.0**	**C- = 2.7**
D+ = 2.3	**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.

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%**

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CITIZENSHIP GRADE

A citizenship grade is given for every class 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. Performance ratings will include:

+ 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 (+). 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

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 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 in 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

Teachers will contact parents when changing a citizenship grade to Needs Improvement or Unsatisfactory.

A minimum of five (5) citizenship points is required for eligibility. Students who feel their citizenship grade is unfair may appeal to the Principal.

COMMUNITY SERVICE GIVE BACK HOURS

Cordova Junior/Senior High School wishes to instill a spirit of volunteerism in each student. Each year 9th through 12th graders are required to volunteer ten (10) hours. This is a graduation requirement.

Students 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** for any extra-curricular activities until hours are completed and the signed log and 2-paragraph reflection are turned into the office.

Students in grade 9 - 12
Five hours will need to be completed by the end of first semester; hours completed during the summer between 8th and 9th grade will count. Students who have not finished their hours and reflection at the start of 2nd semester will be allowed to participate in extracurricular activities, but will not be allowed to travel log in those activities until hours are completed and the signed log and 1-paragraph reflection are turned into the office.

ACADEMIC HONESTY POLICY

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.

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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 of or phone. Limited tutorial help may be available to students.

HONOR ROLL

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.

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.

PART-TIME ENROLLMENT

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

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.

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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.

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-Media Center 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.

GENERAL DISCIPLINE

The school is responsible for students' safety and welfare in 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 ensure 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.

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.

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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

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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.

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. (Ref: 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.

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.

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.

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 the organization's criteria and by-laws.

The Charter of the National Honor Society defines leadership, service, and character as follows:

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Character
The student of good character upholds principles of morality and ethics; is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Leadership
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

Service
Voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic attitude.

STUDENT RESPONSIBILITES 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.

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

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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.

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 statue 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 devices before bedtime if challenges persist.

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 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 need be worn at all times in the building for student safety reasons.

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 further disciplinary action.

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.

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.

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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

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 (5) 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)

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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.

EXTRA CURRICULAR ACTIVITY PARTICIPATION

Refer to Student Activities Handbook.

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 3 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.

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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.

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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.

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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.

2017-2018 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

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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:

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- 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.

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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 it's 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.

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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.

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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.

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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? _____ Name(s)

Did those adults witness the incident? ❑ Yes ❑ No

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 _____

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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 _____

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

For students and teachers

This machine is a

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

Please prioritize this problem.

- ❑ Critical (Needs to be done ASAP)
- ❑ Important (Can wait a day or two)
- ❑ Annoyance (works, but can wait until later)
- ❑ 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.

_____

_____

_____

_____

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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. _____

_____

DRAFT

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.

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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.

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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 _____

DRAFT

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.

m. New/Unfinished Business

5. Information:

4. Approval of Cordova Jr/Sr High School Handbook

Motion: I move to approve the Cordova Jr/Sr High School Activities Handbook for the 2017-2018 School Year as presented in the Board Packet.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:

2017-2018 Activities Handbook

for

Parents and Students

Commited to Excellence

Cordova School District

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

Sportsmanship Creed

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

High School Principal

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

Superintendent of Schools

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

Visit 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

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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.

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

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~~

210

~~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 co-curricular 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.

WOLVERINE CORE VALUES

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:

- 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	

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 requirements as specified by ASAA bylaws and comply with all relevant Cordova School District policies and regulations.

ELIGIBILITY CRITERIA:

a. 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.

b. 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.

c. 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.

d. 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.

Eligibility Considerations

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

2. 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.

GIVE BACK TO THE COMMUNITY HOURS

Cordova Junior/Senior High School wishes to instill a spirit of volunteerism in each student. Each year 9th through 12th graders are required to volunteer ten (10) hours. This is a graduation requirement.

Students 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** for any extra-curricular activities until hours are completed and the signed log and 2-paragraph reflection are turned into the office.

Students in grade 9 - 12

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.

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.
<u>Freshmen, Sophomores, Juniors and Seniors</u>

- 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.

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 Acknowledgment 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.

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/FEES

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. 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.

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 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 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.

<u>Freshmen, sophomores, and juniors</u>:

- 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.

<u>Seniors</u>

- 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 occuring 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 Acknowledgment 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.

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 Intersch

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 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

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.

SUDDEN CARDIAC ARREST

PARENT & STUDENT INFORMATION SHEET

Sudden Cardiac Arrest (SCA) takes the lives of thousands of students every year. It is the number one cause of death in student athletes. SCA is where the heart stops beating suddenly. An individual will stop breathing and collapse, lying motionless or appearing to have a seizure.

CAUSES OF SCA INCLUDE:

- Structural heart defects (hypertrophic cardiomyopathy, Marfan syndrome etc.)
- Electrical Heart Defects (long QT syndrome, Wolff-Parkinson White Syndrome, etc.)
- Blow to the chest (Commotio Cordis)

RISK FACTORS FOR SCA INCLUDE:

- Fainting or seizures during or immediately following exercise
- Chests pains during exercise
- Unexplained shortness of breath, long time to catch breath
- Dizziness
- Unusually rapid heart rate
- Extreme fatigue, always tired and lack of energy
- Unexplained sudden death of a direct family member under the age of 50

If you have any of the risk factors consult your healthcare provider

TO INCREASE THE CHANCES OF SURVIVING SCA THERE SHOULD BE:

1. An Emergency Action Plan in place for every practice and event
2. Someone immediately calling 911
3. An Automated External Defibrillator (AED) immediately accessible
4. Cardiopulmonary Resuscitation (CPR) hands only started immediately

I have reviewed and understand the symptoms and warning signs of SCA

TO BE COMPLETED BY THE STUDENT AND HIS/HER PARENT OR GUARDIAN.

Student Name (please print)	Student Signature	Date

Parent or Guardian Name (please print)	Parent or Guardian Signature	Date

ALASKA SCHOOL ACTIVITIES ASSOCIATION, INC.
4048 Laurel Street, Suite 203 • Anchorage, AK 99508 • (907) 563-3723 • Fax 561-0720 • www.asaa.org

PARENT AND STUDENT CONCUSSION *and SUDDEN CARDIAC ARREST* 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" *and "SUDDEN CARDIAC ARREST PARENT & STUDENT INFORMATION SHEET*." ~~This fact sheet~~ *These fact sheets* set forth a description of the nature and risks of concussion and sudden cardiac arrest.

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*" and "SUDDEN CARDIAC ARREST PARENT & STUDENT INFORMATION SHEET.*"

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 "SUDDEN CARDIAC ARREST PARENT & STUDENT INFORMATION SHEET,*" 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 "SUDDEN CARDIAC ARREST PARENT & STUDENT INFORMATION SHEET*," 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 mu 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	Student Signature	Date
		/ /20

Printed Name of Parent/Guardian	Parent/Guardian Signature	Date
		/ /20

Sport or Activity	School

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 29)*

_____ Student Handbook form Number 2 Handbook Acknowledgement *(Page 30)*

_____ Concussion and Sudden Cardiac Arrest Acknowledgment forms *(Page 31-33)*

_____ 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 34). – 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.

m. New/Unfinished Business

6. Information: Approval of Kindergarten Early Entry for Lucy Bennett.

Per Board Policy 5111.1 and recommendation of the screening committee, the student meets the criteria for early entry. Per the Department of Education & Early Development's regulations, Board approval is necessary for early entry.

Motion: I move to approve kindergarten early entry for Lucy Bennett for the 2017-2018 School Year as recommended by the Administration.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:

n. Contracts/Memorandums of Agreements

1. Information: Kaye Lawson--Occupation Therapy Services for 2017-2018 School Year

Motion: I move to approve the contract for Kaye Lawson to provide occupational therapy services for the 2017-2018 School Year as presented.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

Comments:

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

CORDOVA SCHOOL DISTRICT

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

CONTRACT SERVICE AGREEMENT--DRAFT

BOARD APPROVED (Date): _____ **PROGRAM/DEPT.:** Special Education

CSA Number
FY18-003
PLEASE INCLUDE ON ALL INVOICES

FUNDING SOURCE (Code): 280.500.220.000.410 **Funding Allocation:** 100%
FUNDING SOURCE (Code): _____ **Funding Allocation:** %

CONTRACTING BUSINESS NAME: Kaye Lawson, OTR, MEd

PRIMARY CONTACT INFORMATION

NAME: Kaye Lawson, OTR, MEd TITLE/POSITION: Independent Consultant
E-MAIL: kbwl@alaska.net PHONE:
ADDRESS: PO Box 1461 CITY: Sterling STATE: AK ZIP: 99672

DESCRIPTION OF SERVICES TO BE PROVIDED

1. Occupational Therapy with Elementary and Jr.-Sr. High School students as specified in the Individualized Educational Programs (IEP)
2. OT student evaluations, as identified by the District SPED Team
3. Informal student observation/assessment for screening purposes, as requested by the District SPED Team
4. Diagnostic assessments, comprehensive assessment reports, recommendations, and potential treatment goals
5. Monitoring of student progress, including consultations with and training of teachers and paraprofessionals, as appropriate
6. Participation in the development of applicable IEP goals and objectives as determined necessary by the student's Multi-disciplinary Team. This service may be provided through telephone consultation, as arranged

*See page 2 for additional considerations

DRAFT

CONTRACT SCOPE AND CONSIDERATIONS

Rate:	$800/day x 24 days	=	$ 19,200
Travel:	$800/day x 12 days	=	$ 9,600
Per Diem:	$40/day x 24 days	=	$ 960
Other:		=	$

The MAXIMUM AMOUNT authorized by this agreement is: $ 30,000**

Payment will be made upon receipt of approved invoice(s). Reference MOA # on all invoices. Expenses will be reimbursed based upon actual third-party documentation.
PAYMENT OF TAXES – As a condition of performance of this contract, the contractor shall pay all Federal, State, and Local taxes incurred by the contractor, sub-contractor, or other person or persons associated with the performance of this contract.

CONTRACT PERIOD COVERED: September 1, 2017 through May 31, 2018

Contractor Signature _____ Date _____

Superintendent Signature _____ Date _____

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

CORDOVA SCHOOL DISTRICT

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

CONTRACT SERVICE AGREEMENT--DRAFT

PAGE 2

BOARD APPROVED (Date): _____ **PROGRAM/DEPT.:** Special Education

CSA Number
FY18-003
PLEASE INCLUDE ON ALL INVOICES

FUNDING SOURCE (Code): 280.500.220.000.410 **Funding Allocation:** 100%
FUNDING SOURCE (Code): _____ **Funding Allocation:** %

CONTRACTING BUSINESS NAME: Kaye Lawson, OTR, MEd

DESCRIPTION OF SERVICES TO BE PROVIDED (continued from PAGE 1)

7. Completion of necessary documentation of services for inclusion in the student's school record. Reports must comply with CSD and State of Alaska guidelines
8. The Contractor will bill the district at the completion of each trip by invoice. Documentation of travel expenses and other expenses incurred will be provided
9. The Contractor shall not assign services to be performed under this Agreement to any other party without written permission of CSD
10. Current professional certification/licensure and liability coverage will be provided to the District

Cordova School District agrees to provide the following:

1. Coordination and scheduling of parent and student participation as specified by the SPED Team and/or Contractor
2. Appropriate space for confidential therapy sessions
3. Compensation for the aforementioned services at a rate of $800 per day
4. Transportation (airfare & shuttle), lodging, mileage reimbursement (IRS rate), and related costs will be reimbursed at cost
5. In the event that the Contractor is in-district and becomes weathered in or out and cannot work or leave as scheduled, a fee of one-half the daily rate will be paid to the contractor for that day unless the contractor is able to be utilized

This Contract Service Agreement is for the 2017-2018 School Year and can be modified only with consent of both parties. Furthermore, this agreement may be terminated by the District with or without cause upon 10 days written notice. In case of termination without cause, the Contractor will receive the fair value of the services performed to the date of termination.

**Should the Maximum Amount authorized by this agreement be reached and additional services be needed, the Superintendent and Service Provider shall meet to amend the contract in order to meet the needs of the District.

DRAFT

Contractor Signature _____ Date _____

Superintendent Signature _____ Date _____

o. Personnel

1. Danielle Hayden Resignation Letter

Danielle Hayden

Alex Russin
Superintendent
Cordova School District
100 Fisherman Ave.
Cordova, AK 99645

July 28, 2017

Mr Russin,

Please accept my resignation from my position as the 7th-12th grade Health and Physical Education teacher. My husband, Devvin has run into some pretty serious medical issues; which forced me to look outside of Cordova for a town with better medical care provided. I was offered a job in North Pole, which I will be accepting.

I absolutely loved teaching at Cordova Jr./Sr High School. The kids are tremendous and I will miss them greatly. The administration and other staff members have been a pleasure to work with. However, I do feel that this is the best option for me right now. I do hope you can find someone under short notice that will enjoy these kids as much as I did.

I wish you the best.

Sincerely yours,

Danielle Hayden

p. Miscellaneous – None

q. Pending Agenda

1. School Board Self-Evaluation and Goal Setting Process in September

r. Audience Comments

The Board invites public comment at this time on the 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.

Please ask person/persons to step forward so their comments may be recorded. If someone remains in the audience the device cannot record their comments.

s. Board Comments

****Please speak up so your comments can be heard and recorded****

t. Executive Session

PLEASE STATE WHAT THE EXECUTIVE SESSION IS IN REGARDS TO AND THEN SELECT THE MOTION THAT APPLIES

The School Board would now like to go into Executive Session in Regards

to: _____

Motion: I move that the Board go into Executive Session to discuss a person and/or a subject that may tend to prejudice the reputation of character of a person, provided the person may request a public discussion.

OR

Motion: 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.

Motion:_____

Second:_____

Motion: PASS Motion: FAILED

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Comments:

Adjourned for Executive Session at:_____

Reconvened at:_____

u. Adjournment

Motion: I move to adjourn the meeting.

Motion: _____

Second: _____

Discussion:

_____Jewell _____Altermott _____Glasen _____Hoepfner _____Bradford

Motion: PASS Motion: FAILED

MEETING ADJOURNED AT_____

School Calendar 2017-2018

District Name: Cordova School District | School: Mt. Eccels and Cordova Jr.-Sr. High School

Approved By: | Title:

E	**E**nd of Quarter
EO	PD Early-Out
H	Legal **H**oliday
I	Inservice Day
M	PT Conf. Meeting Req.
NT	New Teacher Orientation
O/C	School **O**pens/Closes
S	**S**aturday School (make-up)
T	**T**esting
V	**V**acation Day
X	Emergency Closure Day

Jul-17

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# of Inservice Days:
# of Student Days:
# of Teacher Days:

Aug-17

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	I	I	I	O		
27	28	29	30	31		

# of Inservice Days: 3
# of Student Days: 6
# of Teacher Days: 9

Sep-17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
	H					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# of Inservice Days:
# of Student Days: 20
# of Teacher Days: 20

Oct-17

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
					I	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			H			
22	23	24	25	26	27	28
			E			
29	30	31				

# of Inservice Days: 1
# of Student Days: 20
# of Teacher Days: 21

Nov-17

S	M	T	W	Th	F	S
			1	2	3	4
			M	M	M	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
				H	H	
26	27	28	29	30		

# of Inservice Days:
# of Student Days: 20
# of Teacher Days: 20

Dec-17

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
					E	
24	25	26	27	28	29	30
	H	V	V	V	V	
31						

# of Inservice Days:
# of Student Days: 16
# of Teacher Days: 16

Jan-18

S	M	T	W	Th	F	S
	1	2	3	4	5	6
	H	V	V	V	V	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
					I	
21	22	23	24	25	26	27
28	29	30	31			

# of Inservice Days: 1
# of Student Days: 17
# of Teacher Days: 18

Feb-18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
					I	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	H					
25	26	27	28			

# of Inservice Days: 1
# of Student Days: 18
# of Teacher Days: 19

Mar-18

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
					E	
11	12	13	14	15	16	17
	V	V	V	V	V	
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			M	M	M	

# of Inservice Days:
# of Student Days: 17
# of Teacher Days: 17

Apr-18

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
					I	
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# of Inservice Days: 1
# of Student Days: 20
# of Teacher Days: 21

May-18

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
					C	
27	28	29	30	31		

# of Inservice Days:
# of Student Days: 19
# of Teacher Days: 19

H	September 4, 2017--Labor Day
H	October 18, 2017--Alaska Day
H	November 23-24, 2017--Thanksgiving
H	December 25, 2017--Christmas
H	January 1, 2018--New Year's Day
H	February19, 2018--President's Day
P	2018 Prom--Date TBA
G	2018 Graduation--May 19, 2018

Quarter 1	42	Student Days
Quarter 2	40	Student Days
Quarter 3	42	Student Days
Quarter 4	49	Student Days
Total	173	Student Days

PEAKS Assessments--March-April 2018

LEP Assessments--February 2018

MAP Assessment Window--Fall, Winter, Spring

School Board (Accountability) Calendar

July	
August	Superintendent Feedback (Quarterly Check-In) Welcome Staff and Students
September	Fall Boardsmanship Academy School Board Self-Evaluation and Goal Setting Process
October	Strategic Plan Student Assessment Data Senior Luncheon
November	AASB Annual Conference and YLI District Budget to City (Min./Max. Contribution) Superintendent Feedback (Quarterly Check-In) Financial Audit
December	Winter Boardmanship Academy Curriculum Review Cycle Current Year Budget Revisions
January	AASB Legislative Fly-In and Leadership Training (Juneau) Superintendent Evaluation Tool to Board
February	Candidates for School Board Election Budget Development Process Superintendent Evaluation and Review Goals Curriculum Review Report/Update to the Board Facility Needs Drafts of Student Handbooks
March	AASB Legislative Fly-In and Spring Boardsmanship Academy (Juneau) Budget Development Process School Board Officers New School Board Members Orientation Public Comment for Proposed New Curriculum (30-day)(as needed) Employee Contracts Approval
April	Policies as Recommended by AASB School Calendar Budget Development Process Strategic Plan Senior Luncheon
May	New Curriculum (as needed) Proposed Budget for New Fiscal Year Student Handbooks Approval
June	Superintendent Feedback (Quarterly Check-In) District Crisis Response Plan(s)