

2017-2018
Student Handbook
Elementary
Middle School and
Pelican High School

Home of the Bucks

PO Box 90

Pelican, Alaska 99832

Ph. (907) 735-2236 Fax No. (907) 735-2263

Mr. Woody Wilson, Superintendent

Ms. Betty Walters, Interim Superintendent

Ms. De'Borah Snoderly, Principal-Teacher



Important Note:

The information in this edition of the Student Handbook was cross-referenced with the Alaska Statutes and Pelican School Board Manual. However, it is not a comprehensive source of district policies. In addition, Board policies and administrative procedures are frequently proposed or updated.

Message from the Superintendent

Dear Students,

On behalf of the faculty and staff of Pelican School, it is my pleasure again to welcome you to your new school year. You are here to learn, to work, to share with others, to expand your experiences, and to become productive and dutiful citizens. You will follow in the steps of many proud graduates and will help to establish the positive climate for those who follow you.

This handbook is intended to be read thoroughly. It is designed to acquaint you with your school, its operation, government, opportunities, and your responsibilities. The policies, procedures, and standards established, either stated or implied, within the framework of a democratic society will be the basis on which decisions and judgments are made. As a student or a parent, please read and sign the Acknowledgement Form on the last page and return it to the office.

Pelican School is here to serve this community. Respect what it stands for, its ideals, and its traditions.

I hope your experiences will be rewarding, truly satisfying, and memorable. Take pride in yourself and your school. Make this 2017-2018 school year an enjoyable time in your life.

Interim Superintendent's Message

Students,

I am pleased to be working with you while Superintendent Wilson recuperates from his recent illness and surgery. I will be in contact continually with Mr. Wilson. I do not expect that you will see any changes in the way your school has operated during Mr. Wilson's presence.

I have an interest in being an active part of your education and will support the school/community work you do with Ms. Snoderly, your principal/teacher, as well as with staff members Ms. Linda and Ms. Royce. Your local staff have worked all summer to make your school welcoming and attractive. Your attention to school rules and proper use of the school and grounds will be the best thank you to offer to Ms. Linda and Ms. Royce. The respect and responsibility you show toward the Pelican School staff will be just one way to work toward completion of your requirements regardless of what age or grade you are.

While summer staff worked on your school, Ms. Snoderly studied long and hard to be ready for your return to the classroom and your individualized programs of study. I am so excited to hear of the online opportunities that each of you will have through the new electronic textbooks and materials available on your new iPads and MacBook Air computers. How exciting it will be to have interactive programs that will allow you, your parents and your teacher to know your accomplishments and successes day by day.

Have a great start to your school year. Be attentive to your class/individual work, behavior, and safety while in school and around your community.

Betty Walters

Principal's Message

Welcome to Pelican High School, Middle School and Elementary! I would like to personally welcome all our incoming students. This year promises to be a great year at Pelican City K-12 School. Teachers and staff work hard to provide a nurturing and effective instructional environment designed to maximize the potential of every student. We are implementing a research based Anti-bullying program, along with C.H.A.M.P.S and RtI/PBIS. Additionally, we now have an online curriculum with interactive textbooks. It is our mission to provide every student with the knowledge and skills necessary to become ethical, responsible, productive citizens, who continue to be life-long learners. I look forward to working with the students, staff, and community of Pelican. I firmly believe that creating a strong, supportive learning environment for ALL students is key to maintaining our success. I invite everyone to stop by and see what is happening in our school. I am excited for what is to come and to be a part of a continuing generation of academic success. The Mission of the Pelican School "....to provide the highest quality education for its students in an ongoing partnership with parents, guardians, educators and the community.

COMMUNICATIONS

Pelican City School District
P.O. Box 90
14 Chum Way
Pelican, Alaska 99832-0090

District Phone Numbers: 735-2236 or 735-2237
Fax: 735-2263 email: psd@pelicanschool.org

All district phone numbers will ring into the main office and be routed from there.

Our policy is to keep class interruptions to a minimum. Therefore, unless there is an urgent or immediate need, messages will be given to students and/or teachers during class breaks or after school hours. Please feel free to request assistance from the office staff for messages or any concerns you might have. Generally, teaching staff may be contacted before school from 8:15-8:30 am and after school from 3:30-3:45 pm. Other times may be arranged and we welcome you to call for an appointment.

THE SCHOOL DAY

Our school day is from 8:30 a.m. until 12:00 noon and from 12:55 pm to 3:30 p.m. Every effort should be made so that students do not arrive at school prior to 8:15 a.m. Students must remain in the gym until 8:25 a.m. Students arriving to school after 8:30 a.m. in the morning and after 1:00 p.m. in the afternoon are tardy and must report to the office to receive a pass.

Pelican School Bell Schedule

Regular Day

8:25 First Bell 8:30 Tardy Bell

12:55 First Bell after Lunch 1:00 Tardy Bell

HANDBOOK GUIDELINES

School rules exist for the protection of all, but especially to protect each student's right to an education. **The guidelines described in this handbook are not intended to be complete, but to provide a framework for student behavior and responsibilities.** School rules reflect Alaska State law, the policies adopted by the Pelican Public School Board and the standards of our community. Handbook guidelines are also based on the following behaviors expected from individuals in our school community:

- **Be on Time**
- **Be Respectful**
- **Be Responsible**
- **Be Safe**

THE ROLES

Pelican City School recognizes that school/community relations cannot merely be described as a process or reporting and interpreting, but rather can be characterized as a partnership in pursuit of excellence. It is a partnership in which community members, educators, and other school personnel perform their respective roles in view of the best interests of the school and most importantly, the students.

School Board

Pelican City School Board:

1. Establishes policies to provide the best attainable program of education for the district's students.
2. Authorizes the establishment of special classes, programs, or other facilities for students who need special education in keeping with all legal provisions.
3. Provides for the physical and mental well-being of students.
4. Determines policies regarding student behavior and attendance within the limits of the law.
5. Determines the boundaries of school attendance within the district

The Board is responsible for prescribing rules for the government and discipline of the schools under its jurisdiction. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances. The Board holds the certificated personnel responsible for the proper conduct and control of students under their charge within the behavioral guidelines established in conjunction with the administration. The Board provides all reasonable support to certificated personnel with respect to student conduct and discipline

Superintendent

The Superintendent or designee establishes the necessary procedures to implement and enforce the Board's discipline policy. He/she will notify the parents/guardians of all students of the availability of the district's policy and procedures related to conduct and discipline.

School Principal

The school principal - initiates and enforces the set of school rules, in keeping with district policy and regulation, which facilitate effective learning and promote attitudes and habits of good citizenship. The principal or designee shall provide instruction to students regarding their rights and responsibilities. The principal supports the classroom teacher in his/her efforts to promote improved and acceptable behavior in students.

School Teacher

Appropriate classroom behavior allows teachers to communicate more effectively with students. Teachers conduct a well-planned effective classroom program and initiate and enforce a set of classroom regulations that facilitate effective learning. Teachers cooperate with administrators and other classroom teachers in enforcing general school rules and appropriate campus behavior.

Parents/Guardians

Parents/guardians are expected to comply with the laws governing the conduct and education of their children. They are also be expected to cooperate with school authorities regarding the behavior of their children. Parents/guardians may be held liable for misconduct of their children to the extent provided by law.

Students

Students will be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the Board. All students shall comply with the regulations of the school district, comply with the course of study and submit to the authority of the teachers and administration of the schools. Students should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program. Students who violate the law or the rules and regulations of the school district may be subject to the transfer to alternative programs, discipline, suspension, or expulsion.

TECHNOLOGY

All students will be assigned a laptop computer and other electronic/digital devices to use at school. All laptops and other electronic/digital devices must be treated with the utmost care. It is the responsibility of each student to return his/her laptop to the computer cart at the end of each day and plug it in so it will be recharged for the next morning. Students who abuse an individually assigned or classroom laptop, iPad, Kindle, etc. will have to pay for damages or loss incurred. Teaching staff will be checking the classroom areas for equipment that has not been returned each day. Students are **not** allowed to take their electronic/digital devices home; they are to be checked back into their classroom areas and plugged in each night. Students who take their devices home without explicit

permission can expect to have their electronic/digital privileges revoked. (There will be times when the teacher will allow the students to take their computers etc. home for projects, homework, assignments, etc.) Students are not allowed to send, check, or print e-mail messages in our school. They are certainly allowed to use the internet appropriately with teacher supervision, but may only use it in accordance with the "Internet Agreement" signed by parents and students. Failure to comply with the internet agreement will be grounds for loss of all laptop privileges.

ACCIDENTS/MEDICATIONS/ILLNESS

All parents are asked to complete a medical form indicating student allergies, regular medications the student takes, serious or chronic health conditions, emergency contact numbers and a parent/guardian signature. When necessary, the school will develop, with the parent/guardian, contingency plans relating emergency treatment for illness or injury of a sudden and serious nature.

Students who become ill while at school should obtain a pass to the office and a parent will be contacted before the student will be permitted to leave school grounds. A student is either well enough to stay in class or sick enough to go home. In the event a parent/guardian cannot be contacted, the emergency contact number will be called. If your child has a temperature above 100 degrees, please keep your child at home.

Supervisory personnel must file an accident report for any student injured while in class, participating in class activities, or in extracurricular activities. Serious accidents involving students shall be reported as soon as possible to the Superintendent.

All medications (i.e. any prescribed or over the counter pills/liquid medicine, etc.) that are necessary to be taken during the school day **MUST** be stored in the office. The exceptions are certain asthma medications such as an inhaler or those ordered by a physician (copy must be on file in the school office). Medication must be brought to school and stored in its original container with the following information: (1) name of person receiving the medication, (2) date of prescription, and (3) exact dosage and times to be given. No medication will be accepted in any household containers such as foil, baggies, tissues, etc. The school provides **NO** unauthorized medication to students for any reason (this include aspirin, Tylenol, etc.) School personnel will not administer medications; students will need to administer their medications themselves.

STUDENT GUIDANCE

A high school program should begin to prepare you to be a fully functioning citizen, able to support yourself, to live happily and productively within our system, and to grow with the changes that come through the years; in other words, to become a lifelong learner. In our age of changing technology this most likely means to teach you how to learn, how to think, and how to adapt. High school courses, therefore, include required general education courses as well as the electives, which allow a student to train for a vocation, explore career options or pursue areas of interest. Students are encouraged to plan a full four-year program upon entering high school so that they can fit in the required courses along with the classes they want to take, considering prerequisites and course availability.

Early in the high school years you should try to make tentative choices about which of the three major areas of career interest (data, people, or things) are most appealing to you, and how your course work can help you reach your career goals. As you complete courses each year, it is a good idea to re-evaluate those goals in terms of your success and enjoyment of those classes and your continued growth as a person. For registration therefore, we start with a tentative four-year plan at the end of the 8th grade school year, and continue to work with that plan each year. The plan helps you to make sure that your goals for high school are met. It will continue to be useful over the full four years as a guide, subject to revision as necessary.

GRADING POLICIES AND PROCEDURES

Grades do make a difference! Beginning with the freshman year, all semester grades are averaged together for a cumulative grade point average (GPA) - a number that colleges, career/technical schools and most scholarship selection committees will look at closely when making admissions and award decisions. Courses taken on a Pass/Fail

basis are will not be figured into your grade average but do appear on your permanent course record (transcript). Eligibility to participate in sports and activities also depends on grades.

Students should keep track of their own grades in each class as they progress through the quarter. Teachers can give you a report on where you stand in classes and will also send a mid-quarter progress report home to let you know how you stand at the mid-way point of the quarter. At the first sign that you are having trouble in a class, go to see the teacher and ask for extra help. Don't let a grade problem get out of hand. Deal with it as soon as you realize it might be a problem.

Grading Scale

Grades will be taken from classroom assignments, homework, quizzes, projects, and tests and will be averaged together for a final grade. This applies to all grade levels.

100%=A+	78% - 79% = C+
94% - 99% = A	74% - 77% = C
90% - 93% = A-	70% - 73% = C-
88% - 89% = B+	68% - 69% = D+
84% - 87% = B	64% - 67% = D
80% - 83% = B-	60% - 63% = D-
	59% and below = F

GRADUATION REQUIREMENTS

Pelican School requires a *minimum of 21 units of credit* for graduation. All students are encouraged to get as much beyond the minimum requirements as time permits in order to provide themselves with the best qualifications possible for a career in the modern world.

The Alaska Performance Scholarship (APS) requires a rigorous math and science path or social studies path designed to be taken along with other district requirements. A world language, in addition to English, may also be a requirement within electives. Students choosing this path must check on current APS expectations each year of high school.

REQUIREMENTS FOR A DIPLOMA ARE:

	Pelican Graduation Minimum Credits AK	APS Math/Science	APS Social Studies
Language Arts	4	4	4
Math	3	4	3
Science	3	4	3
Social Studies	3	4 (art or culture may substitute for 1)	4
Life Skills	1	1	1
Health/PE	1 (a half credit for each)	1	1
Electives	6	3	5

Freshman (Grade 9)

- Meets requirements to enter high school.

Sophomore (Grade 10)

- Has earned at least 5.5 credits

Junior (Grade 11)

- Has earned at least 10.5 credits

Senior (Grade 12)

- Has earned at least 15.0 credits

General Provisions

- a. Carnegie credits are earned at the rate of $\frac{1}{2}$ credit for the successful completion of a semester course consisting of approximately 67 $\frac{1}{2}$ classroom hours.
- b. A student's graduation requirements are based upon the school year in which s/he first enrolled in the district as a ninth grader.
- c. Upon approval of the Principal, a student may take independent study courses for credit. Approved online curriculum or approved independent study using the full approved curriculum will be used for these courses.
- d. A student shall not be allowed to enroll in less than six credits per year, except upon approval of the principal; juniors and seniors may be allowed to enroll in fewer credits on a case by case basis.
- e. In alignment with state legislative requirements, students may earn credit through testing-out of a course. Students will be required to complete the course in test-out mode using approved online course curriculum.

Although students may earn a diploma with meeting minimal graduation requirements, all Pelican City School District students are encouraged to complete the transcript requirements of the Alaska Performance Scholarship. There are two pathways to meet this transcript requirement, Math/Science or Social Studies/Language. Additionally, to be eligible for the scholarship, students must meet GPA and test score requirements for either a collegiate scholarship or a career and technical scholarship. Students will be encouraged to participate in the transcript review regardless of their test score or GPA.

Credits Earned through Independent Study, Distance Delivery or Blended Learning Plans

Students in grades 9-12 may be able to earn Carnegie units/credits toward high school graduation through Pelican City School District (PCSD) approved alternative processes. The course work is not easy but is designed to meet the needs and interests of individual students while meeting the Alaska Content Standards specifically. Students who are gainfully employed or otherwise needed at home may participate in a course of study prepared under the guidance of an Alaska certificated teacher and approved by the Pelican School principal and superintendent. Dedicated students often find success through individually designed coursework but must understand the responsibilities to complete all the expectations set forth in the plan. Students can achieve success at their own rate but must commit to consistent interaction with the teacher of record. Grades are awarded as in any traditional class and range from A through F. Pass/Fail is not an option as a grade. Incomplete (I) grades remain on the student's transcript. An additional independent class may not be added until completion of a previously approved class. Students may access the school for use of classroom space, equipment, materials, etc. and are expected to be attentive to all rules in the Student Handbook at all times.

High school students who currently reside in Pelican City School District and previously enrolled in home school or correspondence study courses must have proof of completion from official school transcripts of a program approved through the Alaska Department of Education and Early Development, other state departments of education, or regional accreditation associations. Home school credit will be granted only by the District Superintendent.

High School Transfer Students

In those cases where students transfer from other school districts, the following guidelines will apply:

1. Students will be placed in the appropriate grade based on their transfer records. In the absence of transfer records at the elementary level, students will be placed in the grade and classes most closely aligned with their age/peer group. At the secondary level, the Superintendent or designee, in consultation with the principal, will create an official Pelican School transcript based on official transcripts received from the transferring school.
2. For secondary students, every attempt will be made to accept all coursework, accumulated credits and grade points /values at face value as they appear on the official high school transcript from the previous school(s). However, GPA's will be recomputed according to district policy.
3. Pelican City School graduation requirements will not be waived for secondary students who transfer into the district with the equivalent of thirteen (13) credits or less. Secondary transfer students with more than the PCSD equivalent of thirteen (13) credits will have an individual graduation plan designed. In either case, a worksheet showing the converted grades / credits as they will appear on the official district transcript will be given to the student and his/her parent/guardian no later than two (2) weeks after the

student's enrollment in the district. The worksheet will be signed by school officials and the student's parent / guardian to become part of the student's permanent record / file.

4. Quarter credit courses will be converted to semester credits and recorded on the official Pelican School transcript as follows:
 - a. Only credits earned from schools offering quarter credit will be accepted for credit by the district. Quarter grades indicating incomplete semester work will not be accepted for quarter credit.
 - b. One quarter credit receives one-half semester credit (0.25 unit). Quarter grades will be clearly identified to avoid confusion on the transcript.
 - c. Two quarter credits equal one semester credit and receive a single semester credit (0.5) and grade.
 - d. Quarter credits will not be computed in a student's cumulative GPA.

5. Trimester credit courses will be converted to semester credits and recorded on the official Pelican School transcript as follows:
 - a. One trimester credit equals one quarter credit (0.25 unit), computed and identified as above.
 - b. To receive a semester's credit, a student must be enrolled in the course at least eighteen weeks (or 1.5 trimesters). In this case, the semester grade is computed as an average of both trimester grades, with the first trimester's grade receiving twice the weight of the incomplete second trimester's grade.
 - c. Two trimester credits equal one semester credit and a single semester grade is created by an average of the two trimester grades.
 - d. Three trimester credits equal two semester credits or a full year's credit (1.0). The three trimester grades are averaged by: averaging the first and second trimester grades for the first semester grade, and the second and third trimester grades averaged to produce the second semester grade. The first and last trimester grades receive double the weight of the middle trimester for averaging purposes. (e.g. the first trimester of A receives twice the value of the halved second trimester grade).

HIGH SCHOOL (Middle and Elementary School when Appropriate) STUDENT ACADEMIC ELIGIBILITY REQUIREMENT

- Students must maintain academic eligibility by maintaining a 2.0 GPA with no individual class grade below a "C-" and they may not have any grade of "F" or "I" on the preceding Report Card or Progress Report (see school calendar for the dates). If a student has an "F" during any eligibility report, they have one week to raise their grade in meeting the 2.0 GPA criteria. Student athletes may still be allowed to practice (coach's discretion). ***Any student who receives an 'F' on a Report Card will not be eligible to participate in a sport or activity until the next Report Card.***
- ***Any student who receives an F on their progress report will not be eligible to participate in any sport or activity until the next grading period. Any student who receives an 'I' on their Report Card or Progress Report will be ineligible to participate in the sport or activity for two weeks (beginning on the Monday of eligibility). If the work has not been completed as of that time, the student will be ineligible to compete in the sport or activity until the next grading period (either Report Card or Progress Report).***
- All eligibility begins on the Monday following the end of the grading period and the student will become eligible on the Friday that marks the end of the new grading period (see calendar).
- Travel slips will determine travel eligibility on a trip-by-trip basis. Students who have any grades lower than a C- will not be allowed to travel to that event. Travel slips must be turned in by 12 PM on the Friday of the week before the competition.
- Students will be held to the same Academic Eligibility Requirements for all home meets as well as away events.
- Students who are homeschooled (part time and full time) are held to the same academic eligibility rules and are required to show proof of passing grades when completing their travel slips and during grade checks. (AS 14.30.365)

ACTIVITY ELIGIBILITY RULES

The following rules shall govern eligibility for participation in student extra-curricular activities sponsored by Pelican Public Schools:

1. All participating students must:
 - Not become nineteen 19 years of age before August 1st of that school year to be eligible for interscholastic competition.
 - Meet the eligibility requirements of the Alaska School Activities Association in effect at the time of the activity in question.
2. Be a full-time student (5-credits minimum) in either the regular or alternative instructional program.
3. *Be in compliance with a Coach/Advisor's written organization or training rules.*
 - Adhere to the uniform code of conduct during school hours, while on school property, traveling, and during all school-sponsored activities and obey all state and federal laws.
4. ***Be in school attendance four consecutive periods during the day to practice and be in attendance the full school day on any day in which inter-district competition or performance occurs (Must be in attendance a full day prior to the day of any weekend competition).*** *Students caught skipping or leaving campus without permission (students must sign out in office), will not be allowed to attend practices or performances. Students must obtain permission before leaving school; after the fact excuses will not be honored. A student who is suspended, either in school or out of school, may not participate in competitions or practices during the suspension period.*
 - ***Traveling students must be in all classes on the day of travel, up until departure, to be eligible for participation. If students are leaving during the day before school starts, or are leaving early enough that they are not required to come to school (midnight – 9:00 am) then they must be in all classes the entire day before travel.*** The only exceptions would be with a physician's/nurse's note or to attend a funeral.
 - ***Traveling students must be in all classes on the day after travel*** according to the schedule indicated in the next section, unless they have a note from the doctor or health center nurse. Advisors also have the authority to tell a student they may stay home the following day if they are sick during a trip.
 - Students should return to school within approximately one hour after their return to Pelican. They should plan on arriving at the next closest time for a class change within that hour. If the students arrive to town after 1:00 p.m., they will not be required to return to school. If students return to town later than midnight, they must be at school by the beginning of 2nd period (9am). If they arrive after 2am they must be at school by the beginning of 3rd period 10:15 a.m.). **Dates and times for departure and return will be determined by the coach. If a student is unclear, they must ask the coach/advisor before leaving the terminal.** Those who do not return within the time frame or **do not report to school following the travel will not be eligible for participation in the next traveling event.** The loss of travel privileges will be for the same activity, however, if it happens at the last activity of the season, it will apply to the very next activity in which the student may participate.
5. Extra-curricular events at the beginning of each year will use the last quarter grades of the previous year to determine eligibility.
6. **A student who fails to meet these requirements will be ineligible to travel and to participate in any event, away or at home, during the period of ineligibility.**
7. Students who are ineligible for academic reasons may not dress down for competitions or participate in team activities. Academically ineligible students may not wear any part of the uniform at competitions, but may sit on the bench in street clothes if the coach permits it. This includes both home and away events.

EXTRA-CURRICULAR DISCIPLINARY GUIDE

Discipline as Process - Participation in extra-curricular activities is a privilege, not a right. Students who participate in extra-curricular activities are representatives of this school district and are expected to conduct themselves accordingly. It is impractical to attempt to list all possible violations of the district's Uniform Code of Student Conduct. Further, the seriousness of a given offense may vary, as can the circumstances involved. This guide then establishes a process for dealing with infractions rather than delineates a set of linked violations and consequences. The guidelines

below apply only to discipline that relates to participation in extra-curricular activities. Students who violate school rules may also be subject to discipline pursuant to Board Policy.

Discipline Levels - Decisions about discipline should be made, when possible, at the coach/advisor and student/parent level. These are the parties with the greatest knowledge of the violation of the code of conduct and individual circumstances involved. A coach may elect to consult with the school superintendent or other administrative designee regarding disciplinary decisions. Failure of a coach/advisor to maintain the uniform code of conduct will be grounds for his or her removal from the coaching position for the remainder of the season and/or for subsequent seasons.

If a student who violates the Code of Student Conduct and is involved in more than one extra-curricular activity, the coach/advisor initiating disciplinary action will consult with the student's other coach(s)/advisor(s) and a mutual decision shall be reached regarding student participation in each activity.

Appeals Process - Any disciplinary decision that results in the suspension of a participant for more than three competition weeks, community service of greater than ten hours, or the loss of an athletic award, can be appealed through the normal district appeals process for student complaints. However, any sanctions applied will be in effect during such an appeal. For any disciplinary decisions with consequences less than noted previously, the highest appeals authority shall be the superintendent.

Effective Dates - The District's Code of Student Conduct will be in effect for all students beginning with the first day of school in each school year and ending on the last day of the school year. This Code of Student Conduct will also apply to any individual participating in any extra-curricular activity whether such activity falls within the first and last day of the school year.

Suspensions

- For purposes of suspensions from competition, a competition week is defined as a seven-day week that begins on Monday, ends on Sunday, and includes a scheduled competitive event in the activity in question.
- If a suspension is for a period that exceeds the number of days or weeks left in the school year, the suspension will be carried forward to the next school year.
- During a period of temporary suspension that extends only to competition, a student must participate in practice and must continue to meet all other eligibility requirements to remain a member of the team.

ASSEMBLIES

Assemblies are held when considered necessary and important. Students are expected to behave in a manner appropriate for the assembly they are attending.

ATTENDANCE

Pelican School acknowledges a direct relationship between learning and student attendance. All students are expected to be in school and on time for instruction. The Pelican City School believes that regular attendance plays a key role in the success a student achieves in school. The administration recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The School and Board will abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

Excused Absences

The Superintendent or designee may excuse student absences for health reasons, substance abuse treatment, long term treatment facility care, family emergencies or other reasons the Superintendent or designee determines constitute good cause.

Student absence for religious instruction or participation in religious exercises away from school property may be excused.

No student excused for a religious holiday(s) will be denied the opportunity to make up a test given on the religious holiday or be denied an award or eligibility to compete for an award.

Unexcused Absences/Truancy

The school and Board are committed to keeping students in school. The Superintendent or designee shall implement whatever steps he/she deems appropriate to reduce student absences and to ensure that all children residing within the district are receiving appropriate educational services as required by laws. (AS 14.30.030)

A student's grades may be affected by excessive unexcused absences in accordance with Board policy. The Superintendent or designee will report to the Board any apparent violations of compulsory attendance laws. The Board will investigate such reports and any public complaints of violations of state compulsory attendance laws. When warranted, the Board shall initiate a complaint with the district court against any person believed to be in violation of state compulsory attendance laws.

Pre-arranged Absences

When students contemplate absence for personal reasons, including subsistence activities, their parents/guardians shall write the principal to ask that the expected absence be excused. (If no written request is received, the absence will be considered unexcused.) The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given. Students must meet current semester ASAA and Pelican City School student activity eligibility standards for their grade level to be approved for a Pre-arranged absence.

Excused Absences

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

- a. Written note or phone call from parent/guardian or parent-representative.
- b. Name of student.
- c. Name of parent/guardian or parent representative.
- d. Date or dates of absence.
- e. Reason for absence.

This information will be used to determine whether that absence is excused or unexcused. Intervention for accumulated excused absences:

- a. Three (3) or more continuous excused absences that involve medical reasons will require an excuse slip from the health clinic or other medical facility.
- b. After 3-5 excused absences, the principal will contact the parents to see if there are concerns that the school should know about. The principal will notify the superintendent and State of Alaska, Department of Health and Social Services (DHSS) of the result of this contact.

Tardiness

Students in kindergarten through 6th grade that come late to school within the first 59 minutes of the start of morning and afternoon classes are considered tardy. Being late more than 60 minutes in either morning (1/2 day) or afternoon (1/2 day) class sessions will be considered an absence.

Junior high and high school students that are on a daily class period schedule and come late to class within the first 9.9 minutes are considered tardy to that class. A tardiness of ten (10) minutes or more is considered an absence.

NOTE: If the junior high students are not on a junior high /high school class period schedule, they are included in the elementary guidelines.

Minimum Attendance

Students enrolled in Carnegie-unit classes are expected to attend class for ninety (90) days each semester. A student may not receive credit for any Carnegie class during a semester in which s/he has ten (10) or more days of

unexcused absences in that class. In certain circumstances and on an individual basis, the principal, in consultation with the superintendent or designee, may waive the 10-day rule.

Truancy

Unless a child subject to compulsory attendance laws is exempted, excluded or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law. (A.S. 14.30.020) The parents/guardians shall be notified of any unexcused absence of their child and informed of state compulsory attendance laws.

TRUANCY PROCEDURES:

Step 1 Attendance Alert: (information and notification process) When a student accumulates 1-3 Unexcused Absences (or the equivalent) the student will be placed on Step 1 Attendance Alert. Parents will be contacted in person, in writing, and/or by phone to review the school, district, and state attendance expectations and policies.

Step 2 Attendance Alert: (communication and problem-solving process) When a student accumulates 3-5 Unexcused Absences (or the equivalent) the student will be placed on Step 2 Attendance Alert. A parent meeting is required at which time the policies and procedures will be reviewed. A Parent Contract will be developed which will delineate appropriate interventions and subsequent consequences for further Unexcused Absences. The social worker will be notified.

Step 3 Attendance Alert: (intervention process) When a student violates the agreement in the Parent Contract, the student will be placed on Step 3 Attendance Alert. Interventions and consequences delineated in the Parent Contract will be initiated.

Every attempt to work with the student and the parent will be made in the best interest of the child. When a child of school age (7-16 years of age) accumulates beyond 5 Unexcused Absences*, the District will file a truancy citation with the District Court of the State of Alaska. Additional citations will be filed for each subsequent 5 Unexcused Absences*. In addition to notifying the parents of the student, the Principal, the Superintendent, AK Dept. of Health and Social Services (DHSS), and, if the child has an IEP, the Director of Special Education at the Alaska Department of Education and Early Development (DEED). The District will incorporate site records of parent contacts, interventions attempted, and other appropriate documentation into the truancy citation.

*For truancy purposes, an Unexcused Absence is defined as a full-day unauthorized absence.

Transfers into the District

Students who apply for admission to Pelican City School District will be placed at the grade level they have reached elsewhere.

Transfers out of the District

When a student transfers out of the district, a brief statement will be attached to his/her permanent record showing which basic proficiencies, if any, have been assessed and satisfactorily met according to the standards of this district. This statement will be appended to any permanent record sent to another school. Students transferring or withdrawing from school shall return all school equipment, books and materials and settle any unpaid fines on or before their last day of attendance.

ATTENDANCE IS IMPORTANT

State law requires that public schools be in session for 180 days in each year. Attendance is very important in order for the school to provide the best learning possible for each pupil. Please observe the following guidelines if it is necessary for a student to be absent.

Absence from school by students will be considered excused for the following reasons:

- i. Due to illness,
 - ii. Due to a death or serious illness in the immediate family;
 - iii. Participation in a school function
 - iv. Extenuating circumstances approved by the Superintendent;
 - v. Participation or attendance at religious services.
- Attendance at school-sponsored activities will not be counted as absent from school. The student, however, will be responsible for the work missed. Students who miss school for any reason will have the responsibility to accomplish the learning they have missed. Such learning will often be represented by class assignments during the time they have missed.
 - If the student has prior knowledge of a **planned** forthcoming **family trip** (or medical, etc), he or she must obtain an **advanced leave form** from the office and have it filled out by the teacher(s) where class time is missed. The leave form must be signed by a parent and turned in to the office, where it will act as a contract between the school and the student. Work required on the form must be turned in to the teacher on the day the student returns to school unless prior **written** arrangements have been made between the student and the teacher. If the contract is fulfilled, the days will not be counted as absences. This extended time away from school planned by the parents must be prearranged through a conference involving the parents, the student, the teachers. Advanced leave slips are not intended for routine absences; they are intended for excusing family travel.
 - Parents are requested to call the school by 9:00 a.m. to advise the school of the student's absence. This will be in place of the written note from the parent. School personnel will call the parents of any student who is not in school when conditions warrant such action.

School attendance is directly related to academic achievement and the development of good habits, which are important to the world of work. Optimum student attendance is a cooperative effort whereby parents and students take an active role in accepting responsibility for good attendance.

Every effort should be made so students do not arrive at school prior to 8:15 a.m. Staff supervision does not begin until that time.

To encourage attendance at school, the following procedures will be followed:

- The teacher will take roll each day in every class.
- Students who are tardy to school/class should sign in at the office. Teachers will keep track of unexcused tardies and address habitual problems.
- If poor attendance is affecting the student's progress, his/her parents will be contacted by the teacher and/or a letter noting the number of absences or tardies will be sent home.
- Student participation, which may be affected by attendance, will be included in student evaluation procedures.

Excused/Unexcused Absences: Excused absence means that there was a valid reason for the absence and all work may be made up. An unexcused absence means that there was not a valid reason for the absence and the teacher will determine if the assignments may be made up.

WORK DUE TO ABSENCE FROM SCHOOL

- Work (tests, assignments, projects, etc.) known prior to the absence is due on the day the student returns to school. Extensions may be granted at the discretion of the teacher.
- ***It is the student's responsibility to see his/her teacher(s) for make-up work on the day the student returns to school following any absence.*** Absent students will be expected to make up all work missed one (1) day after they return. Teachers may grant extensions for make-up work; however, the extension is not to exceed ten actual

days from the day the student returns to school. All work not made up within the time limit will be counted as a zero.

STUDENTS LEAVING SCHOOL PREMISES

Accurate records shall be kept regarding every student's absence from school property during the times classes are in session. Other than lunch, students will be permitted to leave school prior to dismissal only with prior parental permission. A parent/guardian will be notified in advance of any student who requests to leave school premises before the end of the school day. Efforts will be made to contact parents when students are 'AWOL' from school/class. Students skipping school should expect after school detention; failure to serve this detention will result in an in-school suspension for insubordination. **Students may not leave school grounds during the day unless they have checked out with the office staff.**

Any time a student comes to school tardy or leaves school grounds and then returns (unless a field trip, etc. with class) they are to report directly to the office to sign in.

Students leave the school campus during lunchtime. The district does not assume responsibility for the welfare and safety of students who leave campus.

TARDINESS TO SCHOOL

Students arriving to school after 8:30 a.m. are considered tardy and must report to the office to receive a pass. Students will not be allowed into class after 8:30 without a tardy pass. Tardiness to school will be either excused or unexcused. A note from a parent/guardian must accompany the student explaining the reason for the tardiness; otherwise it will be considered an unexcused tardy. **An excused tardy is one that is due to a genuine necessity.** For example, illness, Dr. appointment, death in the family, court appearance, an emergency at home, etc. **Students will receive an unexcused tardy for oversleeping, returning home for forgotten materials, hair appointments, visiting with another classmate, etc.**

BEHAVIORAL GUIDELINES

Students are not to be out of the classroom when school is in session unless they have permission from the teacher along with a pass. Those who receive such permission are expected to be quiet while in the halls.

CLASSROOM/SCHOOL BEHAVIORAL EXPECTATIONS

- Students are expected to respect the teachers, staff, volunteers, visitors and other students.
- Students are expected to perform honestly and succeed through the production of their own work. The following are prohibited: **cheating** (actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work, **falsification** (verbal or written statement of any untruth, including the production of forgery or use of forged writing), and **stealing** (acquiring another's possessions without right or permission-theft).
- Any student who is **suspended** from school and is **on school property during the suspension period** is considered **trespassing**. If a student is suspended out of school for the day, they are not permitted on school property before, during, after school, or that evening to attend any school function. Violation of this section will be considered an additional infraction and will require a separate disciplinary action.
- Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following are prohibited: **threats** (conveying by gestures, notes, or verbal comments the intent to cause bodily injury), **fighting** (two or more parties in conflict when they are striking each other-this may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger or harm or injury to either party, bystanders, or school property), and **assault** (willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object in an effort to cause bodily injury). They will result in suspension from school and in the event of physical injury or violation of a state law, could result with police charges. Physical aggression toward an employee will result in an immediate recommendation for expulsion.

- **Public Affection** in the school is not permitted. The hallways, commons, and classroom are not place to show intimate affection (hugging, kissing, sexual gestures, etc.). Students who are observed violating this directive will be sent to the office for a conference with the principal/teacher and the students 'parents.
- **Electronic audio/video devices, cell phones, beepers, computerized games, etc.** not approved for classwork or activities- can and should only be used before and after school. Any deviation from these guidelines will result in the device being confiscated and the Electronic Communication Device (ECD) procedures will be followed.

Students who choose to use, or have their ECD visible, during school hours, will face the following disciplinary action:

- **First offense:** the ECD in question will be confiscated and turned into the office. The student may pick up the ECD at the end of the day.
- **Second offense:** the ECD in question will be confiscated and made available for a parent to pick it up at the end of the school day with the administrative staff's reminder of this policy.
- **Third offense:** the ECD in question will be confiscated and made available for a parent to pick it up at the end of the school day. The student will no longer be permitted to bring that ECD to school for the remainder of the school year.

***Special arrangements may be made with principal and parents regarding the student's access and bringing a ECD to school.

DRESS CODE

Distracting student dress and hairstyles will be dealt with when needed; this policy is by no means all-inclusive. Please adhere to the following:

- Hats and other headgear have proven to be a disruption to the learning environment, therefore, we ask that hats, eye coverings (i.e. sunglasses), ear buds and other items that could prove disruptive to the learning environment removed when entering the building. Repetitive abuse of this rule by the student will result in headgear being confiscated and only returned to the student at the end of the day; a parent/principal conference may also be necessitated for habitual offenders.
- Clothing and/or jewelry that displays messages or illustrations pertaining to or representative of sex, drugs, alcohol, illegal substances or activities, violence/death, or curse words are not permitted. Clothing that exposes the entire shoulder such as, tube tops, spaghetti straps, or similar low cut clothing may not be worn unless covered by a blouse or a shirt. Clothing exposing the torso/midriff, either front, back or sides, shall not be worn; pants that are cut too low (low riders) and expose undergarments when sitting or standing are prohibited. Miniskirts, mini dresses, and short shorts are not permitted; hemlines shorter than the mid-thigh are not permitted. Administration reserves the right to determine if clothing, not specifically stated in this section, is inappropriate or disruptive to the learning environment.

Inappropriate Language

Cursing or using abusive language including remarks intended to demean a person's race, religion, sex, national origin, gender, disability, or intellectual ability is considered obscenity. Violation may result in detention, in-school suspension, or out-of-school suspension depending on the infraction and past student offenses.

Insubordination

Failure to respond to written or verbal directions given by school personnel is considered insubordination. Also included is disobedience or defiance of reasonable requests made by school personnel. Violation may result in detention, in-school or out-of-school suspension depending on the severity of the offense.

Harassment/Bullying

The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork and increased absenteeism or tardiness. The Board shall not tolerate the harassment of any student by any other student or district employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action, up to and including expulsion for students and dismissal for employees.

In order to provide a safe learning environment our school board policy prohibits bullying and harassment. Bullying and harassment is the repeated intimidation of others by inflicting or threatening inflicting or threatening physical, verbal, written, electronic or emotional abuse or damage to another's property.

Bullying/Harassment may include but is not limited to:

- Social Media: Facebook/Instagram/Twitter etc.
- Physical abuse
- Damage or theft of another's property
- Social exclusion from activities
- Verbal taunts
- Name-calling
- Rumors
- Innuendoes
- Drawings
- Jokes
- Gestures
- Pranks
- Put-downs relating to real or perceived differences (including culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability, disability, or other distinguishing characteristics).

All incidences of bullying and harassment should be reported to the principal and/or the designee.

Violators of this rule are subject to immediate suspension and further consequences following Progressive Disciplinary Procedures:

1st Offense – 1 Days ISS (In-School Suspension)

2nd Offense – 1 Days OSS (Out of School Suspension) Parent meeting will be required upon return.

3rd Offense – 3 Days OSS (Out of School Suspension) Parent meeting will be required upon return.

***All consequences for bullying and harassment are at the discretion of the Principal.

Students or staff members are to **immediately** report incidents of harassment to the principal/teacher or his/her designee. Each complaint of harassment shall be promptly investigated in a way that respects the privacy and humanity of all parties concerned. Progressive Discipline Procedures will be applied to students found to be harassing. The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. If there are additional violations attached to the harassment, those infractions will add to the consequence. Threats of violence, destruction of property, a weapon on campus, disregard for staff direction, insubordination, etc. will be considered additional incidents.

DISCIPLINARY REFERRALS FOR LEVEL VIOLATIONS

Level 1

The violation of school rules does not pose a threat to the safety and welfare of students. Students who chose to break the rules considered being "Level 1." The following is not a comprehensive list, but rather a list of common examples:

- Disruptive behavior
- Technology violation
- Excessive tardiness
- Willful disobedience (includes persistent student handbook infractions)
- Consuming food items in non-designated areas
- Dress code violation
- Property misuse
- Inappropriate public display of affection

Disciplinary Procedures:

1st Offense – Parent phone call, lunch detention and or after school detention

2nd Offense – There will be a mandatory parent meeting as a result of the second offense and 1 day of ISS

3rd Offense – Parent meeting, 1 day OSS, and re-entry plan with parents, staff, and administration.

Level 2

Infractions (general description)

As stated in *AK statute 14.30.045* a school age child may be suspended from or denied admission to the public school, which the child is otherwise entitled to attend, only for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety, or morals of self or other students;
3. Conviction of a felony, which the governing Board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

Violations of school rules fitting the above descriptions are considered Level 2 infractions and should be referred directly to the administration.

Level 2

Specific Violations – Refer to Administration (“possible” suspension or expulsion)

Examples:

Truancy
Tobacco Use/Possession
Throwing snowballs, rocks, water balloons etc. at someone or at school property
Cheating/Plagiarism
Profanity
Intimidation/Sexual Harassment/Bullying
Fighting/Physical Aggression/Dangerous Behavior/Assault
Illegal Trespass
Selling/Distribution/ Possession and/or use of tobacco, alcohol, inhalants, controlled substances, or illegal substance
Weapon Use/ Possession
Arson
Abusive/inappropriate language towards others
Forgery/Theft

Disciplinary Procedures:

1st Offense – 1 Days ISS (In-School Suspension) Parent contact.

2nd Offense – 1 Days OSS (Out of School Suspension. There will be a mandatory parent meeting as a result of the second offense. Re-entry meeting with parents, staff, and administration.

3rd Offense- 3 Days OSS(Out of School Suspension).

WEAPONS FREE SCHOOL

Because of the danger of accidental or purposeful use, students must not bring weapons to school or possess or use weapons on school grounds or as part of any school activity without the prior written permission of the Superintendent or designee. Permission may only be granted in advance by the administrator if the weapon is needed for educational purposes. Any student who is found to have violated this policy may be recommended for expulsion for a period of not less than one year and may face criminal prosecution.

The term "weapons" includes all firearms and deadly and defensive weapons as those terms are defined by state law or the United States Code. Weapons prohibited pursuant to this policy include knives, clubs, axes, metal knuckles, bombs, guns, and firearms of any description, including the parts from which a firearm may be assembled, and any other implement or device designed for and capable of causing serious injury or death, as well as implements or devices that are not specifically designed to cause serious physical injury or death but are used in a way that could cause injury or are designed to cause serious physical discomfort such as electrical stun guns and mace or pepper spray dispenser.

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 Superintendent shall formulate regulations identifying circumstances in which prior permission for possession or use of a weapon may be granted, as well as circumstances in which modification of the expulsion requirement or early reinstatement of a student following expulsion may be appropriate.

All incidents involving the presence of weapons at a district school or school-sponsored function shall be reported to the appropriate law enforcement authorities. The provisions of this policy supersede any general or inconsistent provisions of any other district policy.

CLASS/CLUB MEETINGS

Class/club meetings will be held as scheduled by the class advisor/sponsor. An advisor/sponsor must be present at each meeting. Parliamentary Procedure should be followed. An Agenda should be posted prior to the meeting. The secretary, or other designated student, should take notes during the meeting. A copy of the Agenda and the meeting notes will be forwarded to the principal within two school days after the meeting. Continuous failing grades or habitual inappropriate school conduct could result in removal as class/club representative.

DISCIPLINE

Disciplinary Office Referrals are the basic means of communication between teachers and administration for those students who violate school rules/policies.

Depending on the nature and severity of the offense, the administration may:

- Schedule a student conference to alleviate the problem.
- Schedule a student and parent conference to alleviate the problem.
- Assign after-school detention.
- Recommend an In-School Suspension (ISS).
- Recommend an out-of-school suspension (OSS).
- Recommend an out-of-school suspension and a mandatory conference with the principal having the parent and the student present.
- Recommend an out-of-school suspension and a mandatory conference with the superintendent having the principal, student and parent present.
- Make a recommendation to the superintendent for expulsion.

DUE PROCESS

Due Process is the right for students to have the opportunity to hear all the facts against them and tell their side of the story. Any student shall have the opportunity to contest alleged facts leading to disciplinary action taken against that student. Depending on the degree of rights that the student will lose and if satisfactory relief is not received at a lower level, the student has the right to present their facts at the next level. They also may have parents, guardians, or other representatives present. Students are to be informed of all the evidence and arguments against them. The student has the right to have claims heard at the different levels depending on the number of rights that the student will lose. The levels begin with the staff member/coach/advisor/teacher, principal, the superintendent (suspension from school for 10 days or less), and finally the School Board (suspension for 10 or more days from school) if they feel they have not received satisfaction at a lower level.

SUSPENSION and EXPULSION OF STUDENTS

Suspension means the temporary exclusion of a student from the educational program of the District. Expulsion means the permanent exclusion of a student from the educational program of the District. A student may be suspended or expelled from school for reasons to include but not limited to:

- Continued willful disobedience or open and persistent defiance of reasonable school authority.
- Behavior that is inimical to the welfare, safety or morals of other students or a person employed or volunteering at the school.

STUDENT INTERVIEWS (NON-POLICE MATTERS)

Any person, who wishes to talk with a student in school or on the school grounds, or who telephones or otherwise wishes to leave directions as to where a student should meet another person, must be a parent/guardian and will be required to provide positive identification to the principal or designee in charge. All other requests should be denied.

Individual students may not be interviewed by any person other than an employee of the District without approval of the Principal or his/her designee. Interviews will not be granted unless the principal deems it important to the student's welfare.

STUDENT ARREST

In the event that a student arrest becomes necessary during the school day on school property, the following guidelines will be used:

The police will make every reasonable effort to notify the principal of the impending arrest.

It shall be the policy of the school district to cooperate at all times within the confines of the district policy, with the VPSOs, the Alaska State Troopers, and other law enforcement agencies having jurisdiction within the school district boundaries.

DRILLS

Emergency drills will be scheduled as required by district and state mandates. i.e., fire drills, lock down, or active shooter. Each teacher will have evacuation instructions posted in every classroom.

DRUGS, ALCOHOL AND TOBACCO PRODUCTS

- Students are prohibited from possessing, using, selling, distributing, bartering or transporting alcohol or controlled substances as defined by Alaska law while under school authority.
- Students are prohibited from smoking and using tobacco products while under school authority. Smoking is prohibited on school property.

EXTRA-CURRICULAR ACTIVITIES

Possible extra-curricular activities (contingent upon student interest and availability of coaches and advisors) may include but are not limited to:

Wrestling
Student Council
Robotics
Close-Up (Juneau)

HONOR ROLL

An honor roll will be made at the close of each quarter. A student must have an average of 3.5 or higher to be eligible. Students must be enrolled in a minimum of six classes, four of which must be graded, to be eligible for honor roll. Students will be placed on the Honor Roll (A-Average) if their GPAs are in the 3.50-4.00 range. Students will an Honorable Mention (B-Average) if their GPAs are in the 3.00 - 3.49 range. Students will not be placed on the honor roll if they have Incompletes, D or F grades regardless of their overall GPAs.

INSURANCE

Pelican Schools does provide medical insurance coverage for school accidents. We provide insurance during the time student are at school or at a school sponsored activity. In addition, parents can sign up for Student Health Care and High Option 24-hour Accident Insurance

LOCKS and LOCKERS

Every student will be issued a locker during registration. Your locker is not your property and may be inspected periodically. Everything in your locker is your responsibility; therefore, keep your locker clean, tidy, and in good working order.

All lockers assigned to students are the property of the school district. Therefore, students should have no expectation of privacy with regard to items kept in school lockers.

The student is responsible for all property placed in the locker. The locker shall be used only for storage of

such property as is reasonably necessary for the student's activities such as school books, school projects, extra clothes, etc.

No weapons, alcoholic beverage, illegal or prescription drug, tobacco or any other item students are prohibited from using or possessing at school may be stored in the locker. Medications that are prescribed for a student's personal use must be left with office staff and taken only as prescribed on the original container.

School authorities may open and remove from the locker any item which may endanger the health, safety or welfare of students or school personnel, or which is present in violation of law or school rules. Prohibited items located as a result of a locker search may be used as evidence in disciplinary or legal proceedings.

Lockers may be searched any time there are reasonable grounds to suspect that the search will reveal evidence of a violation of law or school rules or anytime a search is necessary, in the judgment of school officials, to protect the health, safety or welfare of the student body.

PARENT-TEACHER CONFERENCE

Conferences will be held after the first quarter. Additional conferences may be held throughout the school year. Parents/guardians will be notified in advance through public notices, email, or phone. A parent/ guardian may request a teacher conference at any time by calling the teacher.

PLEDGE

United States and Alaska flags shall be displayed upon or near each principal school building during school hours and at other times the governing body considers proper. The governing body shall require that the pledge of allegiance be recited daily.

PROGRESS REPORTS/ REPORT CARDS

Approximately midway through each quarter teachers will prepare Progress Reports. They will be mailed home. They are intended to let parents know how students are doing in school. Every student receives a Progress Report. The purpose of this notice is to notify the student and parent of their progress. Students may arrange for assistance from their teacher from after school. Report cards will be sent through the mail following each quarter.

STUDENT RIGHTS AND RESPONSIBILITIES

The importance of individual rights and responsibilities in school should be related to the broader rights and responsibilities encompassed in our society. For that reason, the following student rights and responsibilities are established as policy by the board.

It is the student's right to:

- Attend school in the district in which his/her parent or guardian reside.
- Express one's own unique personality with his/her personal differences, emotions, likes and dislikes.
- Accept that the school will be safe place for all students to gain an education.
- Be afforded a fair hearing with the opportunity to appeal to a higher authority.
- Request a review of grades, assignments, or tests.

It is the responsibility of the student to:

- Attend school daily, except when ill, and be on time to all classes.
- Express their opinions and ideas in a respectful manner so as not to offend or slander others.
- To dress so as his/her appearance does not substantially and directly endanger physical health or safety, damage property or interfere with the activities of others or detract from the learning atmosphere.
- Act responsibly, at all times taking into consideration the feelings of others and refraining from giving offense wherever possible.
- Be aware of rules and expectations regulating student behavior and conduct themselves in accordance with those guidelines. Refrain from keeping anything in his/her locker illegal, dangerous, or disruptive to

others. Be willing to volunteer information in disciplinary cases should he/she have knowledge of importance in such a case.

- Take an active part in student government by running for office or conscientiously voting for the best candidates, and making his/her problems known to the administration through his/her representatives.
- Review questions with the teacher concerning assignments and grades before bringing grievances before a local administrator or the student government.

STUDY HABITS

Good study habits will assist each student to have a successful year. The following are especially helpful:

- Set aside a time and place to study, review, read each evening, even when no specific homework is given.
- Talk to your parents/family about what you learned in school each day.
- Ask for assistance from the teacher and staff when you need clarifications or if you have questions.
- Keep your deskpack, backpack, and locker organized.
- Attend school every day and display a positive attitude to your classmates and school staff.

TEXTBOOKS

Students will use “on line” textbooks and materials or be issued traditional textbooks. It is the responsibility of the student to return all texts, materials, equipment, library books, etc. in good condition. The student will be responsible for paying for book and equipment damage or loss.

TRANSCRIPTS/FINAL GPA RANKING

Pelican High School transcripts will only reflect courses taken at Pelican High School and other accredited institutions. All credits received from accredited high schools will be factored into a student’s individual GPA. Credit toward graduation will be calculated using only credits from accredited institutions. Parents may petition administration for non-accredited coursework to be accepted as Pelican High School elective credit. The determination will be based on supporting evidence of the academic rigor of the questioned course work and will be determined on a case-by-case basis. Pre-approval of non-accredited courses is required for credit consideration. The building administrator will make the final decision. Any graded non-accredited institutional credits accepted by the administration will be factored into the individual student’s GPA and will show up on transcripts. Non-accredited institutional courses not accepted by the administration will not be placed on Pelican High School transcripts.

Transcripts may not be sent to other schools until the administrator is satisfied that the student has met all obligations to Pelican School. Date of withdrawal from Pelican School will be shown on the transcript. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay.

VISITORS

Visitors to the school must check in at the office. Student visitors are not permitted to attend any classes or be in hallways without prior approval by the principal.

GENERAL INFORMATION

If a student or parent has a concern about a school policy or an employee, the following procedure should be followed in order to **follow the Chain of Command** and resolve the problem as quickly as possible:

1. Contact the school adult closely involved to discuss the issue. More details of a situation may be beneficial.
2. If there is still a concern, contact the principal/teacher in writing.
3. If the issue is still unresolved, contact the superintendent in writing.
4. Finally, if unresolved, submit a written appeal to the School Board within 5 days of receiving the superintendent’s response

If there is a student complaint about a teacher/principal’s decision regarding a particular situation, please follow the procedures in the **Due Process** section of this handbook.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”), certain rights with respect to student education records. They are:

1. The right to inspect and review the student’s records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal or the Superintendent’s office a written request that identifies the record(s) they wish to inspect. The appropriate District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District also discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

In addition, the District may disclose “directory information” concerning students without obtaining prior consent. The District has designated the following information as “directory information”: a student’s name, address, telephone listing, electronic mail address, photographic or video image, date and place of birth, major field of study, information regarding participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, and the identity of the most recent previous educational agency or institution attended by the student. The primary context in which the District discloses directory information is in school publications such as the yearbook, programs for school performances, honor rolls and recognition lists and sports activity sheets showing information regarding team members. The District may also disclose directory information to outside individuals and organizations, such as news media and companies that manufacture class rings or publish yearbooks. Parents or eligible students have a right to instruct the District that they do not wish some or all of this directory information to be disclosed without their prior written consent. Parents or eligible students exercise this right by informing the school principal or the office of the Superintendent of their choice within ten (10) school days of the commencement of the school year.

Federal law also requires the District to provide military recruiters, upon request, with secondary students’ names, addresses, and telephone listings unless parents of eligible students have informed the District that they do not wish some or all of this information to be disclosed to military recruiters. If you request that directory information not be released, then this information will not be provided to military recruiters without your prior written consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

THE PROTECTION OF PUPIL RIGHTS AMENDMENT AND ALASKA LAW

The Protection of Pupil Rights Amendment (PPRA) and Alaska Statute 14.03.110 afford parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys. The PPRA also conveys rights relating to the collection and use of information for marketing purposes, and certain physical exams. These include:

The right to consent before students are required to participate in a survey that inquires into “personal or private family affairs” or one or more of the following protected areas:

1. Political affiliations or beliefs of the student or the student’s parents;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility,

The right to receive notice and an opportunity to opt a student out of the following activities:

1. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screening permitted or required under Alaska law; and
2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information for marketing purposes.

The right to inspect upon request and before administration or use:

1. Protected information surveys of students; and
2. Instruments used to collect personal information from students for marketing purposes.

The right to inspect instructional material used as part of the educational curriculum, upon request.

The District has adopted a policy or policies, in consultation with parents regarding these rights. The district will directly notify parents and eligible students of its policies at the start of each school year and after any substantive changes. Copies of the district’s current policies and regulations may be obtained from your school principal or the district’s central office. The district will also annually notify parents and eligible students of the specific of approximate dates of the following activities:

- Collection, disclosure or use of personal information for marketing or sales purposes.
- Administration of any protected information survey described above.
- Any nonemergency, invasive physical examination or screening as described above.

ACCEPTABLE USE AGREEMENT FOR INTERNET AND OTHER ELECTRONIC RESOURCES

The Pelican City School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Pelican City K-12 School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Pelican City K-12 school.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Pelican City K-12 School

adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to staff and students obtaining access to these resources on Pelican City School District owned equipment.

Pelican City School Rights and Responsibilities

It is the policy of the Pelican City K-12 School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the Pelican City K-12 School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the Pelican City K-12 School retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Pelican City K-12 School-owned equipment and, specifically, to exclude those who do not abide by the Pelican City K-12 School's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Pelican City K-12 School reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Pelican City K-12 School.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by the Pelican City K-12 School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Pelican City K-12 School.

2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, the Pelican City K-12 School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on [Name of Organization] computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Pelican City K-12 School network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Pelican City K-12 School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Pelican City K-12 School.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.

14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. The Pelican City K-12 School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Pelican City K-12 School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. The Pelican City K-12 School makes no warranties (expressed or implied) with respect to:
 - o the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - o any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. The Pelican City K-12 School reserves the right to change its policies and rules at any time.

User Agreement (to be signed by all adult users and student users.)

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Pelican City K-12 School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

_____ Grade _____
 User Name (please print)

_____ Date _____
 User Signature

Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student] _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Pelican City K-12 School has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the Pelican City K-12 School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet that are available through Pelican City K-12 School.

Parent Name (please print)

Parent Signature

Date

ELECTRONIC MAIL POLICY

User Responsibilities

These guidelines are intended to help you make the best use of the electronic mail facilities at your disposal. You should understand the following:

1. The agency provides electronic mail to staff members to enable them to communicate effectively and efficiently with other members of staff, other companies, and partner organizations.
2. When using the agency's electronic mail facilities you should comply with the following guidelines.
3. If you are in any doubt about an issue affecting the use of electronic mail, you should consult the IT Services Manager.
4. Any breach of the agency's Electronic Mail Policy may lead to disciplinary action.

DO

1. Do check your electronic mail daily to see if you have any messages.
2. Do include a meaningful subject line in your message.
3. Do check the address line before sending a message and confirm you are sending it to the right person.
4. Do delete electronic mail messages when they are no longer required.
5. Do respect the legal protections to data and software provided by copyrights and licenses.

6. Do take care not to express views that could be regarded as defamatory or libelous.
7. Do use an "out of the office assistant" to automatically reply to messages when you are not available.

DO NOT

Do not print electronic mail messages unless absolutely necessary.

1. Do not expect an immediate reply; recipients might not be at their computer or could be too busy to reply straight away.
2. Do not forward electronic mail messages sent to you personally to others, particularly newsgroups or mailing lists, without the permission of the originator.
3. Do not use electronic mail for personal reasons.
4. Do not send excessively large electronic mail messages or attachments.
5. Do not send unnecessary messages such as festive greetings or other non-work items by electronic mail, particularly to multiple people.
6. Do not participate in chain or pyramid messages or similar schemes.
7. Do not represent yourself as another person.
8. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, or libelous.

Please note the following:

1. All electronic mail activity is monitored and logged.
2. All electronic mail coming into or leaving the organization is scanned for viruses.
3. All the content of electronic mail is scanned for offensive material.

PASSWORD POLICY

1. Overview

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of Pelican City K-12 School's entire network. As such, all users of Pelican City K-12 School technology (including contractors and vendors with access to Pelican City K-12 School systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

2. Purpose

The purpose of this policy is to establish a standard for the creation of strong passwords, the protection of those passwords, and the frequency of change.

3. Scope

The scope of this policy includes all users of Pelican City K-12 School technology who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Pelican City K-12 School facility, has access to the [Name of Organization] network, or stores any non-public Pelican City K-12 School information.

4. Policy

1. All system-level passwords (e.g., root, enable, NT admin, application administration accounts, etc.) must be changed on at least a quarterly basis.
2. All user-level passwords (e.g., e-mail, web, desktop computer, etc.) must be changed at least every six months. The recommended change interval is every four months.
3. Each successive password must be unique. Re-use of the same password will not be allowed.
4. Passwords must be a minimum of eight (8) characters long.
5. User accounts that have system-level privileges granted through group memberships or programs such as "sudo" must have a unique password from all other accounts held by that user.
6. Passwords must not be inserted into e-mail messages or other forms of electronic communication.
7. Where Simple Network Management Protocol (SNMP) is used, the community strings must be defined as something other than the standard defaults of "public," "private," and "system," and must be different from the passwords used to log in interactively. A keyed hash must be used where available (e.g., SNMPv2).
8. All user-level and system-level passwords must conform to the guidelines described below.
9. Passwords should never be written down or stored online.

4.1 Password Construction Guidelines

Passwords are used for various purposes at the Pelican City K-12 School. Some of the more common uses include: user-level accounts, web accounts, e-mail accounts, screen saver protection, voice-mail password, and local router logins. Since very few systems have support for one-time tokens (i.e., dynamic passwords which are only used once), everyone should be aware of how to select strong passwords.

1. Poor (unacceptable) passwords have the following characteristics:
 - a. The password contains fewer than eight characters.
 - b. The password is a word found in a dictionary (English or foreign).
 - c. The password is a common usage word such as:
 - o names of family, pets, friends, co-workers, fantasy characters, etc.
 - o computer terms and names, commands, sites, companies, hardware, software
 - o acronyms for the agency or city
 - o birthdays and other personal information such as addresses and phone numbers
 - o word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
 - o any of the above spelled backwards
 - o any of the above preceded or followed by a digit (e.g., secret1, 1secret)
2. Strong (acceptable) passwords have the following characteristics:
 - . Contain both upper and lowercase characters (e.g., a?z and A?Z).
 - a. Have digits and punctuation characters as well as letters (e.g., 0?9 and!@#\$\$%^&*()_+|~-=\`{}[]:~";i<>?,./).
 - b. Are at least eight alphanumeric characters long.
 - c. Are not a word in any language, slang, dialect, jargon, etc.

- d. Are not based on personal information, names of family, etc.
- e. Can be easily remembered. One way to do this is create a password based on a song title, affirmation, or other phrase. For example, the phrase might be: "This May Be One Way To Remember" and the password could be: "TmB1w2R!" or "Tmb1W>r~" or some other variation.
(NOTE: Do not use either of these examples as passwords!)

4.2 Password Protection Standards

1. Do not use the same password for Pelican City K-12 School accounts as for other non-[Name of Organization] access (e.g., personal ISP account, option trading, benefits, etc.). Where possible, don't use the same password for the various Pelican City K-12 School access needs. For example, select one password for the e-mail systems and a separate password for network systems.
2. Do not share agency passwords *with anyone*, including administrative assistants or secretaries. All passwords are to be treated as sensitive, confidential Pelican City K-12 School information.
3. If someone demands a password, refer them to this document or have them call someone in the Office of Network and Information Systems.
4. Do not use the "Remember Password" feature of applications (e.g., Eudora, Outlook, Netscape Messenger).
5. Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on ANY computer system (including Palm Pilots or similar devices) without encryption.
6. Change passwords at least once every six months (except system-level passwords which must be changed quarterly). The recommended change interval is every four months.
7. If an account or password is suspected to have been compromised, report the incident to the Office of Network and Information Systems and change all passwords.
8. The Office of Network and Information Systems or its delegates may perform password cracking or guessing on a periodic or random basis. If a password is guessed or cracked during one of these scans, the user will be required to change it.

Acknowledgement of Receipt of Handbook

We _____ and _____
Parent/Guardian Student

acknowledge that we have received and read the 2017-18 Elementary, Pelican Middle School & Pelican High School Handbook.

We are aware that it is our responsibility to read all the information contained in this handbook. We understand that school policies and rules contained within the handbook are to be followed always. When said policies and rules are not followed, there will be consequences of which we will be notified at the time of the infraction. Not having read the student handbook will not relieve or excuse student consequences for misbehavior.

Parent or Guardian Date

Student Date

ACCEPTABLE USE AGREEMENT FOR STUDENTS (Electronic Information Resources)

Electronic information resources are available to qualifying students in the Pelican School District. These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing and innovation.

Technology provides worldwide access to information and people that may involve the availability of materials considered to be inappropriate, illegal, or of no educational value. However, through an electronic filtering and monitoring system, the District will be taking precautions to restrict access to inappropriate materials. Users that access, publish or attempt to access or publish inappropriate materials or illegal Internet sites will be subject to discipline, which may include the possibility of suspension or expulsion. The District randomly monitors all computers on the district's network. All machines will be filtered. Student usage of technology will be monitored through means and methods determined appropriate by the district.

Terms and Conditions of this Acceptable Use Agreement:

The student and parent signatures at the end of this Acceptable Use Agreement indicate the student and parent/guardian have carefully read and understood the terms and conditions of appropriate use.

The network administrator may review files to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will be

private. The use of free Internet email accounts is not permitted at school. Students may apply for a school email account on the District's Intranet for school use only through their classroom principal/teacher. Students can use their free Internet mail services at home to transfer homework files between home and school.

Students who "publish" to the Internet through a District server should not publish personal information such as their full name, home address, phone numbers, passwords, credit card numbers, or social security number. Students' pictures should not be identifiable by name. During school, teachers of younger students will guide students towards appropriate materials.

The following activities, among others, are specifically prohibited:

Sending or displaying pornographic or lewd messages or pictures

Using obscene, lewd or vulgar language

Harassing, degrading, threatening or attacking others

Violating copyright laws or any other law

Using another's password without appropriate authorization

Trespassing in another's folders, work or files

Employing the network for commercial purposes

Promotion or political causes or candidates

Promotion of religion or religious activities

Sending or displaying information regarding the construction, manufacture or use of weapons, poisonous or toxic materials or other injurious substances or devices without appropriate authorization

Deliberate damaging to hardware or software

Use of District technology for gambling

Destruction or deletion of district, school or student-related records, files, e-mail, programs or software without classroom teacher or administrator approval.

Violations may result in a loss of access as well as other disciplinary or legal action.

Student: I have read this Acceptable Use Agreement and understand that Internet and district network use is randomly monitored. I hereby agree to comply with the above-described conditions of acceptable use.

Student Name (please print): _____ Grade: _____
Student Signature: _____ Date: _____

As the parent or guardian of the above-named student, I have read this Acceptable Use Agreement and understand that Internet and district network use is randomly monitored.

I understand that my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for Pelican Schools to filter, monitor or restrict access to all inappropriate materials. I will not hold the Pelican Public School District responsible for inappropriate or unacceptable materials my child may access on the network system.

I hereby give my permission and approve the issuance of an electronic account for my child.

Parent or Guardian Name (please print): _____

Signature: _____ Date: _____

Photo Consent Form

(Please return to the Teacher)

This year, we will document our learning experiences and activities by taking pictures. While these pictures will be used primarily for use in our classroom only (for example: class assignments, bulletin boards, portfolios etc.), these pictures may also be used in the on the school website.

Please complete **one** of the following statements, and sign and date below.

I _____, give permission for my child
_____ to be photographed for educational purposes.

Signature _____

Date _____

I _____, do not give permission for my child
_____ to be photographed for educational purposes.

Signature _____

Date _____