



# **Copper River**

## **CRSD Student Handbook**

### **2023-2024**

**CRSD Board Approved \_\_\_\_\_**

**Copper River School District  
Regional School Board**

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**Lead Teachers**

Shawna Goodwin, Kenny Lake  
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Clete Edmunson, Slana

Copper River School District's website is located at [www.crsd.us](http://www.crsd.us). It offers information about the district, its schools, District Policy Manual, and programs. Follow us on Facebook and Twitter! @CRSDak

Directory

<b>Glennallen Elementary School</b>	<b>822-3232</b>
<b>Glennallen High School</b>	<b>822-5286</b>
<b>Kenny Lake School</b>	<b>822-3870</b>
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**YOUR RIGHTS & RESPONSIBILITIES  
AS A PARENT**

This handbook contains important information about laws related to public schools and your rights and responsibilities as a parent.

**Our Schools are Safe**

In the Copper River School District, safety is always our first priority. One of the ways we ensure the safety of children is by maintaining strict standards of behavior in our Code of Conduct.

**Thank You for Not Smoking!**

The Copper River School District is tobacco free. All tobacco use, including smoking, is prohibited at all times on district property. This includes outdoor areas. Thank you for your cooperation!



Glennallen - Kenny Lake - Slana - Upstream Learning

**Our Mission:**

**To provide an excellent education.**

**Our Vision:**

**To prepare and empower all students for current and future success.**



Components of the strategic plan are aligned with the guidelines in the student handbook.

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## **Copper River School District Student Handbook**

**This handbook is designed to serve as a guide to Copper River School District students. If you have any questions about the handbook, feel free to discuss the matter with the faculty or the administration. Students are expected to abide by the rules and procedures outlined in this handbook. This handbook is not designed to deal with every potential situation. Administrators may add procedures in order to deal with new situations. Students are never exempt from administrative directives. Just because a rule is not in the handbook does not mean students do not need to comply.**

### **PowerSchool**

Our school currently uses PowerSchool as a student information management system. PowerSchool's Parent Portal provides parents/guardians with confidential, up to date information regarding their student(s), such as attendance, and grades. We encourage parent's/guardian's to contact the front office staff to obtain PowerSchool login information.

### **Electronic Surveillance**

Copper River School District utilizes electronic surveillance equipment for security and safety purposes throughout the public areas of the school buildings and grounds. The equipment may or may not be monitored at any time.

### **Career and Academic Advisor**

The CRSD Career and Academic Advisor is available to assist in personal, social/emotional and educational advising. The advisor can assist in education and career planning. The advisor also administers or supervises college entrance exams and standardized achievement tests throughout the school year.

### **Expected Behavior/Appropriate Conduct**

Copper River School District holds high standards for student achievement. CRSD students are expected to be model students on campus, also when representing our schools while traveling for sports or extracurricular activities. Students are expected to adhere to school and classroom rules, and policies while maintaining a safe and productive school environment. CRSD students will be expected to be respectful to everyone as well as school property.

### **Lunch (Glennallen School only)**

Lunch is provided daily for students. Grades K-2 from 11:00 a.m. - 11:30 a.m. Grades 3-5 from 11:30 a.m. - 12:00 p.m. Grades 9-12 from 12:00 p.m. - 12:30. Grades 6-8 from 12:30 p.m. - 1:00 p.m.

Students are required to stay on campus during lunch break, with the exception of Juniors and Seniors in good academic standing. *Refer to page 21 for more information on leaving campus at lunch.*

## **ACADEMIC PROCEDURES**

### **Enrollment Procedures**

To enroll a student, please complete the enrollment packet located at [Copper River School District](#).

### **Full-time Student/Part-time Student**

Any student enrolled in a school for four or more courses is considered a full-time student at that school. Any student enrolled in a school for less than four courses is considered a part-time student at the school. In cases of dual school enrollment, student records, transcripts, and diplomas shall be maintained and issued by the school in which the part-time student is enrolled in three classes. If a student is enrolled in only two classes, the school of record for that student shall be the school where he/she is enrolled in Language Arts.

## Graduation Requirements (BP 6146)

For a list of graduation requirements go to [Graduation Requirements](#).

To be eligible for a high school diploma in the CRSD, a student must earn **23.5 credits** over the course of their high school career. Please note that course TITLES may vary from those listed below. Check with your counselor or principal to ensure you are registering for the correct classes.

English Credits 4.0	MATH Credits: 3.5	SCIENCE Credits*: 3.0	SOCIAL STUDIES Credits: 3.5	Elective Credits: 9.5
English Credit (1.0)	Algebra I (1.0)	A variety of science classes are available in the CRSD and online.	Alaska History (.5)	Health (.5)
English Credit (1.0)	Personal Finance (.5)		World History (1.0)	Phys Ed (.5)
English Credit (1.0)	Math Credit (1.0)	Students may opt to replace 1.0 science credit with a CTE credit.	U.S. History (1.0)	College & Career Ready (1.0)
English Credit (1.0)	Math Credit (1.0)		Govt & Economics (1.0)	Fine/Practical Arts (1.0)
Additional special-topics courses are available for English credit and apply towards graduation.				Choice Electives (6.5)

## Graduation Requirements for Students with Disabilities (BP 6146)

Students with disabilities must meet graduation requirements established by the state and by local Board policy. Questions related to graduation requirements for students with disabilities may be directed to the Director of Programs and Interventions.

## Grade Classification

Grade classification in the Copper River School District is based on the number of credits earned: (To graduate from CRSD you must have 23.5 credits)

- Freshman: 0-5 Credits
- Sophomore: 6-11 Credits
- Junior: 12-17 Credits
- Senior: 18-23.5 or more

## Weighted Courses and Grades

Grade Point Average (GPA) in grades 9-12 is calculated using a weighted system. A weighted grade adds to the grade point value earned in upper-level courses. In the CRSD, weighted classes will earn one extra grade point. Therefore, an (A) in a weighted class will yield 5 grade points (4 points for the (A) and 1 additional point as a weighted bonus. A (B) will yield 4 grade points, and a (C) will earn 3 points. However, a (D) or (F) in a weighted class will not earn the bonus point and will yield the general studies' grade weights of 1 point (D) or no points (F). The weighted GPA will be used to determine class rank and will appear on the student's transcript.

Weighted courses in the CRSD include:

- Advanced Placement (AP) courses
- Honors or college level (dual credit or concurrent enrollment through an accredited college).
- Upper-level core-content courses typically taken during junior or senior year (Trigonometry, Physics, Chemistry)



Weighting of new courses will be reviewed by the curriculum director and the BOE curriculum committee. For students moving into the district, grades from AP, IB and dual-credit core-content college classes will be weighted.

### **eLearning Classes (Grades 9-12)**

All high school students will have the benefit of taking classes from CRSD teachers; however, personalized learning is a valued aspect of education in this district. CRSD offers a wide variety of eLearning to provide students with additional academic offerings. eLearning coursework may be taken for electives or enrichment if the course areas are not offered in the regular program, or so that a student may pursue advanced coursework (such as Advanced Placement (AP) courses). If it is necessary to have an eLearning course when a CRSD teacher is available, the school administrator, district counselor, and a parent/guardian must sign off on the schedule change. Close monitoring of student progress as well as regular communication with students enrolled in eLearning courses is imperative for student success. Attendance requirements for eLearning courses are the same as any other enrolled course. For off campus privileges, see page 22.

The student will be responsible for payment of fees necessary to take correspondence or eLearning courses that are NOT part of the CRSD's schedule of course offerings. There is no cost to students/parents for an eLearning course. *However, if a student does not complete a course (including failing to drop a course within the stated Drop Request period) and/or fails a course (earns a failing grade of 'F'), the student/parent will be required to pay for any/all future e-learning enrollments.*

In order for a student to receive credit for a correspondence or eLearning course outside of those offered by the CRSD, the course must be completed and transcript provided to the district counselor.

### **Challenging Courses for High School Credit**

Students entering grades 9-12 and currently enrolled in the CRSD may challenge a course for high school credit. This option is designed to provide students the opportunity to demonstrate mastery through an exam. It is not a process for credit recovery or course retakes.

### **Replacement of Grades (Secondary Only)**

Students may retake a course through the high school they attend or through a correspondence study program with prior approval from the curriculum director. For students who wish to be considered for valedictorian or salutatorian, a repeated course must be retaken through the student's resident school. Students who repeat a course in order to raise his/her grade shall receive credit for the course only once. (AR 5121)

### **Elementary Grading Scale**

Advanced = 90-100%

Proficient = 70-89%

Below Proficient = 60-69%

Far Below Proficient = 0-59%

### **Honor Roll, High Honor Roll, Superintendent Achievement Award**

Honor Roll Awards will be given to students at the quarterly awards assembly. All courses (except pass/fail) will be counted in computing eligibility for the Honor Roll. To qualify for the Honor Roll, a student must receive no current grade lower than a "C" and have a grade point average of 3.0 to 3.69. High Honor Roll qualifications are 3.7 and above (AR 5121). Superintendent Achievement Award qualifications are 4.0 and above.

Elementary students who have all proficient and/or advanced grades in all four core subjects (Math, ELA, Social Studies, Science) will receive an Honor Roll Award. Students who have two Advanced or more in the four core subjects and Proficient in the other subjects will receive the High Honor Roll Award.

### **Schedule Changes**

The school counselor and/or the principal or designee must approve any proposed schedule change. Schedule changes after school has been in session for two weeks will not be permitted except when due to extenuating circumstances. If a schedule change is necessary, obtain the schedule change form from the school office. Parent/guardian confirmation is required.

### **Withdrawing from a class (Secondary Only)**

Please remember that schedule changes are only made if they meet one of the following criteria:

1. There is a mistake on the schedule.
2. You failed a class and it needs to be re-taken.
3. Prerequisites have not been met.

While class changes are not permitted after the first two weeks of the semester, a student may withdraw from a course up to the sixth week with no penalties. After the sixth week, any student withdrawing from a class will receive a failing grade for the class on their permanent records (appearing on the transcript as “WF”), unless otherwise decided by the principal, counselor, and/or curriculum director based on extenuating circumstances (AR 5121).

### **Incomplete Grades**

A student will have a two-week period following the end of a semester in which to achieve the minimum objectives and to replace his/her “I” with the credit symbol he/she has earned for the course. If requirements are not completed within two weeks of the semester’s end, the letter grade earned (including missing coursework, tests, projects, etc.) will be recorded on the report card and/or transcript. A student whose incomplete (I) is replaced with a failing grade (F) in a course required for graduation will be required to repeat the course.

### **Academic Probation Guidelines**

School administration will run an academic progress check at the same time that sports/activities eligibility takes place. Student Athletes are expected to maintain a 2.0 GPA with no failing grades. (An F in a class puts a student on academic probation.) Students will be ineligible to participate in activities and cannot attend activity/athletic events until there are no Fs in any class.

### **Credit Recovery**

Correspondence and eLearning courses may be taken for the purposes of credit recovery. Fees associated with eLearning credit recovery coursework are the responsibility of the student. In addition, any fees incurred for correspondence courses selected by the parent are the responsibility of the student. In order for a student to receive credit for an eLearning correspondence study course, documentation (including evidence of course completion on eLearning or final transcript grade for correspondence courses) must be submitted to the counselor.

### **Cheating and Plagiarism (BP 5131.9)**

Students are expected to be responsible enough to do their own work. Plagiarism (copying from another source, including the Internet, without giving proper credit for the source) and cheating are serious issues at school and will not be tolerated.

Both the students giving and/or receiving unauthorized help will be disciplined. Zeros will be given on the assignment in question.

All policies and consequences for cheating and plagiarism will apply to dual-credit college courses, eLearning classes, and coursework completed outside the CRSD.

Should the student be a member of an honor society, any form of cheating will result in immediate termination of his/her membership. Student athletes will not be nominated for recognition on any all-tournament, all-conference, or good sport teams. Additional consequences may include removal from extracurricular activities.

### **Honesty**

The Copper River School District believes that veracity (truthfulness) is a paramount character virtue (BP 5131.9). We recognize that without honesty, the safety and well-being of the school is compromised. Therefore, honesty is expected of all students, especially in the student's interactions with teachers and staff. Dishonesty, even in silence (withholding of information) may result in disciplinary action against the student. Lying and/or withholding information to cover up misconduct will result in a stiffer penalty being given.

### **Gym Class Apparel**

In order to participate in physical education classes, each student will furnish his/her own clean, non-marking tennis shoes. Students in middle school and high school should also have a gym shirt, shorts, and a towel. Students take part in all skill activities and games being taught in the class. Extended non-participation periods require a physician's statement.

### **Withdrawal from School**

A student must have a withdrawal slip with a parent signature before the teacher will check him/her out. The withdrawal slip can be obtained from the office. Upon presentation of the withdrawal slip, the teacher will collect the student's textbook(s), assign a grade for the subject (if the student has been enrolled for ten or more days), collect funds, and return work completed by the student.

## **ACTIVITIES**

### **Eligibility for Grades K-5**

Eligibility for Student Activities (Grades K-5) Participants in all extracurricular activities must meet and maintain the following eligibility criteria as established by the Copper River School District:

1. Maintain regular and satisfactory attendance.
2. Attend school the entire day of said activity, or acquire administrative approval to participate if extenuating circumstances prevent attendance, such as a medical appointment. (Please provide a note from the provider.)
3. Maintain diligent work habits and grades as determined by the classroom teacher, and a student should have no more than two incomplete assignments as reported by the classroom teacher.

4. Maintain satisfactory citizenship as reported by the teacher and coach.
5. Eligibility forms will be signed by the teacher and given to the student. Coaches will check weekly with the school office for eligibility forms. It will be the coach's responsibility to contact parents if a student is not eligible.

Student ineligibility will last through the end of one week or until eligibility requirements have been met.

### **Eligibility for (Secondary) Grades 6-12**

Participants in all extracurricular activities must meet and maintain the following eligibility criteria as established by the Copper River School District:

1. A student who has an unexcused absence for one or more classes on the day before, the day of, or the day following the athletic event, cannot practice or play on that day. Students with an excused absence may participate if prior arrangements have been made with the administration.
2. Maintain a 2.0 GPA with no failing grade. (An F in class makes a student ineligible.) Eligibility will be based on progress periods determined by administration and approved by the Superintendent or designee and ineligibility will last through the end of the next progress period. (Coaches may impose higher standards.)
3. Maintain satisfactory citizenship (no office referrals) as reported by the participant's teachers, coaches, and administrators.
4. To be academically eligible (sports, extra-curricular activities) in an eLearning course, a student must, during Basecamp, progress at a rate of 17% every two weeks. During TREKS, students should progress at a rate of 33% every 2 weeks. If a student is not on track to finish the next one-third in his/her eLearning course at the time of a progress check, the student is academically ineligible and is required to be in the scheduled location for the eLearning class until eligibility is restored.

It shall be the responsibility of the coach or sponsor to contact the parent(s) of any student deemed ineligible. An ineligible student shall not participate in games or activities until after his or her period of ineligibility is completed, nor may an ineligible student travel with a team.

Students participating in Alaska School Activities Association (ASAA) sanctioned activities must also meet and maintain the eligibility criteria established by the ASAA. If a participant is declared ineligible, he/she may be allowed to practice only with concurrence of the parent/guardian, principal and coach. The ASAA student activity handbook can be located at <https://asaa.org/handbook-forms/>

### **Field Trips**

On occasion during the school year, classes may be taking educational trips to various places in the community. In order for your child to participate, a written parental permission form must be on file in the office. A standard form will be sent home with your child. If your child fails to return the form before the trip, he or she will remain at school.

Students who miss a class due to a field trip or other school activity are responsible for the work missed. Students should make arrangements with the appropriate teacher(s) before the anticipated field trip to get their assignments.

Participation in school-sponsored activities and field trips is a privilege. In order to participate, students are required to be in good standing in all classes, both academically and behaviorally.

## **Dances (High School and Middle School)**

### **Attendance**

In general, school dances are to be attended only by students who are enrolled in high school or middle school and are in good standing at the school they attend. Academic eligibility applies to dances. Middle school students are not permitted to attend high school dances, nor are high school students permitted to attend middle school dances unless, due to small class sizes, a school's administration chooses to allow 8th graders to attend high school dances if they are invited.

### **Guests**

Guest lists will be limited to one guest per student and must be approved three days prior to the dance. (Juniors/Seniors may invite two guests each.) All attendees must be in the 9th through 12th grades. Each principal or designee shall establish strict guidelines for invited guests who are not high school students. The guidelines must include: lower and upper age limits, Alaska law enforcement background checks, and interviews of invited guests by the principal or designee. The principal or designee shall make the final decision on whether an invited guest can attend the prom. Said approval of an invited guest by the principal or designee must be in accord with the strict guidelines established by the school. ***No person will be allowed to enter whose name does not appear on the list. There will be no exceptions. During Prom, visitors may attend the coronation.***

### **Guidelines**

Dances must be approved at least two weeks in advance. All students need to be signed up 3 days prior to the dance. Chaperones for the dance will be determined by the number of attendees, with a ratio of 10:1 (students to chaperones). Two of the chaperones should be staff members, and there needs to be at least one male and one female chaperone in attendance. Depending on the size of the event, the school administrator may alter these requirements.

### **Conduct**

Applicable state laws and school rules must be observed at all dances by all attendees. The basic rules for all dances are as follows:

1. All persons attending dances will register upon entering the building. Once a person elects to leave or is dismissed from a school dance, he/she will not be permitted to return.
2. All school dances will be over by 11:30 p.m. The premises must be cleaned and vacated by 12:00 a.m. All attendees need to be at the dance by 9:30 p.m.
3. The enrolled student of the school is directly responsible for his/her guest's behavior. Guests will observe the rules and regulations of the school or event. If the guest is asked to leave the dance, the student inviting them must also leave the premises. Also, if the inviting student leaves early, his/her guest must leave at the same time.
4. The chaperones will be delegated complete authority to dismiss any enrolled student or guest. Should it become necessary, law enforcement will be called to remove, cite, or arrest uncooperative attendees.

5. All music must be appropriate for school and should not contain sexual references, explicit language, or references to drugs and alcohol. Failure to comply may result in the dance ending early.

### **Assemblies**

School-sponsored assemblies are an integral part of the educational and/or social program. Students are expected to be respectful of all guests and are asked to show their good school spirit during all school assemblies.

### **Honor Societies**

The National Honor Society and National Junior Honor Society are composed of students who meet the prescribed criteria set forth pertaining to scholarship, character, leadership, and service. In addition, a student must be enrolled in at least four high school classes to be eligible for honor society selection. Equal consideration will be given to all students who meet the membership criteria. Please consult the honor society advisor if there are any questions.

### **Student Council (STUCO)**

Student activities are tentatively approved and governed by the Student Council. All activity and fundraiser request forms must have the signed approval from the sponsors. Final approval of activities must be obtained from the principal.

Student government will have elected officers in grades selected at each individual school site. The Student Council at each site will establish guidelines and timelines for elections. In order to be considered for a position, you must have a 2.0 GPA with no failing grades. Contact the STUCO advisor for more information.

### **Class Activities**

As with Student Council activities, all activities and fundraiser request forms must be signed by the sponsor and receive final approval from the principal or designee.

### **Activity Funds Accounts**

All high school classes and other organizations will deposit their finances in the activity fund which is considered public funds. Organization treasurers will make deposits with the bookkeeper and receive a receipt for each deposit. No funds will be expended from any activity fund account unless the organization sponsor and the principal have approved a requisition. Organization treasurers shall keep records of all transactions, and shall be responsible to check with the activity fund bookkeeper to insure that records are accurate.

### **Activity Fees**

All activity fees collected will be distributed into the school's activity accounts. Fees will help to offset the cost of individual programs. For questions regarding fees, talk to the district athletic director.

### **Student Extracurricular Activities Conduct Policy**

Student use of or possession of any paraphernalia of alcohol, tobacco, marijuana, vaping and/or illegal drugs shall not be permitted at any time, according to District Policy 6145.6. Students will receive CRSD Student Handbook consequences as well as ASAA Student Handbook consequences.

## **ATTENDANCE**

Parents/guardians of children aged 7 to 16 are obligated by law to send their children to public school except as allowed by law. The Board and its administrators shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy. (BP 5113)

### **Attendance Procedures**

In order for an absence to be excused, the school office must receive communication from the student's parent or guardian. A phone call from the parent/guardian may be acceptable, but communication is still requested for school records (BP 5113).

A student's absence shall be considered excused when it falls into one of the following categories:

1. Too ill to attend school or contagious to others.
2. Needed to see a doctor or other medical professional in an emergency or when no other appointment could be arranged outside school hours.
3. The death or serious medical condition of a family member.
4. Approved participation in a school-sponsored activity.
5. Religious instruction, participation in religious exercise, or religious holiday.
6. Other reasons that are pre-arranged with the principal per superintendent guidelines, determined to constitute good cause.

### **Pre-arranged Absences**

If students know that they will be absent for an excusable reason in advance, they should complete a pre-arranged absence form. This form requires students to communicate with their teachers about their upcoming absence from school. (AR 5113) (E 5113 Pre-Arranged Absence for High School form)

The principal or designee will maintain contact with parents regarding school attendance concerns. Attendance reminders may be sent to parents by the school. Letters to parents, Alaska State Troopers, and/or Office of Children's Services (OCS) may be sent by the principal after excessive unexcused absences.

### **Absences in a Semester**

#### ***Elementary/Middle School (Grades K-8)***

The district has determined that if a student misses a total of fifteen (15) absences in a semester (excused and unexcused), he or she may be considered as a candidate for retention. School activity absences are not subject to the fifteen (15) day rule.

Students who experience a corroborated emergency, a prolonged illness, or require medical attention which results in this stipulation not being able to be met will be directed to emergency correspondence school placement.

If an elementary student arrives after 9:00 a.m. or leaves before 2:30 p.m. they will be considered absent a .5 day.

#### ***High School (Grades 9-12)***

Regular attendance is critical for classroom success. Student learning demands daily classroom attendance, as well as active participation and involvement. Learning is greatly diminished when a student misses labs, lectures, class discussions, and in-class activities.

The district has determined that if a high school student (grades 9-12) misses more than 10 BASECAMP classes in a semester, he or she may not receive credit in that course (not including absences related to school-sponsored

activities). The district has determined that if a high school student (grades 9-12) misses more than 5 TREK classes in a semester, he or she may not receive credit in that course (not including absences related to school-sponsored activities.)

The district has determined that if a high school student (grades 9-12) misses more than 15 PLUS Period classes in a semester, he or she may not receive credit in that course (not including absences related to school-sponsored activities).

### ***Middle School and High School Students Leaving Early***

A student who leaves class prior to the last 15 minutes of the period will be marked absent for the entire period.

### **Tardiness (Grades 6-12)**

A student is considered tardy when he/she arrives after the beginning of school or when the class has started. However, a high school student arriving five or more minutes after a class begins, will be counted absent. At Glennallen, if a middle school student arrives five or more minutes after class begins, he/she will be counted absent. (The latter does not apply to Kenny Lake or Slana MS students as they are self contained.)

Parents of students with three or more unexcused tardies in a semester will be contacted by classroom teachers and/or the principal. Habitual tardiness may result in a student being placed in in-school alternative placement or, in extreme cases, out-of-school suspension.

### **Attendance Awards**

In order to qualify for a perfect attendance award, the following criteria must be met: In order to qualify for attendance awards, the following criteria needs to be met:

1. Perfect Attendance--no absences in a quarter and no tardies.
2. Exceptional Attendance (elementary only)--no less than 2 absences in a quarter and no more than 3 unexcused tardies.

### **Make-up Work (BP 6154)**

Any student absent from classes is permitted and encouraged to make up all work missed. For each day of absence, a student has one class day to make up missed work without penalty, with work being due on the following class day (e.g., a student absent on Monday has Tuesday to make up work, with the assignments due on Wednesday; a student absent on Friday has Monday to make up work, with assignments due on Tuesday). The principal or designee, however, may exercise discretion in extenuating circumstances affecting an individual student. Arrangements may be made for homework assignments to be sent home or picked up after school at the office when a student is absent. Students are encouraged to meet with teachers and secure homework assignments prior to an anticipated absence.

### **Truancy**

Truancy is defined as intentionally missing a school day or portion of the school day without the knowledge of the parent/guardian or the school administration. Truancy will result in disciplinary measures being assigned in a progressive manner. Unless a child subject to compulsory attendance laws is exempted or excused, each five days of unlawful absence constitutes a separate violation of Alaska's truancy law (AR 5113b and AS 14.30.020).

First Offense:

1. Detention or in-school alternate placement.
2. No credit for missed classroom activities.



3. Parent/guardian notification.
4. Not permitted to return to school property the day of offence.

Second and Subsequent Offenses:

1. In or out of school suspension.
2. Referral to authorities.

## **BEHAVIORAL EXPECTATIONS**

*Refer to the Disciplinary Consequences Chart in the appendix for more detailed information.*

### **Student Conduct Code**

High standards for teaching, learning, and character are central to the mission of our schools. Our school discipline policy supports, reflects and implements CRSD policy. Students are responsible for the learning enterprise and for their personal behaviors that support their learning. Students have a significant state in good classrooms with positive learning climates.

Student discipline always involves the student, parent and teacher, and all parties should work as a team on behalf of the student's learning program. It is understood when students choose disrespectful and uncooperative ways that little learning occurs.

The principal or designee and the teachers will:

1. Establish a school environment of courtesy and respect.
2. Protect the rights, due process and privileges of school members.
3. Assure that necessary corrective action is consistently applied.
4. Assure that disciplinary action is coupled with counseling and positive guidance.

### **Disruptive, Unacceptable Student Conduct**

Students are expected to cooperate with school staff. A student's disruptive, unacceptable behavior which interferes with the rights of other students to receive their education and is a threat to students' safety, will not be tolerated.

### **Display of Affection**

The expression of affection shall be limited to ONLY holding hands.

### **Food and Beverages**

Food and drink must be consumed only in the lunchroom or other areas as assigned by the principal or designee. Open food and drink in lockers will not be permitted. Students are responsible for leaving the eating area clean and disposing of their trash. Students are reminded that the classroom halls are off limits to students during lunch as there is no teacher supervision provided. Teachers and Supervisors have the authority to determine if food and/or drinks are allowed in their classrooms.

### **Dress and Appearance (BP 5132)**

Student school attire should conform to accepted standards of decency, should not pose a threat to public or personal health and safety, or be disruptive or distracting to classroom activity or student behavior. Specific

clothing restrictions are outlined below. Exceptions to these restrictions for religious, cultural, or medical reasons will be decided on a case-by-case basis by the school administration. If there is a disagreement between the school administration and the student about appearance, admission to class will not be permitted until the problem has been resolved.

Any student found to be out of compliance with these guidelines will be warned and issued a shirt to be worn for the remainder of the day. Any dress code violation will be documented in PowerSchool or Milepost. Subsequent misconduct will result in a parent contact and suspension for defiance of school rules. Dress code policy applies to all campus activities, both at home and away.

CRSD administration recognizes that formal wear for events such as prom, homecoming, winter formal, etc., may not meet dress code requirements as stated herein. School officials will take into account fashion and trends for events such as these. However, good taste and appropriate apparel is expected.

***Students are expected to adhere to the following guidelines:***

Headgear of any type is not permitted during school hours, including, but not limited to hats, hoods, bandanas, scarves, sweatbands, and do-rags. Outside hats (e.g., stocking caps) may be worn in the school lobby. Exceptions to this rule include headgear during school and/or staff-sponsored special events.

Sunglasses are not permitted. Exceptions to this rule include headgear during school and/or staff-sponsored special events.

Prohibited clothing includes:

- Anything that advertises, depicts, or condones the use of alcohol, drugs, tobacco, violence, harm to self or others, inappropriate language, or sexual behavior/innuendo;
- Anything signifying gang affiliation. Known styles of gang-related clothing, as verified by safety authorities, are not permitted at school or at any school-sponsored events;
- Provocative or revealing clothing. Undergarments (includes boxer shorts), midriffs, backs, cleavage, and buttocks must be covered at all times. Short shorts or short skirts are not permitted. When kneeling, a student's skirt or shorts may be no more than 5" from the floor. Shirts must cover the abdomen (no exposed midriff) and shoulder straps must be at least two fingers wide.
- Any form of clothing that disparages or humiliates any group or individual for any reason, including but not limited to race, color, gender, national origin, sexual orientation, political affiliation, religion, cultural background, or disability.

Hooded sweatshirts are allowed in school, but the hoods may not be worn over the head during school hours.

Pajama pants are not permitted to be worn as everyday attire at school. Exceptions to this rule include pajama pants during school and/or staff-sponsored special events such as "Pajama Day" during Spirit Weeks.

Jewelry and/or accessories that pose a hazard are not permitted. Examples include wallet chains, spiked collars or necklaces, spiked bracelets, safety pin jewelry, choke chains, bicycle chains, earrings connected to a nose ring via a chain, etc.

No wheelie shoes used in classrooms, hallways, and gym.

Students are expected to wear apparel appropriate for the setting (i.e., physical education, shop, and academic settings). Sports bras must be covered with appropriate outerwear. “Cut-out” t-shirts that expose sports bras are not allowed in P.E. classes or extracurricular activities. In identifying teams “shirts” and “skins” are not permitted. Exceptions to some parts of this policy may be granted by the Principal for special events.

(Insert a list of consequences per infraction)

### **Hall Passes**

Students shall not normally be permitted to leave their assigned classroom during class time. If under special circumstances a student leaves a class he/she shall have in possession of a hall pass with the destination and teacher signature. Students needing to go to another classroom must obtain written permission in advance from the teacher concerned. Any teacher has the authority to stop a student in the halls during class-time to check their pass.

### **Locker Use**

The office will assign each student a locker. At Glennallen, a lock will be supplied and lockers must be locked at all times. A \$5 fee will be charged for locks that are not returned at the end of the year or are returned damaged beyond use. No personal locks will be permitted on the lockers.

For safety and liability reasons, sharing lockers is not permitted. In addition, no student will share his or her locker combination with another student. Contents of the locker are the sole responsibility of the student to whom the locker is assigned. The school does not assume responsibility for anything taken or lost from a locker.

Lockers are owned by the school and may be subject to search and/or seizure by the principal or his/her designee at any time (BP 5144.1). Non-compliance with locker protocol will result in disciplinary action (BP 5145.12).

Students will be required to clean out their lockers before/following any major holiday or vacation time during the academic school year. (e.g. Thanksgiving Break, Christmas Break, Spring Break, and before students leave for the summer.)

Slana and Kenny Lake students will be issued a locker during TREKS if they are available.

### **Daily Off-Campus Permits**

The school is required to know the whereabouts of every student who is listed on its attendance records.\* Therefore, if there is a need for a student to leave the school campus during the school day, the following procedures must be adhered to prior to his/her leaving:

1. A written request signed by a parent/guardian or by the student if they are 18 years of age or older for permission to leave campus must be on file in the school office. The office personnel must issue an “Off-Campus Pass” granting the student permission to leave campus. The student is required to sign out at the office prior to leaving the building. A student who fails to sign out prior to leaving the building will be considered truant.
2. \*All school rules apply during this off campus time, as it is still within school hours and therefore under the jurisdiction of the school.

3. Unless proper authorization is on file, students may only transport immediate family members (i.e., siblings) in private vehicles during lunch or open periods during the day.

Students leaving the school grounds without permission will be considered truant and will be subject to school suspension and notification of authorities. State Troopers may also be called.

### **Off Campus eLearning Privilege**

Upperclassmen (grades 11 & 12) may earn the privilege of taking eLearning classes off-campus if the following conditions are met:

- No D's or F's in any class;
- Has made at least 33% course progress per each Basecamp or TREK;
- No major disciplinary incidents in the previous semester;
- Received signed parent/guardian permission.

Petitions for off-campus eLearning privileges must be submitted online through [www.crsd.us](http://www.crsd.us). Once the petition is submitted, the principal will review the request with staff. The privilege to take eLearning courses off-campus can be revoked at any time. Once permission is revoked, the student must wait until the next semester to petition again. Permission to take eLearning courses off-campus is for one semester only. Petitions must be submitted each semester for off-campus eLearning privileges.

### **Permission to Leave during PLUS**

Seniors who do not have a class during PLUS period may earn off campus privileges if they meet the following criteria:

- Cumulative GPA of 3.5 or higher
- No major behavior incidences
- Received signed parent/guardian permission

Should a student fail to maintain the criteria, the privilege can be revoked. If this occurs, the student may reapply the following semester. Even though students may earn this privilege, they are expected to attend school/class events that occur during PLUS period.

### **Permission to Leave at Lunch**

Kenny Lake School operates a closed campus for students in grades K-11. Students in grade 12 must have parent permission before leaving the campus. Glennallen School operates a closed campus for students in grades K-10. No student may leave campus without permission.

All students leaving campus must have completed the Off Campus Lunch Permission Form (see the school front office for a copy) signed by a parent/guardian or themselves, if 18 years of age and have it on file with the front office before permission to leave will be granted. All students **must** sign out prior to leaving campus and sign back in upon return. ***The Off Campus privilege will be revoked if a student is on academic probation, is ineligible for sports, or for behavioral reasons.***

Students may only transport immediate family members (i.e. siblings) in private vehicles during lunch unless written permission is given by their parent/guardian and approved by administration. Students may ride in one another's vehicle if both have the Off Campus Lunch Permission Form completed, **written permission** from their Parent/Guardian and approval from administration on file. Students are expected to conduct themselves in a courteous and appropriate manner during this off campus time. Applicable state laws and school rules must be

observed. *It is at the discretion of the administration to determine the disciplinary outcome for each student as no situation is identical.*

### **Off Campus Status Due to Unassigned Class Times (Secondary Only)**

Students who are not taking a full load of classes will not be allowed to loiter in the building during those unassigned times. However, with written permission from the principal, students may sign a contract with the school agreeing to where and when they can be on campus. Failure to uphold the agreement will negate the student's permission to be on campus during unassigned time.

### **Restricted Areas**

There are areas of school buildings that require special regulations. The elementary school section and the elementary restrooms are "off limits" to all middle school and secondary students at Glennallen School without permission. For the safety of our students, this requirement will be strictly enforced. In addition, students will not be permitted:

1. In the gym areas without proper supervision.
2. To loiter in the school office area.
3. To enter auditorium, storage areas, mechanical rooms, unsupervised classrooms or the teachers' lounge without proper authorization.
4. To enter any restricted area as designated by the principal or his/her designee.

### **Contraband**

Disturbance-creating items such as water guns, projectile shooters, balls, fireworks, et. al., are prohibited on school property and will be confiscated. Confiscated contraband may be returned to the parent or destroyed unless required for investigation by law enforcement or other appropriate authority (BP/AR 5131.7).

### **Profanity**

Language that is profane, obscene, or suggestive is unacceptable and will result in disciplinary action. If directed toward staff or faculty, the offense will be considered open defiance, punishable by suspension.

### **Vandalism, Theft and Fighting**

The acts of theft and damage to property are violations of law. Theft or damage to property of the school district or school district employees are causes for suspension or other disciplinary action. Students who participate in such types of behavior may be referred to appropriate law enforcement authorities. Fighting on school property will not be tolerated and will result in suspension. Assault, threats, or extortion will also be grounds for suspension or police notification.

### **Substance Use**

Alcoholic beverages, tobacco, Marijuana, E-cigarettes, Vaping, and other drugs are not permitted. Students will not be allowed to attend school classes or any school function while under the influence or possession of any of these substances, including alcohol on their breath. Violations on school property or at a school-sponsored activity will result in suspension and loss of participation in activities. Violations not occurring at school or at school events, but during the school year, will result in a loss of participation in activities.

### **Harassment, Intimidation and Bullying**

It shall be a violation for any student or staff member to harass, intimidate or bully another person while at school, traveling to and from school, or attending school-sponsored events. Moreover, it shall be a violation for any school staff member to knowingly ignore or tolerate harassment, intimidation or bullying at school or at

school sponsored events (BP 5131.43).

For the purpose of this policy, school staff includes school employees, school board members, agents, volunteers, contractors or other persons subject to the supervision and control of the school district.

Appropriate sanctions will be taken against students and/or employees who commit acts of harassment, intimidation or bullying. For students, the sanctions must be appropriate to the seriousness of the incident and may include detention, suspension, and/or expulsion in accordance with state law, district policy, administrative regulation, and student handbooks. For school staff, sanctions will be in accordance with state law, district policy, administrative regulation, collective bargaining agreements, and applicable codes of ethics. (BP 5144.1 D)

### **Sexual Harassment**

There will be no sexual harassment at school or school activities by any person. If you ever think you are being or have been harassed, see any school personnel or the principal immediately. Harassment will not be tolerated. Disciplinary action, including the possibility of suspension and a report made to the State Troopers, will be levied against the offender. Misconduct of this nature will be taken very seriously (BP 5145.7).

### **Decorations**

Decorations are purchased with monies from organizational funds. Decoration plans are to be approved prior to decorating. The use of scotch tape, masking tape, etc. on the painted surfaces or paneling may cause peeling of the finish. Your help in caring for our school facilities is appreciated. Fire regulations must be strictly adhered to at all times. When decorating, supplies and materials are not to be borrowed from the office supplies, nor are they to be taken from any classroom without prior authorization. A planning form for school activities is available to students.

### **Displays & Posters**

Designated areas for display purposes have been established. Displays may be put up only after permission has been obtained from the principal. It is the responsibility of the sponsoring organization to remove displays.

### **Books / Supplies / Technology**

Textbooks, technology and some supplies are furnished without cost. All books, technology and supplies remain as property of the Copper River School District. Any equipment will be tagged with a CRSD inventory number. Students who lose a book, technology or supplies or return them with damages will be billed accordingly. Credit for the course will be withheld until the bill is paid. Unpaid damages or lost books at the end of the year will result in students not receiving a final report card (BP 5125.3). Students electing to take a dual-credit college course will be required to purchase their own textbooks and pay any fees associated with a class.

### **Visitor Pass**

ALL visitors must sign in at the office upon arriving at the school building and meet with administration regarding expectations. Visiting students are not permitted to be on campus unless the principal or designee has granted prior permission. (For reasons of safety and classroom distractions this exception is rarely granted).

Visitors are not permitted to enter a classroom without prior clearance and/or authorization by the principal or designee. Authorization will be given in the form of a written pass. Unauthorized persons must not loiter around the school during, before or after school hours and may be reported to the State Troopers. If an individual wishes

to speak with an enrolled student and/or teacher, the office will call the desired person(s) to the office. However, the general practice does not permit students or teachers to be called from class.

## **CONSEQUENCES FOR BEHAVIORAL INFRACTIONS**

### **Playground Rules and Consequences (Elementary Only)**

Rules:

1. Be Respectful to students, staff, and all other adults.
2. Be Responsible
3. Be Safe (eg. no climbing, throwing objects, use equipment properly)
4. Appropriate clothing must be worn at all times on the playground. When temperature and/or wind chill factor fall(s) to 20 degrees Fahrenheit and below, students in kindergarten, first and second are required to have full winter gear. Students in third, fourth, fifth and sixth grades are required to have full winter gear when the temperature and/or wind chill factor fall(s) to 10 degrees Fahrenheit and below.

Full gear includes: snow pants/snowsuit, winter snow boots, winter coat, hat, gloves/mittens. No sandals will be allowed when there is snow on the ground. If the student fails to have appropriate winter gear following the first offense, the parent/guardian will be called.

5. Electronic devices are permitted before school and after school. Any misuse of the device will result in confiscation of the device and parent contact (BP 5144.1).
6. If a student makes a verbal or physical threat of death or safety to another student, all students involved will be sent immediately to the office of the principal, dean of students or designee.

#### ***Consequences for not following playground rules:***

1. Warning is administered.
2. If still on the playground, “time-out” for a time set by the discretion of the supervisor on duty.
3. Go to the principal’s or designee’s office.
4. If students are fighting or using profanity, the supervisor will immediately drop down to rule number 3 and send the student(s) to the office.

Note: All students must go outside unless they have been sick and have a parent/guardian or doctor’s excuse. Students have the option of remaining inside when the temperature outside drops below –20 degrees.

### **Staff Authority**

Students shall obey all reasonable directions of teachers, school aides, designated volunteers and other school personnel. All persons must carefully adhere to safety rules and regulations. The CRSD School Board places a high priority on safety and on the prevention of student injury. The district shall make reasonable effort to ensure the safety and proper conduct of students from the time they come under school supervision until they leave school supervision, whether on school premises or not (BP 5142).

### **Teacher Assigned Detentions**

Teachers may choose to assign detentions to students if they are in violation of a classroom policy. The teacher will inform the student of the violation and of the amount of detention time assigned. Unless otherwise agreed to by the teacher, time assigned for such violations must be made up either the day of the violation or the following

day. Unless directed otherwise, students will serve all detentions in the library at lunch. When serving detention cell phones must be turned into supervisor.

### **Administrator Assigned Detentions**

Principals or designee may assign detentions to students if they are in violation of any school policy. The principal will inform the student of the violation and of the detention time assigned. Students must complete assigned detention within the time frame set by the teacher or principal. Unless directed otherwise, students will serve all detentions in the library at lunch or in the school office if deemed necessary. When serving detention cell phones must be turned into supervisor.

### **Suspension**

Suspension is the removal of a student from the classroom for disciplinary reasons for a defined period of time by a school administrator or designee as outlined in board policy. A site administrator or designee may suspend a student, both in school and out of school, for the remainder of the class in which the misbehavior occurred and for the next day's class. A suspension may be extended under certain conditions. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities, during the period of suspension. They may, however, be required to complete assignments and tests which will be made available to them through an intermediary.

### **Expulsion**

Expulsion is the removal of a student from all schools in the Copper River School District for violating the Code of Conduct. The expulsion is for a defined period of time. State law provides for due process and rights to appeal any order of expulsion.

The Copper River School District has maintained a "zero tolerance" policy. Students may be expelled for:

- Possession, sale, or furnishing of a firearm (automatic one-year expulsion).
- Brandishing and threatening others with a knife.
- The sale of a drug.
- Committing or attempting to commit sexual assault or battery.
- Causing serious physical injury to another person except in self-defense.
- Possession of any explosive, or other dangerous object of no reasonable use to the students.
- Robbery or extortion.
- Assault or battery upon a school employee.

### **Search and Seizure Policy**

The Search and Seizure Policy governs the district's authority to search individual students and their property and the student's responsibility to submit to searches. Under Board Policy 5145.12, school officials may search when there is a reasonable suspicion the search will uncover evidence that the student is violating the law or the rules of the district or school (BP 5144.1).

General inspections of school properties such as lockers and desks may be conducted on a regular, announced basis. Any items in a locker shall be considered to be the property of the student to whom the locker was assigned.

To ensure the safety of students and staff, schools may conduct random searches for weapons using metal detectors.



Motorized vehicles are also subject to searches.

### **Reporting Procedure (BP/ AR 5131.43)**

1. Any student or staff member who believes he or she has been the victim of harassment, intimidation or bullying may report the alleged act to the school principal or designee. The Stop It app can be used for reporting at all CRSD schools. If a student is more comfortable reporting to a person other than the principal, the student may contact any school employee. The principal or designee will accept anonymous reports but formal disciplinary action may not be taken without corroborating evidence.
2. Any school employee, or an employee of an entity under contract with the school district, who receives a report, witnesses harassment, intimidation or bullying, or has reliable information that a student has been subject to harassment, intimidation or bullying shall act immediately to protect the alleged victim, if necessary, and shall immediately report the incident to the student's principal or designee for prompt investigation.
3. Upon receipt of a report of harassment, intimidation or bullying, the principal or designee shall forward a timely written report of the incident and his or her response to the Safe and Drug-Free Schools Coordinator or other individual identified by the Superintendent/Chief School Administrator. That individual shall compile and maintain data of all incidents of harassment, intimidation or bullying that result in suspension or expulsion. Such data shall be reported to the Department of Education and Early Development on an annual basis.
4. The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

### **Investigation and Corrective Action**

1. The principal or designee shall promptly and thoroughly investigate all alleged acts of harassment, intimidation or bullying.
2. All involved in an alleged act of harassment, intimidation or bullying shall be advised by the principal of his or her due process rights.
3. At the conclusion of the investigation, the principal shall take such disciplinary action deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code, the teacher code of ethics, and paraprofessional code of ethics to discipline the offending party(ies).
4. Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

### **False Report**

Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students and termination for staff.

### **Retaliation Prohibited**

Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students, and disciplinary action up to termination for school employees.

### **Jurisdiction on Code of Conduct**

CRSD's code of student conduct chart applies on campus, at school activities on and off campus, when going to and from school, on school buses, and at bus stops. ANY AND ALL CONSEQUENCES SHOWN FOR EACH VIOLATION ON THE CHART MAY BE APPLIED AND ARE NOT NECESSARILY IN PROGRESSIVE ORDER.

*Refer to the Disciplinary Consequences Chart in the appendix for more detailed information.*

## **GRADUATION**

### **Graduation Ceremony (BP 5127)**

1. High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma. At the discretion of the superintendent or designee, a student who is no more than one credit short of fulfilling district credit requirements may participate in graduation exercises without receiving his/her diploma. When the required credit has been earned, a diploma shall be sent to the student by mail. In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation because of misconduct.

*2. Students who owe fees of any sort to the school district will not be allowed to participate in the graduation ceremony until those fees are paid.*

### **Valedictorian and Salutatorian Honors**

Honor students will be selected from the graduating members of the 12th grade class. The selection will normally be that of one Valedictorian and one Salutatorian. Early graduates will not be considered for these honors.

Determination of Valedictorian and Salutatorian honors will be made at the end of the eighth semester. Any financial awards that are based upon the final class rank at the midpoint of the eighth semester are linked to these honors (AR 5127). In the case of a tie, the student with the highest ACT or SAT score will be given this honor. Co-honor students will be named for either/both honor positions should the grade point averages parallel to the hundredth decimal point and have equal ACT/SAT scores.

*Valedictorian:* Highest honors will be given to the student with the highest grade point average achieved by a member of the graduating class. The average must be at least a GPA of 3.0. The student must have enrolled in at least four courses and attended the same Copper River School for the last four (4) consecutive semesters.

*Salutatorian:* This honor will be given to the student having the second highest grade point average achieved by a member of the graduating class. The average must be at least a GPA of 3.0. All other criteria for the selection must correspond with the requirements set for the valedictorian.

Foreign Exchange students attending CRSD schools are not eligible for valedictorian and salutatorian honors.

## **Honor Students**

Honor students must have earned at least 15 units of credit, at the end of his/her eighth semester, in areas of mainstream instruction from the following: English/Language Arts, Science, Mathematics, Social Studies, Foreign Languages.

## **Honor Graduation Cords**

Honor students who have earned

Summa Cum Laude, GPA 4.0 + will receive (school color cord + gold cord).

Magna Cum Laude GPA 3.8-3.999 will receive (school color cord + silver cord)

Cum Laude GPA 3.5-3.7999 will receive (school color cord + bronze cord)

## **Early Graduation**

A student who wishes to graduate in a period of less than eight (8) semesters of attendance in a secondary school (9-12) must obtain approval from the Copper River School District Superintendent.

1. Early graduates, having never attained senior status via the eight (8) semester rule, are ineligible for senior graduation honors.
2. In order to be considered for early graduation, a student must present to the superintendent a written request for early graduation signed by the student and the student's parent(s) or guardian(s). This request must be approved by the principal and counselor in order to be considered.

## **ELECTRONICS/TECHNOLOGY**

### **Internet/Technology Usage Guidelines**

Use of the internet and school devices is a privilege. Before students receive devices or are allowed to use the internet, a user agreement must be on file. Schools will hand out the agreements on the first day of school. It is also located at <https://www.crsd.us/o/copper-river-school-district/page/technology--242>

### **Electronic Devices (BP 5144.1, 5130)**

Student privately owned laptops will only be allowed on the district network with consent of the technology director. Student use of personal radios, iPods, MP3 players, media players, mobile phones, video cameras, smart watches and other electronic devices will only be permitted during approved designated times.

**Please note: Bluetooth earbuds and headphones will not be allowed at school.**

If prior permission is obtained from the bus driver while riding the bus, electronic devices may be permitted.

Cell phones and other electronic devices may be used by High School students before school, during lunch, and after school. Middle School students may use mobile phones and other electronic devices before school, during lunch and after school. Elementary students may use mobile phones and other electronic devices before and after school. Middle school and elementary students will keep all personal electronic devices in their locker or backpacks if lockers are not available in the school. Any misuse of the mobile device by a student, including taking pictures of someone without permission, will result in confiscation of the phone, parent contact, and disciplinary action (BP 5144.1).

Mobile devices may not be used or visible during instructional periods.

Due to privacy concerns, mobile phones and digital cameras must be in the off mode in locker rooms. Failure to observe this restriction and any inappropriate use of a school device will result in confiscation of device and other disciplinary consequences.

Video recording by students, unless authorized for a school-approved project, is strictly prohibited and any student doing so without the required authorization shall have his or her video recording device confiscated and returned to the student's parent following a conference with a teacher and/or principal.

**Individual schools reserve the right to further restrict the use and possession of digital devices on school grounds.**

**Consequences for inappropriate use of Cell Phone & Other Electronic Devices**

**1st offense:** Phone will be confiscated for the school day. Students can retrieve their cell phone or other electronic device at the conclusion of the school day.

**2nd offense:** Phone will be confiscated for the school day. Parent(s) must speak with school administration before the phone will be returned to the student.

**3rd offense:** Loss of device for 1 week or more depending on the severity.

**4th offense:** Students will lose the privilege of having their device(s) at school for 1 month or more depending on the severity of the situation.

**5th offense:** Students may lose their rights to have a device at school indefinitely.

**Students who refuse to relinquish their phone, could receive ISS or OSS depending on the severity of the situation.**

## **FINANCIAL**

### **Class Fees**

A student involved in classes, such as the arts, crafts, shop, etc., where projects are produced that become the property of the student may be required to pay a fee. Students will, as well, pay for the costs of special projects they select to do beyond the requirements of the class. No grades or academic penalties may be associated with a student's inability to pay a class fee.

### **Student Financial Obligation**

On occasion students incur a financial obligation at school. Once a bill is given to the student, the parents or legal guardians have the responsibility to pay it as soon as possible. Failing to honor the debt incurred will result in all report cards, transcripts, and diploma being withheld until payment is received (BP 5125.3). Please make payment as soon as possible (BP 5125.3).

## **STUDENT AND PARENT RIGHTS AND PRIVILEGES**

### **Basic Rights**

Students attending school in the CRSD have the following:

1. The right to receive a free public education.
2. The right to a safe environment at school
3. The right to free expression and inquiry with respect
4. The right to be informed through open communication
5. The privilege to participate in student activities and programs
6. The right to be treated with respect and fairness by all in the school community.

### **Communication**

The school shall communicate regularly with students and their families about their child's academic progress and behavior. Additionally, it is important that the school and its staff communicate with a parent about other significant issues, such as when a child is injured at school, excluded from class, or has reportedly suffered a loss through damage to or theft of his or her personal property while at school. School staff members will also contact parents regarding positive aspects of the student's education academically, social-emotionally and behaviorally.

The district also recognizes that communication is two-way street. Parents are encouraged to contact the school, principal, and/or teachers to discuss issues of concern, problems, ideas, and for updates on student performance and behavior. Parent volunteers are encouraged to contact the school and PTO to learn about opportunities for parent involvement.

### **Insurance**

Copper River School District carries Student accident insurance to help with the cost of injury during a school sponsored event. The insurance is in place to cover any medical costs incurred by a student during a student activity after a families' medical insurance has been billed and there are remaining out of pocket expenses. If you need more information, please contact the CRSD Business Office at 822-8524.

### **Discrimination**

Discrimination against any individual on the basis of race, color, national origin, gender, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited.

No student shall be excluded from participation in any Vocational Education Program on the basis of gender, race, socioeconomic status or handicapping condition. (BP 6178)

### **Elimination of Gender Discrimination in the Public Schools (Title IX)**

It is the policy of the Copper River School District that no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of its educational programs receiving federal financial assistance.

This Title IX policy has been developed in accordance with Title IX of the Education Amendments of 1972 and Department of Health, Education and Welfare Regulations (45 CFR Part 86)(BP 0410)

If you wish to discuss your rights under Title IX, obtain a copy of the full Title IX grievance procedure, or obtain help in filing a grievance, contact the Title IX Coordinator at the Copper River School District superintendent's office.

### **Student Records**

Records of students include academic achievement, test scores, and other information required by district and state rules and regulations. Parents/guardians of the student may, upon request, make inspection of the contents of the file. These records are confidential. They are not available to non-school personnel without the expressed written consent or permission of the family. Student records will be covered by the rules established by the Family Educational Rights and Privacy Act, 20 U.S.C. Subsection 1232 (g).

### **Parent Rights (Joint Custody)**

Parents who have joint custody of their children should have the proper court custody documents on file with the school office. Injunctions or court orders against one of the child's parents must also be provided to the school office so the school can comply and provide a safe environment.

Parents who have joint custody of their children must provide the school with copies of the court papers that define any limitations to the access of the student and his/her records. This includes, but is not limited to injunctions, restraining orders, or any other court orders that may apply. Parental rights will be respected even if legal custody is vested in only one named parent, unless a court order that restricts the right of the non-custodial parent is on file with the school office. School staff will always abide by the most recent court order on the matter (BP 5021).

### **Parents Access to Grades**

Parents wishing to access student grades and attendance through PowerSchool may obtain a login from the school secretary and then create an account at [crsd.powerschool.com](http://crsd.powerschool.com). Students may also obtain logins for this account.

### **Parent-Teacher Conferences**

The teachers and administrators encourage parents/guardians to request conferences. Parental cooperation and help are most desirable. If a conference is desired, please call the office to make arrangements. The office personnel or principal will contact teachers so they may set up a mutually agreeable time to meet with you. The school looks forward to joining efforts with parents/guardians in order to ensure a successful school experience for your child.

### **Procedures for Resolving Concerns**

To ensure that the school system functions smoothly for our students, we believe most problems can be solved at the school level. Therefore, we encourage students and parents to follow the flowchart located in the appendix.

### **Lost Personal Items**

Any items found by students, staff or others are to be turned in to the office. Such items will be held for a period of approximately two weeks. After that length of time, the principal or designee will donate the items to charity or dispose of them.

## **SCHOOL SAFETY**

### **School Security Procedures**

Parents, students and visitors must enter through the front entry doors of all the schools. Doors are permanently locked and all visitors are on a video monitoring system. Visitors will be buzzed into the building and will need to sign in at the office.

### **Cold Weather Closure**

Schools within the Copper River School District will be closed when the outside temperature reaches -50 degrees Fahrenheit or lower in Glennallen (as reported by KCAM at 6:00 a.m.). A public announcement to that effect will be made on the KCAM radio station, CRSD Facebook page, and the CRSD website. Parents who sign up for notifications alerts will be contacted via phone or text.

### **Head Lice**

The CRSD policy requires that all students with head lice must be excluded from school until they have been treated. After a student has been treated and all live lice removed, a parent or guardian (unless other arrangements have been made with the principal) must accompany the child to school for a readmission check by a trained staff member at each school site. Only those re-checked and found to be free of live lice will be allowed to return to school.

A lice information and recommendation packet will be available to every family and may be picked up in the school office. A lice video, "Head Lice to Dead Lice," may also be viewed for helpful advice (BP 5141.32).

### **Medication on Campus**

Except for self-administration of medication by a student for asthma or anaphylaxis pursuant to A.S. 14.30.1411, no medication prescribed or available over the counter will be allowed at school without a parent/guardian and doctor's note. This includes homeopathic and non-prescription medicines. Medications, other than the aforementioned self-administered ones for asthma or anaphylaxis, will be stored in a locked area and will be dispensed at the proper time by a school staff member. Please see the school secretary or visit [www.crsd.us](http://www.crsd.us) to access the appropriate form for Administration of Prescribed Medication. School staff will not administer medication to students without a signed form on file.

### **Immunization**

All students must have their immunizations records, which are required by law, up to date in the student's permanent file in the office. Notification will be sent home or the parents called if the student is not in compliance with state laws. It is the parent's responsibility to follow through with the recommendations from the school in the timelines provided or their child will not be allowed to attend school (BP 5141.31).

### **Physical Examinations**

Physical examinations, including vision and hearing screening examinations, shall be required of all students upon entry into school or as soon thereafter as is practicable. Examinations will be conducted in accordance with applicable laws and regulations pertaining to the examination and health screening of students (BP 5141.3)

### **Child Abuse and Neglect Reporting**

State law requires school personnel who have reasonable cause to suspect that a child under the age of 18 (or older if the child is still in school) is being abused or neglected by someone in the home, and report that suspicion to the Office of Children Services (OCS). OCS, not the school, will investigate.

### **Crisis Plans**

Each school site has crisis plans that follow the guidelines of the District Crisis Response Plan. An individual School Crisis Plan is available at each school site.

### **Lockdown/Shelter-in-Place**

Lockdown/Shelter-in-Place is put in place in the event that it is not safe to evacuate the building. During this time, no one shall enter or leave the building except for Law Enforcement. Law Enforcement will give the All Clear when it is safe to move about the building and/or leave the building.

### **ALICE Drill**

**To keep our students safe in the event of an intruder, A.L.I.C.E. procedures are as follows:**

**Alert** - Once recognition of an armed assailant has been made; get the ALERT out to the rest of the facility. Use clear and concise language to convey the location and type of event.

**Lockdown** - This is a semi-secure starting point from which to make survival decisions. If you decide it is not safe to evacuate, secure the room: Barricade the door, Gather weapons (coffee cups, chairs, books, etc.) and mentally prepare to defend yourself or others.

**Inform** -Use Technology! Be creative and use any means necessary to pass on real time information that is crucial for making decisions. Give information in plain language. Focus on Who, What, Where, and When. Descriptive information of the Armed Assailant that can be passed onto the responders is also helpful.

**Counter**- ALWAYS avoid confrontation with an active shooter, through lockdown or evacuation. If conflict is inevitable - use simple, proactive techniques when you are confronted by an Armed Assailant. Act with physical aggression. Commit to your actions. Improvise, Throw things at the shooter's head. Create as much noise as possible. Attack in a group (Swarm).

**Evacuate**- Evacuating quickly and orderly is the ideal way to respond to an Armed Assailant. If there is a safe route; remove yourself and others from the danger zone as quickly as possible. If you can safely evacuate, do so immediately.

#### **Remember:**

1. "A.L.I.C.E." is an acronym for a range of responses. They are not meant to be followed in order. Your response is dependent on the needs of your unique situation.
2. You will increase your survivability by moving beyond simply locking down. Be alert to the danger. Always be looking for safe evacuation routes and be mentally prepared to defend yourself if you are confronted by the armed assailant.

## **TRANSPORTATION**

### **Parking/Vehicles/ATVs/Snow Machines**

All students who drive their own or their family's motorized vehicle to school regularly or part-time are to register the motorized vehicle and obtain the necessary parking permit. As a condition to obtaining a permit, each student vehicle owner/operator shall be required to consent to the search of the motorized vehicle by school authorities if the school authorities wish to determine if the vehicle contains drugs, alcohol, weapons or evidence of any activity which is illegal or in violation of school policies or procedures. Glennallen students must display their parking permits in their vehicle.



Notification shall be provided at each school that vehicles which do not have parking permits are subject to removal from the school property at the owner's expense. In the interest of safety, improper student driving practices may subject the offending student to forfeiture of the vehicle's parking permit, as well as to other forms of discipline.

All gasoline/diesel-powered vehicles (cars, trucks, ATVs, motorcycles, and snow machines) must abide by the following rules and regulations. These rules and regulations govern student vehicles on school property 24 hours per day, every day of the year. Health and safety are required and are never negotiable.

1. The speed limit for all vehicles on school property is 5 MPH.
2. Student vehicles are to be driven only to the most direct access route to and from the student parking area. Fire lanes are to be clear of parked vehicles at all times.
3. Student vehicles must be parked in designated student parking areas.
4. Reckless or exhibition driving will result in the loss of driving and/or parking privileges on campus and may be reported to the State Troopers.
5. Students should make every effort to ride their designated bus on poor weather days to avoid delays and mishaps.
6. Unless proper authorization is on file, students may only transport immediate family members (i.e. siblings) in private vehicles during lunch or open periods during the day.
7. Students may not operate ATV's/Snow machines on any field, playground or other restricted area.

**Bus Transportation Regulations/First Student Safety Rules (BP 5131.1)**

*The following rules for pupils riding school buses are the rules of the Copper River School District and First Student Bus Company.*

1. Follow the drivers instructions.
2. Do not eat, drink, or smoke on the bus.
3. Keep all harmful materials (drugs, tobacco, alcohol, weapons, etc.) off the bus.
4. Keep all parts of your body and all other objects to yourself and inside of the bus.
5. Keep the noise level down and remain seated facing forward.
6. Keep the aisle clear and do not litter, write on, or damage the bus. Student/parents will be held financially responsible for damages.
7. Students are expected to dress appropriately for current weather conditions. (BP 5144.1)
8. Fighting is prohibited and will result in an automatic three-day suspension of bus riding privileges.

9. Vulgar language and lewd/offensive behavior to the driver or students is prohibited and will result in an automatic three-day suspension of bus riding privileges.

10. Students wishing to be picked up or let off at a stop other than their own must have written permission from a parent/guardian. This written permission must be presented to the principal, or designee for approval. The permission note will be kept on file. The principal or designee will give a bus pass to the student. This slip must be presented to the driver when the student gets on the school bus.

First Student drivers will not tolerate any behavior that distracts or stops them from driving safely. The drivers will also not tolerate any behavior that prevents all passengers from receiving safe transportation.

Students have the privilege of utilizing the transportation services of the school district. A student who fails to maintain appropriate conduct while on the bus, waiting for the bus, or walking to or from the bus stop may be suspended from riding the bus or may be subjected to other disciplinary action.

Students traveling to school events as participants are expected to use school provided transportation. The exceptions that will be allowed are when a parent takes the responsibility for taking the student to or from an event after completing the proper form through the activities office.

In cases of student misconduct on buses, the school bus driver will complete incident reports. One copy will be forwarded to the principal or designee, one copy sent to the parent/guardian, and the bus driver will retain the third copy.

***These courses of action are considered a minimum:***

1. Depending on the nature and severity of the incident, the first incident may result in a warning or other disciplinary action from the bus driver. This is up to and including temporary or permanent suspension of bus privileges.

2. The second misconduct report may result in the imposition of "Probationary" status. This process could initiate an official notification to the parent/guardian for a meeting on the next school day with the principal or designee, parent/guardian, bus driver, and student. Bus riding privileges may be denied to the student for additional violations.

3. The third misconduct report will result in suspension of privileges for a minimum of three days and possibly longer, depending on the severity of the incident, and may not be reinstated until after a conference with the student, parent/guardian, and principal, dean of students or designee.

4. The fourth misconduct report will result in the student being automatically suspended from school riding privileges for five days. The student's parent/guardian must have a meeting with the principal, dean of students or designee before the student's school bus riding privileges are reinstated.

5. The fifth misconduct report will result in the student being automatically suspended from school bus riding privileges for ten days. The student's parent/guardian must have a meeting with the principal, dean of students or designee before the student's school bus riding privileges are reinstated.

6. The sixth misconduct report will automatically cause the student to be suspended from school bus riding privileges for thirty days. The student's parent/guardian must have a meeting with the principal, dean of students or designee before the student's school bus riding privileges are reinstated.

Habitual misconduct will result in permanent suspension of school bus riding privileges. Suspension of school bus riding privileges does not excuse the student from school attendance.

This procedure will not preclude the right and responsibility of school officials to take other immediate action as may be necessary in their judgment for the preservation of good order, safety, and well-being of other persons who ride the school bus.

The driver has the freedom to assign different tasks to the student prior to reporting the incidents. These include but are not limited to: moving them to a different seat, and/or calling their parents.

Please Note: Parental cooperation is necessary to keep the bus a safe way for children to ride to and from school. The bus driver must be able to give his full attention to the driving without distractions from the passengers. Please help the driver and school district keep the bus safe by encouraging your child to use proper conduct while riding the school bus. Remember that riding the bus is a privilege, not a right.

### **Waiting at Bus Stops**

Parents of students in Kindergarten and Grade 1 are encouraged to follow First Student procedures by having a parent/guardian or older sibling with them while waiting at a bus stop. Per First Student Transportation (Bus Contractor), parents may provide permission to First Student for a student in Kindergarten or Grade 1 to wait alone at a bus stop. Please contact First Student Transportation for more information.

### **Student Bus Transfer Request**

Riding the bus is a privilege and not an entitlement. The district and bus contractor must re-evaluate bus routes and student populations on a yearly basis to ensure the safety of the students. Routing is based on the students who reside in the area of the route. Those students who ride buses other than their 'home' bus will ride on a "Space Available Basis" ONLY.

BE AWARE THAT IF THERE IS NO SPACE AVAILABLE ON THE BUS, THE STUDENT WILL NOT BE ELIGIBLE TO RIDE THE BUS. THE SCHOOL WILL NOTIFY THE PARENT/GUARDIAN WHEN THIS OCCURS. THOSE STUDENTS WILL BOARD THE BUS LAST TO DETERMINE IF THERE IS ADEQUATE SPACE FOR THE TRANSFER. Any student who wishes to ride a bus other than their 'home' bus should have a Bus Transfer Request Form completed (see [www.crsd.us/documents--forms](http://www.crsd.us/documents--forms)), or a written note from their parent/guardian with the following information:

- Student's name and grade
- Date or dates for bus change
- Reason for bus change
- Alternate instructions for student if the bus has no "SPACE AVAILABLE"
- Must be signed and dated by the parent/guardian.

If a written request is not possible due to extenuating circumstances, a call to the school office by 2:00 p.m. will be permitted. Bus pass privileges may be revoked if late requests via the phone are excessive.

# Appendix

## Disciplinary Consequences Chart

Violation	Student Conference	Parent Notification	Parent Conference	Detention Work Detail	Temporary Withdrawal from Class	Confiscation	Liabile for Damages	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Emergency Suspension	Expulsion Recommended	Counseling	TROOPERS/DFYS	Subject to Arrest	Withdrawal from School
<b>1. Absence Unauthorized (Truancy).</b> State law (AS 14.30.010) requires every parent, guardian, or other person having the responsibility for or control of a child between the ages of seven (7) and sixteen (16) years of age shall maintain the child in attendance at school. A person who knowingly fails to comply with the state's compulsory school attendance law is subject to prosecution.																
1st	X	X		X												
2nd	X	X	X	X			X									
3rd or more	X	X	X	X				X					X		X	
<b>2. Accessory to an Act.</b> This violation occurs when a person acts an accomplice or in some way aids in the preparation, commission, or aftermath of a punishable act.																
1st & Subsequent	X	X	X	X			X	X	X	X	X		X	X		
<b>3. Assault.</b> Assault is defined as a physical threat or violence where striking, kicking, shoving, pushing and/or other physical violence are used against another person. Students are encouraged to seek staff help in preventing a fight or in breaking one up.																
1st & Subsequent	X	X	X				X		X	X	X		X	X		
<b>4. Before &amp; After School Restrictions.</b> Schools cannot permit students to remain on school grounds before and after the regular school day unless those students are directly involved in an authorized school activity and are supervised. Students must arrive at school and be picked up from school at times established by the principal or lead teacher. Students who are authorized to remain in the building while waiting for transportation must remain in a designated area.																
1st	X			X												
2nd	X	X	X													
3rd or more	X	X	X	X				X								
<b>5. Dangerous Actions, Materials/Objects.</b> Engaging in conduct that creates a risky situation through the misuse of materials and objects that might cause injury to another person.																
1st & Subsequent	X	X	X		X	X	X	X	X	X	X		X	X		
<b>6. Disruptive Behavior (General).</b> As cited above, disruptive behavior is student conduct that compromises students' safety and interferes with the education process or with school sponsored activities. Such behavior, therefore, will not be tolerated. Examples of disruptive behavior are listed above.																
1st	X	X	X	X	X		X									
2nd	X	X	X	X	X			X		X						
3rd or more	X	X	X	X	X				X	X	X					

Violation	Student Conference	Parent Notification	Parent Conference	Detention Work Detail	Temporary Withdrawal from Class	Confiscation	Liabile for Damages	In-School suspension	Short-Term Suspension	Long-Term Suspension	Emergency Suspension	Expulsion Recommended	Counseling	TROOPERS/DPYS	Subject to Arrest	Withdrawal from School
<b>7. Drug/Alcohol</b> -Possessing, using, trading, selling, buying of an illegal drug (or substance designed to look like an illegal drug), drug paraphernalia* and other alcohol by a student are strictly prohibited.																
1st	X	X	X			X				X			X	X	X	
2nd	X	X	X			X					X	X	X	X	X	
3rd or more	X	X	X			X					X	X	X	X	X	
<b>8. Excessive Display of Affection</b> -Display of affection beyond the holding of hands is discouraged and will lead to disciplinary action.																
1st	X	X		X				X								
2nd	X	X	X						X		X					
3rd or more	X	X	X							X	X					
<b>9. Extortion</b> -Involves obtaining money and property by actions of violence or threat of violence, including untrue accusation or public ridicule.																
1st & Subsequent	X	X	X				X	X	X	X	X	X		X	X	
<b>10. Failure to Identify Self</b> -Failure to identify oneself upon request by providing authorized school district personnel with full name, correct address and telephone number.																
1st & Subsequent	X	X	X	X				X	X							
<b>11. Failure to Serve Work Detail/Detention</b> -Failing to perform work detail or serve detention when assigned by authorized school personnel.																
1st	X	X					X									
2nd	X	X	X						X							
3rd or more	X	X	X							X						
<b>12. False Fire Alarm/ False 911 Call</b> -Activating or tampering with a fire alarm or making a false 911 call is against state law.																
1st & Subsequent	X	X	X	X				X	X					X	X	
<b>13. False Witness/Lying</b> - The presentation of information or testimony (oral or written) that is misleading, or a misrepresentation of the facts, or an actual attempt to defraud is a serious offense and will be treated as such.																
1st & Subsequent	X	X	X	X				X	X	X	X	X		X		
<b>14. Fighting/Threats/Violence</b> -Conduct that involves a verbal or physical threat or violence in which striking, kicking, shoving, pushing, and/or any other physical violence are used against another person.																
1st & Subsequent	X	X	X	X			X		X	X	X	X		X	X	X

\*Means any equipment, product, or material of any kind, which is primarily intended or designed, for use in introducing into the human body a controlled substance.

Violation	Student Conference	Parent Notification	Parent Conference	Detention Work Detail	Temporary Withdrawal from Class	Confiscation	Liabile for Damages	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Emergency Suspension	Expulsion Recommended	Counseling	TROOPERS/DFYS	Subject to Arrest	Withdrawal from School
<b>15. Fireworks/Explosives</b> -A student is prohibited from possessing and/or using explosives and/or any incendiary device on school property.																
1st & Subsequent	X	X	X			X	X		X	X	X	X	X	X	X	
<b>16. Guns/Firearms</b> -Except when supervised in an authorized program, e.g., gun safety and interscholastic rifle team, a student is prohibited from possessing and/or using handguns, rifles, and shotguns or any replicas of same in school, at a school-sponsored activity, on buses, and on school grounds. Unauthorized possession of a firearm will require automatic expulsion from school from a period of not less than one year. The superintendent may modify such expulsion requirements on a case by case basis.																
1st & Subsequent	X	X	X	X	X	X		X	X	X	X	X	X	X	X	
<b>17. Harassment/Bullying</b> -Involves persistent annoyance and unwanted attention, including verbal harassment, sexual harassment, racial harassment, physical harassment and hazing.																
1st & Subsequent	X	X	X		X				X	X	X	X	X	X	X	
<b>18. Lewd/Lascivious Behavior</b> -Engaging in inappropriate sexual behavior, e.g., indecent exposure, entering an opposite sex locker room or restroom, departing, attempted departing, or other lewd conduct.																
1st & Subsequent	X	X	X	X					X	X	X	X	X	X	X	
<b>19. Littering</b> - Throwing trash on the floor or on the school grounds.																
1st	X			X												
2nd	X	X		X				X								
3rd or more	X	X	X	X				X								
<b>20. Obscenity/Profanity/Language</b> -Use of profane or obscene language or gestures is prohibited. Students directing profanity toward a school staff member will be suspended for three (3) to nine (9) days.																
1st directed at staff	X	X	X		X				X							
1st	X	X		X				X								
2nd	X	X	X	X	X			X								
3rd or more	X	X	X		X			X								
<b>21. Electronic Gadgets, Toys, Etc.</b> -Use of electronic gadgets, including beepers and cellular telephones, toys, and other equipment (frisbees, skateboards, hackysacks, toys, and games) that interfere with the educational process are not permitted in school.																
1st & Subsequent	X	X	X		X	X										

Violation	Student Conference	Parent Notification	Parent Conference	Detention Work Detail	Temporary Withdrawal from Class	Confiscation	Liability for Damages	In-School Suspension	Short-Term Suspension	Long-Term Suspension	Emergency Suspension	Expulsion Recommended	Counseling	TROOPERS/DFYS	Subject to Arrest	Withdrawal from School
<b>22. Tardiness (Excessive)</b> -Coming late to class ten (10) or more times during a quarter grading period.																
Ist & Subsequent	X	X	X	X									X	X		
<b>23. Theft/Larceny</b> -Stealing or possession of stolen property is prohibited.																
Ist & Subsequent	X	X	X			X	X		X	X				X	X	
<b>24. Tobacco/Smoking</b> -Use or possession of tobacco in any form by students on school property is prohibited.																
Ist & Subsequent	X	X	X	X		X		X	X					X		
<b>25. Trespass</b> -Unauthorized entry to school property or remaining on school property after being directed by authorized school personnel to leave.																
Ist & Subsequent	X	X	X						X					X	X	
<b>26. Vandalism/Fire (Arson)</b> - Destroying, defacing or mutilating property belonging to the school. Arson involves the malicious mischief or purposeful intent to destroy property by setting fire or by explosion or by attempting to do so.																
Ist & Subsequent	X	X	X	X			X		X	X	X	X	X	X	X	
<b>27. Weapons</b> -The possession and/or use of a weapon or items designed to look like weapons at school are strictly prohibited. Weapons include, but are not limited to, firearms, pellet guns, stun guns, knives, shockers, clubs, brass knuckles, numchuks and throwing stars.																
Ist & Subsequent	X	X	X			X			X	X		X	X	X	X	
<b>28. Willful Disobedience</b> -The refusal to comply with a reasonable request by authorized school staff.																
Ist	X	X		X	X			X								
2nd	X	X	X	X	X				X		X					
3rd or more	X	X	X		X					X	X					
<b>29. Reckless &amp; Unsafe Behavior</b> -Actions that jeopardize the safety and/or welfare of oneself or others are prohibited, e.g., ignoring safety instructions in shop, lab, and physical education classes.																
Ist & Subsequent	X	X	X	X	X			X	X	X			X			
<b>30. School Bus Rule Violation</b> -Failure of the students to follow school bus rules.																
Ist & Subsequent	X	X	X	X			X									X Suspension or loss of Bus Privileges

## NOTICES

### Professional Qualifications of Educators

Dear Copper River School District Parents/Guardians:

As a parent of a student in a Copper River School District school, you have the right to know the professional qualifications of the classroom teachers who teach your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in clear language, and in a timely manner, if you ask for it. You have the right to ask for the following specific information about each of your child's classroom teachers:

1. Whether the Alaska Department of Education and Early Development has issued an Alaska teacher's certificate to your child's teacher for the grade(s) and subject(s) he or she teaches.
2. Whether the Alaska Department of Education and Early Development has decided that your child's teacher can teach without being certified under state regulations because of special circumstances.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject area of the degree.
4. Whether any teachers' aides or instructional paraprofessionals provide services to your child and, if so, their qualifications.

If you would like any of this information, please contact:

Board/Superintendent Secretary  
P.O. Box 108  
Glennallen, AK 99588  
(907) 822-3234 ext. 223

Sincerely,  
Thérèse Ashton

\*\*\*\*\*NOTICE\*\*\*\*\*

### PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. Parents play a critical role in the education of their children. The ESSA acknowledges the importance of parental involvement as well and requires that the district provide a copy of the school board policy on parental involvement to all parents. As a partnership thrives on communication, the district asks parents to:

1. Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on district activities and issues. School websites, newsletters and parent/booster club meetings provide opportunities for learning more about the school and district;
3. Become a district volunteer. For further information contact your child's school;
4. Participate in school parent organizations. These activities are varied, ranging from graduation activities to the building's site council, with its emphasis on instructional improvement.
5. Attend meetings at school. These meetings may consist of Title I, special education, Indian Education, or parent-teacher conferences.

\*\*\*\*\*NOTICE\*\*\*\*\*

### STUDENTS WITH DISABILITIES

#### *Child Find*

The Copper River School District is responsible to locate, evaluate, and serve children with special needs from birth through 21 years of age. The district believes that ALL CHILDREN CAN LEARN. If the district suspects that a student has a disability, the district obtains parental consent for initial evaluation and conducts an initial evaluation and determines the student's eligibility to receive special education and related services. If the student is eligible, the district will notify the parent and offer an opportunity for an IEP meeting to occur to consider initiation of special education and related services to the student with a disability. If the parent declines, the district will give notice that it stands ready to conduct the evaluation when the parent gives consent or makes the student available.

If you are aware of children who may benefit from special help, or if you need more information, please contact the CRSD Director of Programs and Interventions.

#### *Evaluation/Identification*

Pursuant to the provisions of both federal and state laws, CRSD will evaluate and identify students with suspected or known disabilities when the disability has a negative impact on the student's academic progress/environment. If through the evaluation process a student with a disability is found eligible for special education services, an individualized education program (IEP), or a plan under Section 504 (a federal nondiscrimination law) will be created to assist the student with access and making progress in school. Students with disabilities may require specially designed instruction, which may include modifications or accommodations to the general education curriculum. The process involves a team of which the parents are an integral part. To initiate an evaluation for special education, please contact your classroom teacher, counselor, or principal and ask for assistance.

#### *Services*

Each school has a team to address the needs of students with disabilities, whether the child qualifies for an IEP (special education) or a 504 Plan. A plan is developed to identify the characteristics of the disability and establish ways to address the needs of the student. The team is required to meet annually, but may need to meet more frequently depending on the student. Other services provided for eligible students with disabilities include: adapted physical education, speech and language services, physical and occupational therapy, social/emotional support services, school psychologist services, and school-to-career transition planning. The student's educational planning team makes determination of the need for these services.

#### *Discipline*

Students with disabilities are entitled to all procedural protections available to students without disabilities, including the due process. Under federal and state law, in some circumstances, students with disabilities are afforded additional protections based on disability. Discipline for students with disabilities may involve the need for a manifestation determination meeting.

#### *Restraint and Seclusion*

To the maximum extent appropriate, the safety and welfare of students and staff should be secured through positive behavioral interventions. The use of physical restraint and seclusion is prohibited except in emergency situations as set forth in the CRSD Restraint and Seclusion Policy.

If you are aware of children who you believe might benefit from special help, or if you need more information on the characteristics or development levels of children, please contact:

Director of Programs and Interventions  
P.O. Box 108  
Glennallen, AK  
Phone: (907)822-5356



\*\*\*\*\*NOTICE\*\*\*\*\*

**MILITARY RECRUITERS**

A provision requires ESEA-funded LEAs to give military recruiters or higher education institutions the names, addresses, and telephone numbers of secondary school students on request. A student or his/her parents may request that his/her information not be released without prior consent, and schools must notify them of the right to make this request.

In addition, LEAs must provide military recruiters "the same access to secondary school students as is provided generally" to postsecondary educational institutions or prospective employers.

\*\*\*\*\*NOTICE\*\*\*\*\*

**PROTECTION OF PUPIL RIGHTS**

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive federal funding. PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents/guardians if those materials will be used in connection with a U.S. Department of Education- funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental/guardian consent before minor

students are required to participate in any U.S. Department of Education-funded survey, analysis, or evaluation that reveals information concerning:

political affiliations;

mental and psychological problems potentially embarrassing to the student or his/her family;

gender behavior and attitudes;

illegal, anti-social, self-incriminating, and demeaning behavior; critical appraisals of other individuals with whom the respondents have close family relationships;

legally recognized privileged or analogous relationships, such as those of physicians or ministers; or

Income (other than that required by law to determine eligibility for participation in programs, like free and reduced lunch, receiving federal financial assistance).

Complaints, based on specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred, may be filed by a parent/guardian to the Family Policy Compliance Office of the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

**NOTIFICATION OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copying fee will be charged in the amount of \$1.00 per page if copies are desired.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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.

The right to provide written consent before the school discloses personally identifiable information from 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees or who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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. Other exceptions for disclosure without consent are detailed in FERPA and Board Policy and Administrative Regulation 5125.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or district to comply with the requirements of FERPA. A complaint can be filed with:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-8520

In addition, you are entitled to notice of the following disclosures of student records:

Upon request, the district discloses education records without consent to officials of another school district or institution of postsecondary education where the student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

By September 15 of each year, the district will provide to the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. Release of a student's name to the University of Alaska will not be made if the parent or eligible student objects. An objection should be made in writing to the school principal.

By July 15 of each year, the district will transmit to the Alaska Department of Education and Early Development information on each graduating student's eligibility for the Alaska Performance Scholarship Program. This is a required disclosure that occurs without consent and without the opportunity to object.

By January 15 and July 15 of each year, the district will provide to the Alaska Challenge Youth Academy, operated by the Department of Military and Veterans' Affairs, a report containing the name, address, and dates of attendance of prior students ages 15 through 18 who appear no longer enrolled in any educational institution and who have not received a diploma or GED. Release of a student's information to the Alaska Challenge Youth Academy will not be made if the parent or eligible student objects. An objection should be made in writing to the school principal.

***Notice of Student Directory Information***

The Copper River School District ("District") has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act, also known as FERPA. A copy of the school district's policy is available for review in the office of all of our schools.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving federal education funding to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

The District may also disclose to the State of Alaska or the University of Alaska your student's eligibility for scholarship programs.

The District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Enrollment status
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Scholarship eligibility
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing not later than two weeks after school begins. If you object to disclosure of some or all of this information, please notify the school district in writing. If you have no objection to the use of student information, you do not need to take any action.

COPPER RIVER SCHOOL DISTRICT  
P.O. Box 108  
Glennallen, AK 99588  
Phone: (907) 822-3234.

\*\*\*\*\*NOTICE\*\*\*\*\*

#### SELF-ADMINISTRATION AND DOCUMENTATION OF MEDICATION (Sec.14.30.141)

- 1) A public school shall permit the self-administration of medication by a pupil for asthma or anaphylaxis if, during the current school year, the pupil's parent or guardian provides the school
  - a. written authorization for the self-administration of medication;
  - b. written certification from the pupil's health care provider that the pupil
    1. has asthma or a condition that may lead to anaphylaxis;
    2. has received instruction in the proper method of self-administration of the medication;
    3. has demonstrated to the health care provider the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
      - a. a release of liability for the school and its employees or agents for injury arising from the self-administration or storage of the medication;
      - b. an agreement to indemnify and hold harmless the school and its employees or agents for any claims arising out of the self-administration or storage of the medication;
      - c. a written treatment plan for the pupil that is signed by the pupil's health care provider for managing asthma or anaphylaxis episodes, a list and dosage of medications needed during school hours, and permission for the instruction on storage of the medication at school; and
      - d. any other documentation required by the school that is consistent with this section.
  - c. The public school shall provide written notification to the pupil's parent or guardian of the school's absence of liability related to the self-administration of medication under this section.
  - d. A pupil who is permitted to self-administer medication under this section shall be permitted to carry and to store with the school nurse or other designated school official an inhaler or auto injectable epinephrine, or both, at all times.
- 2) If a student uses the student's prescribed medication in a manner other than as prescribed, disciplinary action according to school codes may be imposed upon the student. The imposed disciplinary action may not limit or restrict the student's immediate access to the student's prescribed medication.
- 3) In this section, "health care provider" means a licensed physician, advanced nurse practitioner, physician assistant, village health aide, or pharmacist operating within the scope of the health care provider's authority.

\*\*\*\*\*NOTICE\*\*\*\*\*

#### MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. This summary provides a brief overview of key provisions of the reauthorized Act. A more comprehensive summary of amendments may be accessed via the Copper River School District's website or obtained in person from the school district office in Glennallen, Alaska.

**Definitions** - The 2001 reauthorization includes definitions of children and youth considered homeless for the purposes of this subtitle of the McKinney-Vento Act, and therefore who is eligible for the rights and protections it provides. These definitions include children and youth who are living with a friend, relative or someone else because of economic hardship; children and youth who are staying in a motel or hotel due to lack of adequate alternative accommodations; children and youth who are living in an emergency or transitional shelter or a domestic violence shelter; and many other similar situations.

**Academic Achievement** - Students and youth in homeless situations must be given the opportunity to meet the same challenging state academic achievement standards all students are expected to meet. It is the policy of Congress that students in homeless situations should have access to the education and other services they need to ensure that they have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

**School Selection** - Local Educational Agencies (LEAs or school districts) must, to the extent feasible, keep students in homeless situations in their school of origin (defined as the school attended when permanently housed, or the school in which they were last enrolled), unless it is against the parent's or guardian's wishes. Students can stay in their school of origin the entire time they are homeless, and until the end of any academic year in which they move into permanent housing. Students who meet the definition of being homeless, also, may choose to enroll in any public school that students living in the same attendance area are eligible to attend. If a student is sent to a school other than the school of origin or the school requested by a parent/guardian, the LEA must provide a written explanation of its decision and the right to appeal. The school district's homeless liaisons must help unaccompanied youth (youth who are not in the physical custody of a parent or guardian) choose and enroll in a school, after considering the youth's wishes, and provide youth with notice of their right to appeal an enrollment choice that goes against their wishes. (See Liaisons, below, for the appointment and duties of the liaison.)

**Enrollment** - LEAs or school districts must immediately enroll students in homeless situations, even if they do not have required documents, such as school records, medical records, proof of residency, or other documents. The term enroll is defined as attending classes and participating fully in school activities. Enrolling schools must obtain school records from the previous school, and students must be enrolled in school while records are obtained. If a student does not have immunizations or immunization or medical records, the liaison must immediately assist in obtaining such records, and the student must be enrolled in school in the interim. Schools must maintain records for students who are homeless so they are available quickly. States must address problems resulting from enrollment delays caused by immunization and medical records requirements, residency requirements, lack of birth certificates, school records or other documentation, guardianship issues, or uniform or dress code requirements. States and LEAs or school districts must develop, review and revise their policies to remove barriers to the enrollment and retention of children and youth in homeless situations.

**Dispute Resolution** - Whenever a dispute arises, the student must be immediately admitted to the school of choice while the dispute is being resolved. A written explanation of the school's decision must be provided if a parent, guardian or unaccompanied youth disputes a school placement or enrollment decision. The school must refer the student, parent or guardian to the local homeless liaison to carry out the dispute resolution process as expeditiously as possible.

**Transportation** - At a parent's or guardian's request, homeless students must be provided with transportation to and from their school of origin. For unaccompanied youth, transportation to and from the school of origin must be provided at the liaison's request. If the student's temporary residence and the school of origin are in the same LEA or school district, that district must provide transportation. If the student is living outside the school of origin's LEA, the LEA where the student is living and the school of origin's LEA must determine how to divide the responsibility and cost of providing transportation, or they must share the responsibility and cost equally. In addition to providing transportation to the school of origin, LEAs or school districts must provide students in homeless situations with transportation services comparable to those provided to other students.

**Liaison** - Every LEA must designate an appropriate staff person as a local educational agency liaison for students in homeless situations. Liaisons must ensure that:

- Children and youth in homeless situations are identified by school personnel and through coordination activities with other entities and agencies.
- Children and youth enroll in, and have equal opportunity to succeed in the schools of the LEA or school district.
- Eligible families, children, and youth receive educational services for which they are eligible.
- Eligible parents or guardians are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.

Public notice of the educational rights of students in homeless situations is disseminated where children and youth receive services under the Act. Enrollment disputes are mediated in accordance with the

**Enrollment Disputes** section (see Dispute Resolution, above).

Eligible parents and guardians, and unaccompanied youth are informed of all transportation services, including to the school of origin, and are assisted in accessing transportation services.

School personnel, service providers, and advocates who work with families in homeless situations are informed of the duties of the liaison.

\*\*\*\*\*NOTICE\*\*\*\*\*

#### **CITIZENS COMPLAINT PROCEDURE**

Persons residing in the Copper River School District have the right to be critical of the district and its employees. School district employees, also, are entitled to various rights, including the right to the protection of due process of law. In order to satisfy any conflicting rights of citizens and district employees, the following procedures are established by the Copper River School District for processing complaints against employees, policies, practices, and procedures of the school district.

Most complaints can be resolved by informal discussions between the complainant and the employee or the employee's supervisor. This formal complaint process is reserved for complaints after informal discussions have failed to resolve the problem. In that case, a formal written complaint must be filed no later than thirty (30) days after the incident being complained about occurred. If the incident occurs at the end of the school year, a formal written complaint must be filed by June 30 of the current school year. Even after a formal written complaint is started, efforts may be made at any point in time to accomplish satisfactory informal resolution of the problem. In no case, is there to be retaliation from either party because a formal complaint has been filed.

#### **Directions for Processing a Complaint in the Copper River School District**

A person lodging a complaint against an employee should meet with the site administrator (principal or principal-teacher) of the employee to discuss the problem in an attempt to reach a solution. Any person who is dissatisfied with the result of such a meeting may wish to complete a Citizen Complaint Form.

Send the completed Citizen Complaint Form to the Office of the Superintendent, Copper River School District, Post Office Box 108, Glennallen, Alaska 99588 (phone 907-822-3234). A letter of receipt will be sent to the person filing the written complaint naming the person whom he or she will be working with to resolve the complaint.

A copy of the completed Citizen Complaint Form will be provided to the employee against whom the charge or complaint is made with a request that the employee respond in writing through the complainant's contact person within ten (10) working days after the receipt of the written complaint. If the complaint is not resolved in the previous step, the matter will be forwarded to the Superintendent, who shall issue a written decision in a timely manner, not to exceed thirty (30) days after receipt of the complaint by the Superintendent.

If the person making the written complaint is not satisfied with the Superintendent's written decision, he or she may appeal the decision of the superintendent within thirty (30) days to the Regional School Board. The decision of the Regional School Board shall be final.

If the complaint involves illegal discrimination or sexual harassment, the Citizen Complaint Form may be filed directly with the Office of the Superintendent or other appropriate government agency(ies). Formal written complaints involving student discipline or eligibility to participate in school activities will be referred to the site administrator, who shall issue a written decision. If the complaint is not resolved satisfactorily by the site administrator, his or her decision must be appealed to the advisory school board before the complaint will be dealt with by the

Superintendent and Regional School Board.

The parent or guardian of a student who receives services under any federal program such as Title 1, Indian Education, Special Education, and/or English Language Learners can use the citizen complaint process as needed.

At any point after the Citizen Complaint Form process has been initiated, if a person filing the complaint indicates a desire to pursue litigation, or does in fact file a lawsuit, the school district's citizen's complaint process will be terminated. The school district, then, will turn the matter over to its attorney.

## Complaint Flow Chart

