

# CEMS Student Handbook 2024-2025



Craig City School District

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#### **\*NOTICE OF NON-DISCRIMINATION:**

As a recipient of federal funds, the Craig Elementary and Middle School has a continuous obligation to comply with the following federal regulations: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, in all activities, services, programs, and employment.

The Craig Elementary and Middle School does not discriminate on the basis of race, color, religion, national origin, ethnic group, age, sex, gender, physical/mental disability or any other unlawful consideration in its programs/activities. The Craig Elementary and Middle School provides equal access to the Boy Scouts of America and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies of the Craig City School District.

Jackie Hanson, Superintendent  
P.O. Box 800, Craig AK 99921  
(907) 826-3274 ext. 4003

## Letter from the Principal

Dear Students, Parents, and Guardians:

Welcome to the **2024-2025** school year at Craig Elementary and Craig Middle School. Our staff represents some of the most talented educators in Southeast Alaska. It is our mission to team up with students and parents in order to deliver a first-class education for every child we come in contact with.

Please review the CEMS Student Handbook. This handbook contains the 2024-2025 CCSD School Calendar, Craig Elementary School daily schedules plus lunch times and Craig Middle School Daily Schedules and lunch times. Rules and expectations are explained as well as several topics ranging from medications to field trip ritual and routines. Bus stops are listed for those routes which will be running. **The last page is to be signed by the student(s) and a parent/guardian and returned to the school offices for our records.**

I am convinced that every parent sends their student to school to learn in both the academic and social worlds. We value the importance of providing a comfortable safe learning environment for all our children. Commitment to data driven instruction can be found in our classrooms. Please understand that the rules outlined in the CEMS Student Handbook are for student and teacher success. I look forward to working with my staff, your student and yourself in this year's journey to success!

Respectfully,

David Harris  
Principal, Craig Elementary & Middle School

## **Craig City School District Mission Statement**

CCSD will establish a community of learning that empowers the whole child to embrace life-long learning and a growth mindset.

## **Craig City School District Vision Statement**

Vision: Our students will be compassionate, resilient, self-sufficient, engaged members of their community.

### **The Craig City School District believes that:**

- ❖ All students can succeed.
- ❖ Every student deserves an advocate.
- ❖ It is essential to incorporate and respect cultural diversity.
- ❖ In the balance of educational rights and responsibilities for all.
- ❖ A unified staff, community, and board are essential for students' achievement.
- ❖ Every student deserves the opportunity to receive the highest quality education through providing worthwhile learning opportunities.
- ❖ We should offer several pathways to achieve post-secondary options.
- ❖ Community and family involvement is vital to the success of all students.
- ❖ It is important to incorporate local traditional knowledge.

### **It is the objective of the Craig City School District to ensure that 100% of students will:**

- ❖ Be involved in the learning process
- ❖ Perform at their maximum learning potential
- ❖ Be engaged with community involvement as part of their educational process
- ❖ Graduate prepared for post-secondary success

## **Craig City School District Disclaimer**

Rules cannot be written to cover all behaviors in all situations. School personnel may need to assess and address a given situation and take action (which may include disciplinary action) in light of the school's mission statement as well as school board policies and state/federal laws/regulations.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

# Craig City School District

	Aug-24							Sep-24							Oct-24													
C	School Closes	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S						
E	End of Quarter					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						
H	Legal Holiday								H	O																		
I	Inservice Day	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12						
M	Parent-Teacher Conf Meeting reqts	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19						
N	Parent-Teacher Conf Not meeting reqts	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26						
O	School Opens																					E						
S	Saturday School	25	26	27	28	29	30	31	29	30						27	28	29	30	31								
T	Testing			I	I	W	W																					
V	Vacation Day																											
W	Teacher Workday																											
X	Emergency Closure Day	# of Inservice Days: 2							# of Inservice Days: 0							# of Inservice Days: 1												
		# of Student Days: 2							# of Student Days: 20							# of Student Days: 23												
		# of Teacher Days: 4							# of Teacher Days: 21							# of Teacher Days: 23												
	Nov-24							Dec-24							Jan-25							Feb-25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6	7				1	2	3	4							1	
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	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
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	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
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	24	25	26	27	28	29	30	29	30	31				30	26	27	28	29	30	31	23	24	25	26	27	28		
				V	H	H				V	V																	
								31																				
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## Craig Elementary & Middle School Office Hours

Craig Elementary & Middle School office hours on regular school days are 7:00 a.m.-3:45 p.m. Monday through Friday.

## Craig Elementary & Middle School Schedules

The school day for Kindergarten to 5<sup>th</sup> grade starts at 8:00 a.m. and ends at 2:45 p.m., except for Friday(s); on Friday the school day will end at 1:45 p.m.

The school day for 6<sup>th</sup> to 8<sup>th</sup> grades starts at 8:00 a.m. and ends at 2:45 p.m., except for Friday(s); on Friday the school day will end at 1:45 p.m.

Craig Elementary & Middle School building doors will open at 7:30 a.m. Students may then wait in the cafeteria at the elementary or foyer/commons at the middle school until 8:00 a.m. at which time they may go to their classrooms. Students will not be supervised until 7:30 a.m. at the school; however, if students are dropped off earlier than this time, they may wait in the covered area at the front of the buildings or backstairs at the middle school. If students are waiting at the front (main)entrance, they need to make sure that they are not interfering with traffic. Please remember there is a drop-off zone on Port Bagial Road on the east edge of the school property. Please note the Craig Elementary and Middle school are closed campus facilities. Students are not permitted to leave the school grounds once the student has arrived at school without checking out with school personnel, parent/guardian permission, and checking back in. Students who fail to follow this procedure will be considered truant and may receive disciplinary action.

### Elementary (K-5) Daily Schedule:

8:00-2:45 pm (Monday-Thursday)

8:00-1:45 pm (Friday)

### Middle School (6-8) Daily Class Schedule:

#### (Monday-Thursday)

1 <sup>st</sup> Hour	8:00-8:50 a.m.
Breakfast	8:50:-9:05 a.m.
2 <sup>nd</sup> Hour	9:08-9:58 a.m.
3 <sup>rd</sup> Hour	10:01-10:51 a.m.
4 <sup>th</sup> Hour	10:54-11:44 a.m.
5 <sup>th</sup> Hour	11:47-12:37 p.m.
Lunch	12:37-1:15 p.m.
Reading	1:18-1:52 p.m.
6 <sup>th</sup> Hour	1:55-2:45 p.m.

#### (Friday)

1 <sup>st</sup> Hour	8:00-8:45 a.m.
Breakfast	8:45-8:57 a.m.
2 <sup>nd</sup> Hour	9:00-9:45 a.m.
3 <sup>rd</sup> Hour	9:48-10:33 a.m.
4 <sup>th</sup> Hour	10:36-11:21 a.m.
5 <sup>th</sup> Hour	11:24-12:09 p.m.
Reading	12:12-12:27 p.m.
LUNCH	12:27-12:57 p.m.
6 <sup>th</sup> Hour	1:00-1:45 p.m.

### Elementary & Middle School Daily Lunch Schedules:

K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Grades

10:55-11:35 a.m.

4<sup>th</sup> & 5<sup>th</sup> Grades

11:45-12:25 p.m.

6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grades

12:37-1:15 p.m. (Monday-Thursday)

12:27-12:57 p.m. (Friday)

## Craig Elementary & Middle School Personnel Contact Information

### School Board Members:

Hans Hjort	President
Trish Conatser	Vice President
TBD	Secretary/Treasurer
Julie McDonald	Board Member
Ben Page	Board Member
Jim Seley	Board Member
Senior Class President	Student Board Representative

### Administration & Central Office Staff:

		<b>Ext.</b>
Jackie Hanson	Superintendent	4003
David Harris	Elementary & Middle School Principal	3002
Josh Andrews	High School Principal	2003
Melinda Bass	Business Manager	4006
Kerin Crews	Accounts Payable/PACE Coordinator	4004
Kellie Ebbighausen	Elementary Administrative Assistant	4001
Sandra Marker	Middle School Administrative Assistant	3001
Tristy Morrison	High School Administrative Assistant	2001
Melissa Peavey	K-12 School Counselor	3003
Daniel Nelson	Maintenance/Transportation Director	4005
Kristine Cervera	Nutrition Services Director	4018

### Elementary & Middle School Certified & Classified Staff:

CEMS Certified Staff	<u>Ext.</u>	CEMS Classified Staff	<u>Ext.</u>
Balcom, Rachael – K-12 Music Teacher	3008	Bennett, Loni – SpEd Paraprofessional	4017
Beckman, Grace – Elem Teacher	4015	Cross, Tamara – Library Paraprofessional	4016
Beckman, Spencer MS Teacher	3009	Grieve, Jared – Network Technician	2004
Browder, Marsha – Elem/MS SpEd Teacher	4017	Heidy, Linda – SpEd Paraprofessional	4017
Daggs, Howie – MS Teacher	3006	Myre, Anne – GenEd Paraprofessional	4001
Fairbanks, Ronnie – K-12 SEALS Teacher	3015	Packer, Karen – Computer Tech II	3004
Frieb, Courtney – MS Teacher	3012	Smith, Melissa – Migrant Ed Tutor	4008
Frieb, Tobias – Elem Teacher	4007	Vickers, Amanda – SpEd Paraprofessional	4009
Grieve, Bernie – Elem Teacher	4014	CEMS Cafeteria	4018
House, Christy – Title I Teacher	4010	Burke, Alan – Food Service Assistant	4018
James, Vanessa – Elem Teacher	4013	Music, Tara – Food Service Assistant	4018
Nelson, Mike – Elem Teacher	4012	Canada, Doyle – MS Custodian	3001
Penrose, Pam – MS/CHS SpEd Teacher	3010	Conaster, Trampus – Maintenance/Bus Driver	4001
Seibel, Bill – MS Teacher	3007	Mills, Thomas – Elem. Custodian	4001
Vaughan, Dior – Elem Teacher	4011	O’Connor, Brent – Maintenance/Bus Driver	4001

All school employees may be contacted through district email. The email addresses are as follows: first initial, last name, @craigschools.com **\*For example:** David Harris’s district email address is: **dharris@craigschools.com**

## **I. GENERAL INFORMATION**

### **A. Student Rights, Responsibilities, & Expectations**

#### **Student Rights**

##### **Each student has:**

1. The right to a basic education.
2. The right to due process.
3. The right to be treated with respect.
4. The right to confidentiality of records.
5. The right to hold and to appropriately express opinions.
6. The right to participate in approved and appropriate school programs.
7. The right to attend school without fear of harassment, intimidation, discrimination, or harm.
8. The right to be safe.

#### **Student Responsibilities**

##### **Each student is:**

1. To be aware of school rules, understand them, and obey them at all times.
2. To be present and to make an honest effort during all regularly scheduled classes.
3. To refrain from any behavior disruptive to the learning process.
4. To respect the dignity and worth of every individual and the rights of others.
5. To dress and appear in a way that meets reasonable standards of health, cleanliness, safety and decency.
6. To take pride in the school.
7. To be responsible for his/her behaviors and actions.
8. To be responsible with district-owned tech devices.

#### **Student Expectations**

Each student is expected to be familiar with the information and guidelines contained in this handbook. These expectations have been developed through the efforts of staff members, parents/guardians, community members, and students.

##### **Each student is expected to:**

1. Follow reasonable staff and school directives with respect - the first time asked.
2. Hold to a high moral standard, which is set for students and our school. Harassment, physical/emotional harm, embarrassment, obscenities, put downs, and back talk are not acceptable.
3. Respect others and their property. Keep hands, feet, and other objects to yourself.
4. Maintain an educational atmosphere that revolves around good manners, respect for others, and taking pride in our school.
5. Be on task and work in a manner that does not detract from the education of others.

## **B. Comment on School Authority**

Both the Alaska Legislature and the State Board of Education have given to public schools the authority to establish rules which restrict student behavior while in school, while traveling to and from school, while participating in school events, and while traveling to and from school events.

The Board of Education of the Craig City School District has enacted policies that govern students' behavior. In addition, the school board has authorized the administration to develop rules that are in keeping with its policies. When enrolled in the Craig City School District, students accept these policies as a condition of enrollment.

## **C. Comment on Due Process**

Due Process is a procedure, which the Supreme Court has directed to be a part of any school policy and procedures dealing with student rights. Due Process recognizes the right of the student to appeal a decision made by the coach, chaperone, sponsor, teacher, or administration. The Due Process steps are outlined below and are a procedure for the student and his or her parent/guardian to follow in appealing decisions relating to rule infractions. Students and parents will be expected to follow the Due Process procedures to ensure that all student rights are acknowledged under the law.

## **D. Complaint Procedure(s)**

In order to promote fair and constructive communication, procedures have been developed that govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to resolve concerns with staff members personally.

- ❖ No anonymous correspondence shall be considered
- ❖ Complaint forms are available in school offices
- ❖ Complaints to be considered officially by the administration or the school board shall be in writing
- ❖ Complaints will be investigated by the administration before consideration and/or action by the school board

**School Board Policy 1312 advises the public that the proper channeling of complaints involving personnel, instruction, discipline, or learning materials is as follows:**

1. Teacher
2. Principal
3. Superintendent
4. School Board

The board encourages those with complaints to bring problems to the board only after the proper channeling procedure has been followed and only after the complaint(s) have been first considered by the superintendent. Complainants should consider and accept the superintendent's decision as final. However, the complainant may request the opportunity to address the school board regarding the complaint if they so choose.

## E. Admission Age

A child, **five (5) years** of age **on or before September 1**, may be admitted to Kindergarten. A child, **six (6) years** of age **on or before September 1**, may be admitted to first grade. The Board authorizes the admission of students under school age who exhibit the ability to perform satisfactorily, including advancement through the curriculum or grade level by the following year (CCSD BP 5111). Consideration for early admission to kindergarten will be given to children who will be five (5) years of age between **September 1 and October 1** of the school year for which admission is sought. Consideration for early admission to first grade will be given to children who will be six (6) years of age by September 1<sup>st</sup> of the school year for which admission is sought. Additional information on the district's procedure for determining eligibility for early admission may be obtained at the elementary office.

## F. Immunization Requirements

Upon initial entry to school, each student's parent or guardian must provide the school with an up-to-date immunization record in accordance with Alaska Law or yearly religious exemption form. New students must have a complete immunization record as well. Continuing students need to keep current on immunizations required by law. If your child needs an immunization, please contact your doctor or the Craig Public Health Center at 907-826-3433.

## G. Enrollment Requirements

**To enroll in school for the first time, a student needs:**

1. Proof of up-to-date immunizations or an original and completed immunization exempt form with the appropriate signatures. **Alaska State law requires this before any student is allowed to attend school.**
  - ❖ **All children must be immunized against the following: Diphtheria, Hepatitis, Measles, Pertussis, Polio, Rubella, and Tetanus.**
2. A copy of the child's official birth certificate is required for all students entering school. Parents or guardians will have up to 30 days to provide evidence of age.
3. Updated emergency locator information is needed so schools can contact parents during the day. Parents should keep the school informed about their daytime phone number and also the name and number of an alternate contact.
4. Additional information requested will include: residence and mailing address, last school attended, medical history, parent/guardian employers, parent/guardian contact information, and student ethnic origin.

## H. Communicable Diseases

All school age children K-12 work hard during the day and even harder if they are involved in sports or extracurricular activities. An ill child often lacks energy when they don't feel well. Not only does this put your child's immune system at risk, but it also puts the children around him/her at a greater risk for becoming ill. Craig Elementary and Middle School students, who are afflicted with a

communicable, contagious, and/or infectious disease or who are likely to transmit such a disease will be excluded from school. These include, but are not limited to: head lice, hand/foot/mouth disease, impetigo, pink eye, ringworm, scabies, and confirmed cases of strep, influenza, or covid. In addition, a student must not attend school if he/she shows any of the following symptoms: breathing difficulties, frequent cough or nasal discharge, diarrhea, vomiting, and/or fever. Parents/guardians will be required to keep their child home if they have a fever (100.3° F and higher) for at least twenty-four (24) hours after the fever breaks, without the use of fever-reducing medicine. Students missing more than 3 or more consecutive or more than 5 non-consecutive days will be readmitted upon written notification from a health professional attesting to their recovery.

If a student at school exhibits any of the above-listed symptoms, the parent/guardian/emergency contact will be notified and will pick up the student within 1 hour. Failure to do so will result in conference with principal and/or call to OCS. The student will be readmitted upon written notification from a health professional attesting to their recovery and non-infectiousness and/or after the infectious period has passed.

## **I. Medications**

Craig City School District personnel shall **NOT** dispense or administer any medication to students without prior written authorization and instructions provided by a health care provider as well as written authorization of parents/guardians, except where, in the judgment of medical personnel, emergency provision of medication is necessary to prevent serious harm to the student. Written orders from a licensed health care provider must be obtained and should include the name of the medication, dosage, route of administration, the time interval the medication is to be taken, potential serious reaction or side effects and emergency response. Medication must be brought to school by the parent/guardian or designated adult. Medication must be in the original container appropriately labeled by the pharmacy, licensed health care provider, or parent/guardian (only in cases of over the counter medication). Students are not permitted to transport medication to/from school. Only select emergency medications are permitted to be carried by the student with written permission from the physician and parent/guardian. Medications will **NOT BE** provided by CEMS (not limited to: Tums, Tylenol, cough drops, Alka Seltzer, Orajel, etc.). **All medications must be provided by parents/guardians.**

All medications will be stored in the school office. Self-managed administration of medications must be evaluated individually by school administration (ex: asthma inhalers, insulin, epinephrine, over-the-counter). Written directions for such exemptions must be obtained from the licensed health care provider, as well as written permission from the parent. The district may decline a request for administration of medication if the principal or superintendent determines that compliance with the instructions for providing the medication would be unreasonably difficult or burdensome for personnel or that questions of health or safety make compliance inadvisable.

## **J. Directory Information**

The Craig City School District may release student directory information including the student's name, address, telephone, date and place of birth, parent/guardian's name(s), participation in officially recognized activities and athletics, weight and height of the athletic teams, dates of attendance, awards received, grade point average, rank in class and most recent previous

educational agency or institution attended by the student. **Parents/guardians and/or students have the right to refuse permission for the release of information in any or all of these categories by providing written notification to the principal prior to September 15 of each school year or within two weeks of enrollment if after that date.**

#### **K. Public Forum**

The Craig Elementary and Middle School are **NOT** public forums. Anyone interested in posting signs or notices, distributing leaflets or other information, advertising, and/or addressing students or staff within the school buildings or on school grounds must obtain prior permission from the building principal.

#### **L. Dropping-Off & Picking-Up Students**

**Craig Elementary School:** When dropping-off and picking-up students at the Craig Elementary School, drivers should stay in the right-hand lane. This is the pick-up and drop-off lane. Please do not leave your car unattended. A driver must be in the car at all times when in the driving circle. If you must leave your car, please park in one of the parking lots or designated “Visitor Parking” spaces. **Please keep entrances to the parking lot open so others can get in and out. The left lane of the driving circle is for through traffic only; please do not stop in this lane. A recent option is a pull out behind the playground on Port Bagial Boulevard. This option may be considered quicker than the usual driving pattern.**

**Craig Middle School:** When dropping-off and picking-up students at the Craig Middle School, drivers should utilize the lower parking lot. Please do not leave your car unattended. A driver must be in the car at all times when passing through the lower-level parking lot. If you must leave your car, please park in one of the spaces in the lower-level parking lot. Please note, the parking spaces at the Middle School are limited, so please park carefully beside the car next to you in order to maximize the space so that more cars can be accommodated. **In addition, please refrain from parking up on the top parking lot or in the designated “Fire Lane” areas (by the fire hydrant) as it presents a safety hazard and is against fire code/regulations.**

#### **M. School Boundaries**

The Craig Elementary and Middle School campus boundaries run from the south edge of the Craig/Klawock Highway, south along Port Bagial Boulevard, along the north edge of Water Tower Road, north along the west edge of School Road.

The Craig Elementary and Middle School are Drug-Free Schools. Boundaries regarding Drug Free School Laws extend five hundred (500) feet beyond campus boundaries. The Drug Free School boundaries are in effect for all district school buildings including the PACE Center. Several legal penalties are in place for any person in possession of drugs and other controlled substances within this zone.

#### **N. Closed Campuses & Passes for Leaving**

The Craig Elementary and Middle School are closed campus facilities. **Students are not permitted to leave the school grounds once the student has arrived at school for any reason without**

**prior written notice to the office.** If a student needs to leave, that student must check out with office personnel. Students who sign out at the office must have parent/guardian permission and must also check in with office personnel upon return. Students who fail to follow this procedure will be considered truant and may receive disciplinary action including detention and/or suspension.

#### **O. Leaving School Early & School Messages**

It is understood that your child may need to leave school before dismissal time on occasion. Please call the elementary/middle school office ahead of time or notify the office and teacher in writing. **In addition, please communicate after school plans with your child before school.** In the event that you need the elementary/middle school office to get a message to your child before the end of the day, please call before 2PM Monday - Thursday or 1PM on Friday.

#### **P. Field Trips**

Field trips help connect student learning to resources in the community. Parents/guardians are asked to sign a blanket field trip permission form at the beginning of the school year. Field trips that are specific and/or are out of the ordinary will require special permission. In addition, the classroom teacher will notify the student(s) - as well as the parent(s)/guardian(s) - before all such trips take place. Parents/guardians are always encouraged to attend field trips as chaperones.

#### **Q. Nutritional Snacks & Meals Program**

The Craig City School District supports healthy eating and physical activity for all students. All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Foods and beverages provided through the National School Breakfast and Lunch Programs shall comply with federal nutrition standards under the School Meals Initiative. Parents/guardians are encouraged to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards established by the district.

The Craig City School District participates in the Federal Free and Reduced Lunch Program. Forms are available at the elementary and middle school office or on the district website. Breakfast/Snack costs are \$1.50 (K-8) and \$2.00 (9-12). Lunch costs are \$2.50 (K-8) and \$3.25 (9-12). A single milk for those who bring their lunch is \$.50. For the 2024-2025 school year all student meals are provided at no cost. Adult lunches are \$5.00. Each student is assigned a hot lunch number when they enroll in school.

The Craig Elementary and Middle School are closed campuses. Students are allowed only in authorized areas of the school campus during their lunch period. Students are not allowed in the area behind the school, in the parking lots, or outside the campus boundaries. **Students may go off-campus for lunch only when a parent or legal guardian picks them up at the school office or when prearranged with school administration/staff.**

#### **R. Volunteers**

Volunteers are a mainstay of our school program! Please contact your child(ren)'s teacher or the PTSA if you have time and talents to share; we need you and your talents in our school. Please

remember that **ALL** volunteers will need to check-in/sign-in at the elementary or middle school office.

### **S. Classroom Visitation**

Parents/guardians are welcomed into their child's classroom. Parents/guardians are also encouraged to volunteer in the classroom. Before you come into the classroom, please **contact your child's teacher** to make arrangements and be sure to **check-in/sign-in at the office**. In addition, please understand that the teacher will be engaged with your child and others and may not be able to visit or to conference with you about your child's progress in school during class time. Teachers are more than happy to schedule individual conference times with parents/guardians outside of instructional time. Please contact your child's teacher if you would like a conference.

Although we encourage parents to visit the classroom, **we are unable to accommodate younger siblings during class time**. Your cooperation with this policy is appreciated.

### **T. Dress Code**

Student attire/dress and fashion accessories must be appropriate for school and must not be disruptive or a distraction to the educational process.

The appropriateness of student dress will be determined based on customary standards of decency, neatness, cleanliness, and suitability for school. Administrators and staff will enforce the following guidelines:

- 1) Revealing clothing is not allowed including but not limited to the following:
  - a. Any shirt or top that leaves midriff exposed.
  - b. Clothing worn so as to expose undergarments
  - c. Shirts, tops, tank tops and dresses may leave the shoulder bare as long as all undergarments are covered, and all straps must be at least 1 inch in width.
  - d. Any skirts, shorts or dresses worn without opaque tights or leggings/shorts underneath must be no shorter than 3 inches above the knee.
- 2) Clothing that advertises or suggests the use of alcoholic beverages, illegal drugs, or tobacco is not permitted (Example: Alaska Brewing Company sweatshirts and hoodies are not allowed).
- 3) Objectionable or obscene messages and words are not allowed on clothing worn to school.
- 4) Hats and hoods are to be removed upon entering the classroom and in the office, or upon request.
- 5) Shoes must be worn at all times in school. Flip-flops, slides, and/or any other open-toed shoe must be worn with socks.
- 6) Fashion accessories and/or apparel that could be - or are - recognized as weapons, including chains exceeding twelve (12) inches, are not allowed.

7) Students who are lacking acceptable hygiene will be sent to the counselor for guidance.

All the above guidelines apply at all school functions, including athletic events and dances. Violations of the dress code will be dealt with by administration or teachers. Parents will be contacted for assistance in correcting dress code violations. Students wearing inappropriate clothing will not be allowed to attend classes until the inappropriate clothing is changed. Continued or repeated violations will be considered a violation of school behavior policies. Final decisions on appropriateness of dress for school will be made by the school administration.

## **U. Personal Electronic Devices**

In order to minimize distractions, academic dishonesty, and theft, all personal electronic devices (PED's), which include mp3 players, cell phones, iPads, personal laptops, etcetera, are to be turned off and stowed away during the regular school day. Use of a PED is only allowed before and after school. Under no circumstances are PED's to be used in the cafeteria, library, or gymnasium.

Additionally:

*When a student leaves class for a bathroom or water break, the expectation is they will leave their phone on their desk or in a teacher-designated location. Students using a phone in the hallway during class time will be referred to the office to turn in the device. Except as authorized by a teacher or administrator, students are prohibited from using PEDs while off-campus on a field trip, to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PED to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. PEDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists.*

*PED seen or heard in class or in unauthorized areas will result in the following:*

- 1. Teacher warning*
- 2. Teacher confiscation for remainder of class and written referral*
- 3. Principal confiscation for the remainder of day and detention.*
- 4. Loss of privilege to bring PED to school for a designated length of time or on a permanent basis.*

*Student refusal to comply with a staff directive to turn over their phone or electronic device will be construed as willful disobedience with corresponding consequences. In addition, cell phone and camera use is strictly prohibited in restrooms and locker rooms at CEMS*

**Students bring personal electronic devices to school at their own risk. The CCSD and its faculty/staff will accept NO responsibility for any damaged, missing, lost, or stolen personal electronic devices.**

## V. Craig Elementary School Party Invitations

In order to avoid hurt feelings in the Craig Elementary School, please **do not** send party invitations with your child(ren) unless the **entire class** is to be included.

## W. Craig Middle School Lockers & Locks

Craig Middle School students will be assigned a locker and a lock by the office. Students bear all responsibility for loss of personal belongings or for loss of books and other items issued by the school. **The district accepts no responsibility for theft from lockers.** Lockers are to be kept clean and in order. Any decorations must be able to be taken off the locker cleanly. Do not leave valuables in lockers, coats, or pockets. Valuables that must be brought to school can be checked in at the office. Lockers and locks are school district property; therefore, school personnel will remove personal locks if they are placed upon school lockers. **School officials may search property or the facility provided by the school, including lockers, and seize property that is deemed injurious or detrimental to the safety and welfare of others.**

## X. Fees

At the Craig Elementary and Middle School, fees will be charged for lost or damaged school materials, equipment, and/or property. School materials, equipment, and/or property include: textbooks, library books, language arts novels, laptop computers/iPads, laptop/iPad chargers, laptop bags, tech devices/accessories, musical instruments, lockers, and locks.

Band students will be charged a yearly rental fee for band instruments, \$15 for elementary and \$25 for middle school. Middle School Percussionists purchase their own sticks and pay a \$15.00 rental fee. These fees are non-refundable.

The activity fee for elementary cross country is \$10 for the child and \$5 for any additional siblings. The activity per family per year is \$20. The activity fee for middle school athletics is \$25.00 per student per sport. The activity fee maximum per student per year is \$50.00 and the activity fee maximum per family per year is \$100.00. These fees are non-refundable and are required prior to the student participating in the first athletic event/game. It is important to note that this is not a participation fee that guarantees any playing time or level of participation, rather it is a payment required of all students rostered in that particular activity/sport.

**All fees and charges must be made promptly. Students will not be allowed to participate in or attend extra-curricular activities or special events if they have outstanding accounts. No additional materials or items will be issued and report cards as well as transcripts will be held in the office until all outstanding fees are paid (CCSD Board Policy 5125.3).**

## Y. Bus/Van Regulations, Expectations, Schedules

Because the behavior of passengers can directly affect their safety and the safety of others, the following basic safety rules apply at all times when students are riding in a school van or bus, including when on field trips. School personnel, parents/guardians, chaperones, sponsors, and the students themselves all must see that the rules below are followed. Riders shall follow the instructions and directions of the driver at all times.

The principal or designee shall inform parents/guardians and students regarding regulations related to bus/van conduct, driver authority, and the suspension of riding privileges. **Please keep in mind that bus/van transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the vehicle.** Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

### **Bus/Van Expectations:**

1. Riders should arrive at the bus/van on time and stand in a safe place to wait quietly to enter the vehicle.
2. Riders shall enter the bus/van in an orderly manner and go directly to their seats.
3. Riders shall remain seated while the bus/van is in motion and shall not obstruct the aisle with their legs, feet, or other objects.
4. When reaching their destination, riders shall remain seated until the bus/van stops and only then enter the aisle and go directly to the exit.
5. Riders shall be courteous to the bus/van driver and to fellow passengers.
6. Serious safety hazards can result from noise or behavior that distracts the bus/van driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, drinking, standing, and changing seats are prohibited actions which may lead to suspension of riding privileges. Only at the bus/van driver's discretion may eating may be allowed in the vehicle.
7. No part of the body, hands, arms, or head should be put out of the window of the bus/van. Nothing should be thrown from the vehicle.
8. Riders shall help keep the bus/van clean. Riders shall not damage or deface the vehicle or tamper with bus/van equipment.
9. No animals or insects are allowed on the bus/van.
10. Riders should be alert for traffic when leaving the bus/van.
11. Riders are prohibited from using Personal Electronic Devices (PEDs) on the bus/van to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a PED to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Riders who fail to comply with the above rules shall be reported in a disciplinary form to the principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. **In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.**

**Bus Schedules:**

<b>Downtown Bus: Bus #1</b>	<b>Port St. Nick: Bus #2</b>	<b>Klawock/Hollis: Bus #3</b>
~7:26 am: 9 <sup>th</sup> & Water Street ~7:30 am: Whale Bone ~7:31 am: 705 Beach ~7:32 am: Beach & 6 <sup>th</sup> ~7:33 am: Beach & Cedar ~7:34 am: 1 <sup>st</sup> & Spruce ~7:35 am: Craig City Gym ~7:36 am: 4 <sup>th</sup> & Water ~7:37 am: Shelter Cove Lodge ~7:38 am: Sunnyside ~7:39 am: Sunnahae Ct. & Hamilton ~7:45 am: Craig Elementary School ~7:50 am: Craig High School	~7:20 am: 4.6 Mile PSN ~7:22 am: 4.5 Mile PSN ~7:24 am: 4.4 Mile PSN ~7:26 am: 4.2 Mile PSN ~7:28 am: 3.5 Mile PSN ~7:30 am: 3.2 Mile PSN ~7:32 am: 2 Mile PSN ~7:37 am: Lower Shaan Seet ~7:39 am: Upper Shaan Seet ~7:43 am: Craig Elementary School ~7:48 am: Craig High School	~6:52 am: Aurora Street ~6:55 am: Peninsula ~7:04 am: Harris River ~7:23 am: Mile Post 13.5 ~7:25 am: Klawock Lake Subdivision ~7:30 am: Klawock Hatchery ~7:32 am: J Street, Klawock ~7:33 am: Black Bear Store ~7:35 am: Spring Street ~7:47 am: Craig High School ~7:49 am: Tanner Crab ~7:51 am: Craig Elementary School

Reverse routes after school for Bus #1, Bus #2, and Bus #3  
 Elementary - Middle School  
 Monday-Thursday leave @ 2:55 p.m. & Friday leave @1:55 p.m.

**II. ATTENDANCE**

**A. Compulsory Education** (Alaska State Statute 14.30.010)

School attendance is required under the Compulsory Education Alaska State Statute 14.30.010. Every child between seven (7) and sixteen (16) years of age shall attend school at the public school in the district in which the child resides during each school term. If a student starts at age six (6), Compulsory Education begins at that time for that child.

Every parent, guardian, or other person having the responsibility for or control of a child between seven (7) and sixteen (16) years of age shall maintain the child in attendance at a public school in the district in which the child resides during the entire school term, except as provided in (b) of the state statute.

Research shows that attendance is the single most important factor identified in school and student success. The responsibility for regular school attendance lies with the student and his/her parent/guardians. Maximum success in school is highly correlated to a total commitment to attendance at school. The following attendance regulations and policies are based upon this major

factor.

## **B. Attendance Regulations**

The Craig City School District believes that active participation in many opportunities to learn, paves the way to a successful school experience. While learning can and does take place away from school in many settings, student success is directly related to school attendance and time spent with teachers. Maximum success in school calls for a total commitment to attending school. Students who are not in attendance cannot experience the same academic opportunities that are presented in the classroom. School attendance also provides opportunities for emotional growth and development of appropriate social skills and interactions.

The laws of the State of Alaska specify that parents have the primary responsibility for ensuring the attendance of their children at school, and that students shall be regular and punctual in their attendance. The law also states that all children between the ages of 7 and 16 must attend school unless they have already completed the 12<sup>th</sup> grade. We believe that taking an active role in a variety of educational activities will provide students with a successful school experience. Success in school requires a commitment to regular attendance. CCSD will follow the district truancy plan for unexcused absences for students for whom compulsory education laws apply. Parents will be invited to partner with the school to improve attendance; letters will be sent home at 5, 10, and 15 days of unexcused absences. After 15 days of unexcused absences, reports will be made to the Alaska Office of Children Services and the Craig Police Department. (SB Policy 5113, Alaska State Statute 14.30.010 and 14.30.030).

The Craig City School District is obligated to enforce the compulsory school attendance law of the State of Alaska. We believe that responsibility for regular attendance lies with the parent as well as the student. District attendance regulations will be observed to assist in promoting maximum student success in school.

## **C. Minimum Attendance Limit**

In order to be promoted to the next grade level K-8, a student can miss no more than 15 days of school per semester. The school administration shall notify the parent/guardian when the 15-day limit is approached. All excused and unexcused absences are considered in the calculation of a student's absence record. Absences due to an academic, credit bearing class and/or state or national competition from the result of a qualifying event or special selection do not count toward this limit. The principal may, in exceptional circumstances, grant a waiver to exceed this number. Exceptional circumstances are defined as serious illness, family emergencies as the death of an immediate family member, or circumstances otherwise determined by the principal to be exceptional (CCSD AR 5113).

Students who miss more than 15 days of school per semester will undergo a status review to determine continued attendance. In addition, an incomplete (I) will be recorded with comments indicating non-attendance for that time period and appropriate school personnel or agencies will be contacted concerning issues involved with habitual absence.

Students coming into the district after being away from the district for extended periods of time, (beyond two (2) weeks without prior notification) must show proof of attendance during that year at

another school. Evidence of success in alternative education such as private schooling or correspondence study relative to academic areas, will also be accepted.

#### **D. Absences & Excuses**

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

1. Written note from parent/guardian or parent-representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent-representative. The employee shall subsequently record the following:
  - a. Name of student.
  - b. Name of parent/guardian or parent representative.
  - c. Name of verifying employee.
  - d. Date(s) of absence(s).
  - e. Reason for absence(s).
3. Visit to the student's home by the verifying employee.
4. Any other reasonable method, which establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlined above (CCSD AR 5113).

**Excused Absences:** When students contemplate absence for personal reasons, their parents/guardians should write the principal or designee to ask that the expected absence be excused. The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given (CCSD AR 5113).

Make up work from excused absences will be due in the amount of days absent. For example, if two (2) days are missed, work is due in 2 days. Homework pre-assigned for sports/extra-curricular travel must be complete upon return from the activity. If the pre-assigned work is not complete upon return, the teacher may require that work for upcoming travel is completed before signing the activity permission slip and that teacher is under no obligation to sign future student activity permission slips.

**Unexcused Absences:** If a student misses classes as a result of unexcused absences, a zero will be recorded for the work missed. The student may arrange with his/her teacher to make up the work in accordance with the individual teacher's grading policy (CCSD AR 5113).

**Tuancy:** Unless a child subject to compulsory attendance laws is exempted, excluded, or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law (AS 14.30.020). The parents/guardians shall be notified of any unexcused absence of their child and informed of state compulsory attendance laws. Students experiencing difficulty with attendance shall be counseled in an attempt to alleviate the problem. The district, the parents/guardians, and the student shall work together to develop an appropriate plan for improving school attendance.

Continued truancy will ultimately result in suspension. A student suspended under this provision is entitled to due process protections and appeal procedures as set forth in Board Policy and Administrative Regulation (CCSD AR 5113).

Students that are absent from their assigned classroom without teacher permission, but still within the school facility, are regarded as students skipping class. A skipping student will be considered truant and may receive disciplinary action including detention and/or suspension.

### **E. Planned Absences & Family Vacations**

Planned absences and family vacations must be prearranged with the school in order for the absence(s) to be considered excused. Proper forms must be obtained from the school office and completed at least one (1) week prior to leaving. These forms ensure that the parent/guardian, student, and teacher(s) communicate expectations for make-up work and for the time missed from school.

Make up work cannot equal the learning experience in the classroom. Teachers will provide assigned schoolwork for up to two (2) weeks for planned absences and/or for family vacations. Upon return, credit will be given for work completed and zeros will be assigned for work not completed.

If the planned absence or prearranged family vacation is longer than two (2) weeks, absences past the 2-week period will be treated as unexcused absences. After ten (10) consecutive, unexcused absences the school/office may drop the student's enrollment. Any make up work for the school days missed prior to the 10-day drop will be given in accordance with procedures outlined above under 'Unexcused Absences.' Students who have absences due to family vacations and do not complete the required/assigned make up work may receive an incomplete (I) for the grading period on their report card.

### **F. Tardies & Excuses**

Students are expected to be in class, seated and prepared to work on time. Students coming to class late must check in with the office and have an admit slip. Due to classes being period/hour based, after 20 minutes a tardy becomes an unexcused absence in the middle school.

An excused tardy is one caused by unanticipated extenuating circumstances which could not be avoided and when a good faith effort has been made to be on time. An excused tardy requires a note/phone call explaining the reason for tardiness. Unexcused tardies may include repeated problems such as oversleeping, clock-related problems, and other situations, which can be anticipated. Unexcused tardies may result in classroom and/or administrative disciplinary action at both the elementary and the middle school levels.

- ❖ 1<sup>st</sup> - 2<sup>nd</sup> Tardy: Notification given by teacher; consequences as outlined by classroom teacher.
- ❖ 3<sup>rd</sup> - 4<sup>th</sup> Tardy: Notification given by principal; consequences as outlined by administration.
- ❖ 5<sup>th</sup> - 6<sup>th</sup> Tardy: Parent letter/conference with principal and teacher plus the development of a plan to correct the problem.

# CCSD Truancy Accountability Plan

## Step 1

- School personnel contacts parents/guardians every morning that a student is absent.
- Absentee reports are run weekly.
- Calls to parents for students with more than three unexcused absences are made to encourage attendance improvement.

## Step 4

- When 15 unexcused absences are accrued, Power School Truancy Letter #3 is sent to the Craig Police Department office and to parents. Copies of this plan and the student's attendance record are included.
- Supporting documentation (truancy accountability plan, letters, dates of phone calls, and meetings) is provided to the superintendent or designee.
- A report will be made to the Alaska Office of Children Services.
- The superintendent or designee fills out appropriate court forms and submits this along with the dates of full-day truancy violations.

## Step 2

- When a student has five unexcused absences, Power School Truancy Letter #1 is sent home, along with a copy of this plan and the student's attendance record.
- Parents are advised of the possible legal process (each parent may be cited, charged, and fined if found guilty).
- A request for a meeting with parents and the school administrator is made so that the importance of attendance can be discussed and to determine if there are underlying issues affecting attendance.

## Step 5

- Site principal sends Power School Truancy Letter #4 for every five days of additional unexcused absences. Copies of this plan and the student's attendance record are included.

## Step 3

- Power School Truancy Letter #2 is sent when a student accrues 10 unexcused absences. A copy of this plan and the student's attendance record is included.
- A parent meeting will be requested.

## Step 6

- The District Attorney reviews the information and then files the charging documents with the court.
- The Court issues each parent/guardian a summons requiring his/her appearance in court and provides each parent/guardian with a copy of his/her charging documents.
- Parents are arraigned. If they plead not guilty, subsequent court dates are set. School staff may be asked to appear at this hearing.
- The Court notifies the CCSD superintendent or designee of the disposition which is shared with the principal and superintendent.

AS 14.30.010. Every child between seven and 16 years of age shall attend school at the public school in the district in which the child resides during each school term.\* Every parent, guardian, or other person having the responsibility for or control of a child between seven and 16 years of age shall maintain the child in attendance at a public school in the district in which the child resides during the entire school term.

AS 14.30.030. A person who knowingly fails to comply with AS 14.30.010 is guilty of a violation. Each five days of unlawful absence under AS 14.30.010 is a separate violation.

BP 5113. The School Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes the responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy.

\*POW Schools have open enrollment, so this sentence refers to the school the child is enrolled in on POW Island.

### III. EDUCATION

#### A. Alaska Comprehensive System of Student Assessments

(Alaska State Statute HSC.CS.SB.133)

Federal and state mandated assessments will be administered to all students according to the following guidelines:

❖ **Alaska System of Academic Readiness (AK STAR):**

Assessments administered to all district students for English/Language Arts and Mathematics in grades three (3) through nine (9). Science will also be tested in grades five (5), eight (8), and ten (10).

#### B. Grading & Reporting

**Grades for achievement in Kindergarten – 2<sup>nd</sup> Grade shall be reported each marking period as follows:**

<u>Kindergarten</u>		<u>First &amp; Second Grades</u>	
A	Advanced	O	Outstanding Achievement
P	Proficient	S	Satisfactory Achievement
D	Developing	D	Developing

**Grades for achievement in 3<sup>rd</sup> – 8<sup>th</sup> grades shall be reported each marking period as follows:**

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	(0-59%)	Little or No Achievement	0.0 grade points
I		Incomplete	0.0 grade points

Whenever it becomes evident to a teacher that a student is in danger of failing a class, the teacher shall contact the parent/guardian. Parents are encouraged to monitor their students' progress and arrange conferences with classroom teachers as needed to discuss student progress.

Students who receive an incomplete (I) on their report card are allowed two (2) weeks maximum to make-up work for the marking period. Grades to replace incompletes will be calculated no later than 2-weeks after the grading period. Any assignments not completed within that time period will receive a zero and will be used in the calculation of the quarter grade for the class. Incompletes will not be given for the end of the 2nd or 4th marking periods (semester). Students who have an incomplete at the time the honor roll is published will not be published in the honor roll.

CCSD provides parents and students direct access to the PowerSchool Student Information System (SIS) via an online website ([craigsschools.powerschool.com](http://craigsschools.powerschool.com)). Students can log in using their CCSD user account. Parent access credentials are handed out upon request by the CCSD Tech Department. Please contact the school secretary or Karen Packer for access credentials. CCSD encourages parents to monitor their child's grades/progress on-line through PowerSchool.

### **C. Report Cards & Progress Reports**

Report cards will be sent home at the end of each quarter unless a conference is scheduled at that time. The parents/guardians should review report cards and progress reports immediately; any questions should be directed to the classroom teacher.

### **D. Parent Teacher Conferences**

Parent teacher conference days will be held twice during the school year, during the first (1) and third (3) quarters. Conferences for the 2024-2025 school year are scheduled for October 10 & 11 (1<sup>st</sup> Quarter) and February 20 & 21 (3<sup>rd</sup> quarter). Thursday conferences are held from 2:00-7:00pm and Friday conferences are held from 8:00 am-12:30 pm. Additional conferences with additional teachers may be requested at any time, additional conferences may be scheduled during classroom teacher planning times or after-school.

### **E. Special Education Program**

The Craig City School District is committed to providing the best possible education for all our students, including those with special challenges. A child who is challenged is one who, through evaluation, is found to differ academically or behaviorally from most children of the same age. These children are eligible for Special Education, which consists of specially designed instruction to meet the child's unique needs.

The goal is to have every child who is challenged in some way(s) enrolled in a program that is as similar as possible to the program attended by his/her peers - while still meeting the educational needs of all children. The Craig City School District has many quality services for children who experience challenges.

#### **Determining Eligibility:**

The responsibility of finding children who are challenged rests with the district, but anyone, including parents, can refer a child for evaluation. The district also sponsors "Child Find", a screening program to identify those children who may be in need of Special Education. Parents and teachers both are critical in identifying those students from ages three (3) through twenty-one (21) who might qualify.

#### **Psychological Tests:**

These will be administered only after students have completed a referral process and parental consent has been obtained. Tests will be given only by certified school psychologists and in compliance with law. This ensures quality psychological services and protects the educational rights, dignity and privacy of students and parents/guardians.

#### **Least Restrictive Environment:**

By law, a child must be placed in surroundings that are as similar as possible, considering the nature of the child's individual needs, to the environment of the regular classroom.

**Resource Rooms:**

There are special education resource teachers for those students who, because of challenges, require greater academic support than can be provided in the regular classroom. The amount of time spent in the resource room and the program followed there depends on the student's individual needs as determined by a Child Study Team.

**Support Services:**

These services assist children who have disabilities to benefit from special education, including Child Study Teams, psychological services, speech and language therapy, physical therapy, occupational therapy, and/or vocational education. The Craig community also has community agencies and support groups to help children with challenges and their families as well.

**F. Special Programs****Gifted & Talented Program:**

The GT Program is an advanced academics program that works one-on-one with students who excel in their academic ability(s). Participation is invited to children based on eligibility.

**Title I & Migrant Education Programs:**

Title I and Migrant Education funds are used to provide one-on-one or small group instruction to students who may require additional support with their academics. Participation for both programs is based on eligibility and the [Income Eligibility Declaration Form](#). Students wishing to participate in either/both programs must update eligibility yearly.

**Apple Laptop 1:1 Program:**

In an effort to support digital and technological integration, all students will have access to the Apple 1:1 Student Laptop Program. Students in K/1 grades will have access to iPads, whereas students in 2<sup>nd</sup> - 8<sup>th</sup> grades will have access to their own individual Macintosh laptop.

**Health/P.E./Swimming:**

The Craig Elementary School students participate in physical education classes may have at least two (2) times weekly. Each class also may have one (1) swimming session at the Craig Aquatic Center pending availability/staffing. More information about the swimming program will be available through your child's teacher. The Craig Middle School students participate in health and physical education classes daily. The middle school students may also participate in swimming sessions at the Craig Aquatic Center.

**Music:**

The Craig Elementary School students, Kindergarten through 5<sup>th</sup> grade, participate in music classes daily. In 5<sup>th</sup> through 8<sup>th</sup> grade, students become involved in the instrumental program. In 5<sup>th</sup> grade band is required for the year. In 6<sup>th</sup> - 8<sup>th</sup> grades, band is elective based by semester.

**S.E.A.L.S.:**

The Southeast Alaska Lifestyles Studies program, rich in local culture, includes weekly instruction in Native legends, art, design, regalia, food and language.

**Library:**

The Craig Elementary School Library provides materials to students, parents/guardians, and teachers, which support the curriculum and offer a wide variety of books for recreational reading.

**Craig Middle School Electives:**

The Craig Middle School is proud to offer middle school students a variety of electives to choose from each quarter. Not only are elective courses an important part of the middle school, but each individual course is designed to enhance interest-learning exploration, in which the courses become a highly anticipated benefit of attaining middle school status. All 6<sup>th</sup> grade and new students will be required to take an iCompute/Keyboarding elective. Additionally, all 6<sup>th</sup> - 8<sup>th</sup> grade students are required to take one (1) PE/Health elective each year. A middle school orientation is held at the beginning of each school year to answer potential student or parent/guardian questions in regard to middle school programs and electives.

**G. Special Activities**

The Craig Elementary and Middle School offer a variety of special activities throughout the school year for children in different grade levels. The Spelling Bee, Battle of the Books, and Science Fair are all practiced before the competition. Winners may compete at the school, regional, state and even national levels.

**H. Awards Assemblies**

Awards assemblies are held quarterly (1<sup>st</sup>-3<sup>rd</sup>) for Craig Elementary School and each semester for Craig Middle School, in which certificates are awarded to students in the Craig Elementary and Middle School (Grades 3-8) who qualify for the Honor Roll (3.0-3.49 GPA), High Honor Roll (3.5-3.99 GPA), or Principal's List (4.0 GPA). Student participation in co-curricular and extra-curricular activities may be recognized and classroom teacher(s) may also provide special recognition(s).

All courses shall be counted in computing eligibility for Honor Rolls. To qualify for the Honor Roll, a student must have a grade point average of 3.0 to 3.49 in a minimum of four (4) graded classes. To qualify for the High Honor Roll, a student must have a grade point average of 3.5 or better in a minimum of (4) graded classes. In addition, students may not have a D or an F in any class during the quarter.

**I. Technology Guidelines & Expectations**

The Craig Elementary and Middle School is proud of the technology department and what we can offer students. Technology guidelines and expectations of laptop/computer/device use are posted and a handout is made available to the students at the beginning of each school year. All students and parents/guardians must abide by the district's computer and internet policies as outlined in the Digital Learning Handbook which is available upon request and posted on the CCSD Website. Signed copies of the following forms: Appendix D-Parent and Student Laptop/Device Contract and the Internet Access Permission Letter to Parents must be on file with the school.

## General Technology Expectations:

- ❖ School laptops are not to be loaned or leased to other parties.
- ❖ All students must sign an Internet Computer Use Policy and agree to its guidelines.
- ❖ No student software may be loaded on school laptops or computers.
- ❖ Accessing or attempting to access inappropriate materials (including but not limited to materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, violent, threatening, discriminatory, harassing, and/or illegal) is prohibited.
- ❖ Students are prohibited from having 'explicit' tagged music on their laptops. Students with 'explicit' tagged music will lose their laptop music privilege.
- ❖ Students are only allowed to view G, PG, and PG-13 movies on their laptops. R-rated, NR, Unrated, and all other rated movies are prohibited and will be confiscated.
- ❖ Students are prohibited from using other users' passwords without permission.
- ❖ Students are prohibited from using technology to engage in cyber-bullying activities including, but not limited to, harassing, teasing, intimidating, threatening, or terrorizing another student, staff member, or person.

## J. Technology Infractions

If a student misuses or damages technology equipment, they will be held to the consequences listed below. Students should have no expectation of privacy regarding the contents of computer files or electronic communications. Laptops are to be made available for inspection upon request of any staff member.

Minor technology infractions will result in the student receiving a laptop demerit. The first (1<sup>st</sup>) demerit results in a verbal warning, whereas the second (2<sup>nd</sup>) demerit results in the loss of laptop/computer privileges for one (1) day. A third (3<sup>rd</sup>) demerit results in the loss of laptop/computer privileges for 1 full week (this includes the weekend for 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades). Severe 1<sup>st</sup> offenses may warrant consequences designated for 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> offenses. Serious infractions of vandalism or intentional damage to computers or other technology equipment will be reported to the appropriate authorities. Additionally, continued-repeated minor technology infractions and/or major and severe technology infractions will result in the following consequences:

1 <sup>st</sup> Offense	A letter to the parents explaining the student's actions and consequences. One (1) to two (2) week(s) prohibition from use of school laptops/computers.
2 <sup>nd</sup> Offense	A parent/guardian and principal conference. Two (2) to four (4) weeks prohibition from use of school laptops/computers.
3 <sup>rd</sup> Offense	A parent/guardian conference. Four (4) to nine (9) weeks prohibition from use of school laptops/computers.
4 <sup>th</sup> Offense	A parent/guardian and principal conference. Prohibition from school laptops/computers for one (1) year from the date of the infraction.

On all offenses, restitution shall be made for any equipment, technician time, or lost files due to the infraction. This restitution may be made in a manner that is agreed upon by the school, student, and the student's family. Restitution may be made by the student paying for replacement of equipment or

a charge of \$50.00 per hour (1-hour minimum) for any teacher or in-house technician time needed to fix the problem, or the prevailing rate if the equipment needs to be sent out in order to be repaired.

### **K. Co-curricular & Extra-curricular Activities**

Co and extra-curricular activities offered by Craig Elementary and Middle School are an accepted and integral part of the curriculum and can enhance other areas of education as well. Co-curricular activities may include, but are not limited to: CEMS Student Council, CEMS Spelling Bee, CES Family Night, CMS Poetry Slam, CMS Drama Night, and CMS Late Night. Extra-curricular activities may include, but are not limited to: Cross Country Running, Basketball, Wrestling, Volleyball, and CMS Dances. In co and extra-curricular activities, a student's social, emotional, and mental attitudes are enhanced and basic skills such as good sportsmanship, team play, loyalty, and respect are developed. All students are welcome and encouraged to participate in these activities.

**Participation is a privilege.** Students are extended the privilege of representing the school as long as they are willing to accept the personal responsibility of adhering to all school rules and regulations. When offered, certificates of participation will be presented to students for successful completion of the co or extra-curricular activity.

Students and parents should make certain that they are well aware of the rules and obligations that participation in co-curricular and extra-curricular activities demand.

### **L. CMS General Eligibility Guidelines**

Eligibility guidelines have been developed to support CCSD BP 6145 and CCSD AR 6145. Eligibility for students at the Craig Middle School will be determined by the Athletic Director, Principal, and Classroom Teachers prior to season or travel based on grade and student conduct. Students who receive any F's, more than one D, or any incompletes are classified as "ineligible." **Students may also be declared ineligible by the Athletic Director, Principal, or Classroom Teacher on the basis of citizenship, unexcused absences, incompletes, or excessive misconduct in school and/or practice.**

A student with an incomplete in any class is ineligible until a passing grade has been recorded and that student has petitioned for a grade check. The student is eligible to petition for a grade check once after the second and once after the sixth week of a quarter. **6<sup>th</sup>-8<sup>th</sup> grade students must start the new year having a minimum 2.0 GPA from the prior semester/quarter.**

Each participant and his or her parent/guardian must sign and have on file a current copy of the Craig Middle School Activities Agreement. This agreement deals with eligibility, behavior, sportsmanship, attendance, demeanor, violation of laws, and the prohibition of illegal substances. This agreement is a contract and violations of the agreement will result in discipline in accordance with the Craig City School District Board Policy/Administrative Regulation and this Handbook.

A student who violates the Craig Middle School Activities Agreement while on a school-sponsored trip may receive a one (1) year travel suspension. The decision of the principal and/or Athletic Director may be appealed to the Craig City School District Activities Review Board. A student wishing to petition a travel suspension must submit a written petition to the principal for a review by

the CCSD Activities Review Board. The CCSD Activities Review Board may amend the travel suspension after hearing the case, but in all cases, the student will not be allowed to travel for the remainder of the season currently in session. The CCSD Activities Review Board may include, but isn't limited to, following individuals: Principal, Athletic Director, Staff Member, School Board Member, Coach (whose sport is not currently in season), and Student Council Member.

Regular school attendance is required for all students. **Students absent from school any part of the day of a practice, game, or event, shall not participate in that practice, game, or event, except at the discretion of the principal.** Additionally, students must be in attendance the full school day preceding and following travel for an event, except at the discretion of the principal. Students serving in-school or out-of-school suspension the day of a practice, game, or event are not eligible for that practice, game, or event.

The coach or sponsor of any activity, with the approval of the Principal and Athletic Director, may set training/practice regulations, in addition to those described forth prior to the start of each season.

Due process must be completed before any sanctions are implemented. All actions taken are at the discretion of administration. **Relevant circumstances and past history will be taken into consideration.**

#### **IV. DISCIPLINE**

##### **A. Disciplinary Guidelines**

All students have the right to a public education in a safe and positive environment that fosters the maximum opportunity for learning. Students need to develop skills in evaluating their behaviors and gain competency in choosing appropriate behaviors - which satisfy their wants and needs while at the same time meet the basic expectations of the school and classroom.

Classroom rules, expectations, and disciplinary guidelines will be clearly communicated and posted for students in classrooms. School-wide disciplinary action may include, but not be limited to: detention, work detail, suspension, and/or restriction of privileges. Activities classified as privileges are: hall passes, intramural activities, special activities, assemblies, field trips, class parties, dances, attendance at school performances or contests, and any co-curricular or extra-curricular events.

The supervising staff member will handle behaviors which are out of line with classroom or school rules, but which are easily corrected by the student with minimal effort. Recurring behaviors, or behaviors that may severely disrupt the classroom or show disrespect to another individual, require a more serious intervention. These interventions may be handled by the supervising staff member or may require removal from the class and further disciplinary action by an administrator. Extreme inappropriate or dangerous behavior may lead to an immediate suspension from classes, either in-school or out-of-school. Any suspension from school will require an admit conference with an administrator or designee for re-entry.

It has been the desire of the community that when a student is referred for an infraction of school

rules that is disruptive of student learning, the referring staff member will contact the parents by phone or letter in regard to the situation and a copy of the referral slip will be sent home. A meeting with affected parties may be scheduled at this time.

Upon identification of need, a meeting will be held with the student and a parent or legal guardian to define expectations and develop commitments and a plan for the student's future success. The referring staff member must accept the plan at a prearranged meeting time in order for the student to return to class.

Continually disruptive students will not be returned to regular classes without some reasonable assurance of modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school (CCSD BP 5144).

## **B. Harassment & Sexual Harassment**

Harassment and sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. Harassment and sexual harassment include, but is not limited to, slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, unwelcome sexual advances or requests for sexual favors, and other verbal or physical conduct (including damage to student property) which adversely affects a student's educational opportunities or has the purpose or effect of unreasonably interfering with an individual's education or creating an intimidating, hostile, or offensive educational environment.

Students, staff, and volunteers are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion.

The district's computer network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. All forms of harassment, intimidation, or bullying over the network, commonly referred to as cyber-bullying, are prohibited.

Students and staff may file a complaint of harassment to the principal or designee. The principal or designee shall promptly investigate each such complaint in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

Appropriate consequences for acts of harassment will 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 the student handbook.

## **C. Suspension**

A suspension is a disciplinary action taken by a school official that temporarily prohibits a student from attending regular classes and other school events. The length of suspension will normally vary

from one (1) day to five (5) days, depending on the offense. No short-term suspension shall be imposed unless the grounds for the suspension are supported by a preponderance of the evidence. Every student shall receive an opportunity for an informal hearing regarding his or her suspension. This hearing shall consist of a meeting with the Principal or Superintendent and be conducted in accordance with CCSD BP 5144.1.a.

In-school suspension (ISS) is supervised in school and is the preferable option if possible. A student may obtain credit for work done during this time; however, the student will not be eligible to receive perfect attendance.

When a student is suspended out-of-school (OSS) he/she will be sent home by the school administration. The out-of-school suspension (OSS) will only be effective if the parents treat the suspension as a serious matter. Students who have received an out-of-school suspension will not be allowed on the school grounds or in the building during the time of suspension. Teachers may treat out-of-school suspensions (OSS) as unexcused absence and may record missed assignments as zeros. Similar to ISS, a student receiving OSS will not be eligible to receive perfect attendance.

Students will not be allowed to participate in school activities during the period of suspension. When a student is on suspension the day of an activity, the Friday before weekend activities, or the day before vacation prior to activities during the vacation period, he or she is not eligible to participate in those interscholastic activities taking place during that time period.

Prior to re-entry, a student must complete a written response to the incident as assigned by the principal or designee.

### **Student Guidelines for Behavior** BP 5131 Conduct

#### **Consequences: K-5<sup>th</sup> Grade**

First Offense: Verbal warning

Second Offense: Call to parents/guardians and lunch recess detention

Third Offense: Call to parents/guardians and a ½ day ISS

4<sup>th</sup> Offense and Additional Offenses: Call to parents/guardians, 1 day ISS, and write a student behavior contract with the principal, student's parent(s), and student.

#### **Severe Violations: K-5<sup>th</sup> Grade**

The student will be sent to the principal and will not return to the classroom until a conference between the teacher and principal is held. Consequences may vary with the severity of the student's action. This could include missing lunch recess, in-school suspension (ISS) or out-of-school suspension (OSS).

## **Investigation and Hearing**

BP 5131.41

The principal or designee will conduct a thorough investigation and give the student and informal due process hearing.

### **Consequences: Grades 6-12**

Progressive discipline will be utilized for all student conduct situations. The student's behavior may provide good reason to skip all steps and/or be recommended for expulsion.

**Minor Student Behavior Actions:** Sleeping in class, Academic non-compliance, non-compliance to staff directions to include school and classroom rules, inappropriate/disrespectful language towards staff members or students, and other behaviors that are determined by CCSD administration as Minor Student Behavior Actions.

First Offense: Verbal warning

Second Offense: Call to parents/guardians and lunch recess detention

Third Offense: Call to parents/guardians and one (1) day ISS

4<sup>th</sup> Offense: Call to parents/guardians, one (1) day OSS, and write a student behavior contract with the principal, student's parent(s), and student.

Additional Offenses: Call to parents/guardians, one (1) to three (3) days of OSS, and write a student behavior contract with the principal, student's parent(s), and student.

**Major Student Behavior Actions:** Tobacco (chew, cigarettes, e-cig, vape), drugs (vaping/paraphernalia), alcohol, fighting, bullying/harassment towards other students, sexual behavior, and other behaviors that are determined by CCSD administration as Major Student Behavior Actions. Depending on the severity of the event a referral to the City of Craig Police Department may be warranted.

First Offense: Call to parents/guardians and three (3) days of OSS

Second Offense: Call to parents/guardians and five (5) days of OSS

Third Offense: Call to parents/guardians and eight (8) days OSS

4<sup>th</sup> Offense: Call to parents/guardians, ten (10) days OSS with the possible recommendation for expulsion

### **Restorative Justice Practices**

The district may incorporate restorative and corrective practices that focus on relationship building with students and families. These can include conferences with students and their parents/guardians; use of student study teams or other intervention-related teams; enrollment in a program teaching social/emotional behavior; intensive and intentional relationship building with students and family; participation in a restorative justice program or restorative circles; and positive behavior support approaches. In an attempt to best meet the needs of our students, the school, and the community, restorative practices can be utilized with the agreement of both the adjudicating administrator, the student's parent(s), and the student. This typically includes but is not limited to

making amends for the behavior and hours of community services to give back to the classroom, school, or community. Community service cannot be substituted for days of OSS. The adjudicating administrator will set a timetable by which the community service must be completed, or it will revert to the traditional consequences.

## **E. Inappropriate & Unacceptable Behaviors**

The following behaviors are considered to be **unacceptable at all times** and the consequences for these behaviors have been outlined below. As offenses increase in severity, the consequences will become more severe. This list is not meant to be all-inclusive and behaviors deemed to be unacceptable by school staff will be addressed in a reasonable manner. **Repeated offenses will demand more than the minimum consequences.**

### ❖ **Guns/knives or dangerous objects:**

Suspension and/or expulsion as per Alaska State Law and the Craig City School District Board Policy; up to a full year of expulsion, report to proper authorities, and confiscation of objects. Federal law states that any student in possession of or determined to have brought a gun or other firearm on school property, shall be expelled from the district for a period of not more than a year.

### ❖ **Possession, distribution, or use of drugs and/or alcohol:**

5 days of out-of-school suspension (OSS) and the contact of proper authorities.

### ❖ **Possession, distribution, or use of tobacco:**

3 days of in-school suspension (ISS) and the contact of proper authorities. Repeated infractions will result in 5 days of out-of-school (OSS) suspension and the contact of proper authorities.

### ❖ **Vandalism/theft:**

1-2 days of in-school suspension (ISS) minimum for primary aged students (K-2). 1 day of out-of-school suspension (OSS) minimum for intermediate aged students (3-5) and 2 days of out-of-school suspension (OSS) minimum for middle school aged students (6-8). Number of days depends on severity. Restitution is to be made for the value of the damaged or stolen property and students will be reported to proper authorities for serious infractions.

### ❖ **Fighting:**

1-2 days of in-school suspension (ISS) minimum for primary aged students (K-2). 1 day of out-of-school suspension (OSS) minimum for intermediate aged students (3-5) and 2 days of out-of-school suspension (OSS) minimum for middle school aged students (6-8). Number of days depends on severity. This rule also applies to students inciting or encouraging others to fight.

### ❖ **Insubordination:**

1 day of in-school suspension (ISS) minimum. Number of days depends on severity.

### ❖ **Obscenity, put-downs, or riotous language:**

½ day of in-school suspension (ISS) minimum. Number of days depends on severity.

❖ **Public Displays of Affection (PDA):**

First offense: verbal warning. Subsequent offenses: ½ a day of in-school suspension (ISS) minimum.

❖ **Littering, spitting, and/or disregard for school property:**

Work detail as assigned for appropriate age (i.e., a 6-year-old will pick up 6 pieces of litter).

❖ **Unexcused absences and/or skipping school:**

Students will be required to make-up double the time missed during in-school suspension (ISS).

❖ **Plagiarism/Cheating:**

Consequences for academic dishonesty will be determined at the discretion of the classroom teacher and/or principal. Consequences include, but are not limited to the following:

- ❖ Failure on the assignment /quiz/test
- ❖ Failure of the class
- ❖ Disciplinary action (alternative assignments, detention, suspension)

❖ **Freedom of speech, symbolic expression, and assembly:**

Students are entitled to express their personal opinions, provided that this does not interfere with the instructional process or infringe upon the freedom of others to express themselves. The use of obscenities or personal attacks is unacceptable as outlined earlier in this handbook.

❖ **Inappropriate Clothing:**

Inappropriate clothing (as outlined in the Dress Code section) is unacceptable as outlined earlier in this handbook. Students will be given a chance to change into appropriate clothing. If a student refuses, parents/guardians will be contacted and the student will be sent home.

❖ **Hats and Hoods:**

Hats and hoods are to be removed upon entering the Craig Elementary and Middle School. If a student refuses, parents/guardians will be contacted and the student will be sent home.

❖ **Personal Electronic Devices:**

All personal electronic devices (mp3 players, cell phones, iPads, personal laptops, etc.) are to be turned off and stowed away during the regular school day. **Use of personal electronic devices is only allowed before and after school. Under no circumstances are devices to be used in the cafeteria, library, or gymnasium. Personal electronic devices will be confiscated when used during the school day or in an area where the device is prohibited.** Students may pick-up their confiscated personal electronic device from the office after school and will receive a verbal warning for the first offense. The student's parents/guardians will be contacted in regard to second and each repeated offense. Once contacted, the student's parents/guardians will be responsible for picking-up their child's confiscated personal electronic device from the office.

❖ **Gum, Food, and Beverages:**

Gum, food, and beverages are not allowed in the library and gymnasium or on the breezeway

and buses. **Food and drinks are not allowed in the hallways or in the classrooms unless the classroom teacher has given special permission for a specific day/event.** Snacks and lunches are to be eaten only on the playground when supervised, in the cafeteria, or in the commons area. **Pop and candy are prohibited,** unless the classroom teacher/principal has given special permission for a specific day/event. **Consumption of chips and crackers must adhere to appropriate nutritional recommendations and must be limited to one (1) serving at snack or lunch.**

#### **F. Acknowledgement of Handbook Receipt**

**Please complete and sign the attached agreement within ten (10) days of receipt of the Craig Elementary and Middle School Handbook. When this form is completed and signed, please tear out ONLY this page and bring it to either the elementary or middle school office so it can be filed with our records. Thank you.**

**Student Agreement:**

As a student at the Craig City Schools, I acknowledge that I have received a copy of the Craig Elementary and Middle School Handbook and Educational Compact for the **2024-2025** school year. I understand and agree to abide by the procedures, guidelines, rules, regulations, and expectations as outlined in this handbook. I recognize and understand that rules cannot be written to cover all behaviors in all situations. I understand that school personnel may need to assess and address a given situation and take actions (which may include disciplinary action), in light of the school’s mission statement as well as school board policies and state/federal laws/regulations. I further acknowledge, understand, and agree that I will be held accountable for my behavior.

Student(s) Printed Name: \_\_\_\_\_

Student(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian Agreement:**

As a parent(s)/guardian(s), I (we) acknowledge that I (we) have read the Craig Elementary and Middle School Handbook and Educational Compact for the **2024-2025** school year. I (we) agree to assist my (our) child(ren) to obey the procedures, guidelines, rules, regulations, and expectations as outlined in this handbook while he/she is enrolled in and attending the Craig City Schools. I (we) recognize and understand that rules cannot be written to cover all behaviors in all situations. I (we) understand that school personnel may need to assess and address a given situation and take actions (which may include disciplinary action), in light of the school’s mission statement as well as school board policies and state/federal laws/regulations. I (we) further acknowledge, understand, and agree that my child(ren) will be held accountable for his/her behavior.

Parent/Guardian’s Printed Name: \_\_\_\_\_

Parent/Guardian’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_