

2020-2021
Hoonah City School District
Family & Student Handbook



“Woosh tin yéi jitudané haa dachxánx’i sáani kagéi yís”
“We are working together for our little grandchildren”
X’unei, Lance Twitchell

Hoonah City Schools PO Box 157 Hoonah, Alaska 99829

Phone: (907) 945-3613 Fax: (907) 945-3730

Introduction

The HCS Family and Student School Handbook provides important information concerning specific rules, policies, and procedures related to the safe operation of our schools in order to support student learning. Please take this opportunity to review this handbook with your student. We will also review the handbook with our students who must also understand this handbook.

The student handbook summarizes district policy and school/classroom procedures. The handbook's content may be changed from time to time throughout the 2019-2020 school year. An up-to-date version will be maintained online at www.hoonahschools.org. Hoonah City School District will provide notice of those changes through email or school notification. These changes will have effect once that notification is given, regardless of whether a student or parent actually reads the particular notice received. If you have any questions regarding this handbook or would like to serve on the family/school relations committee please contact the Hoonah City School's principal, Mr. Ralph Watkins.

I look forward to meeting each and every family member. Together we will provide a wonderful learning year for your students.

Gunalchéesh,

Ralph M. Watkins
Superintendent/Principal

Hoonah City School is a trauma-sensitive school.

We strive to ensure that all students feel safe, welcomed, and supported. Working to mitigate trauma’s impact on learning is at the center of our educational mission. Hoonah City Schools is a place where an ongoing, inquiry-based process allows for teamwork, coordination, creativity, and sharing of responsibility for all students, and where continuous learning is for educators as well as students.

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District Mission Statement

To deliver a quality education that inspires and challenges all students to reach their full potential.

Our Vision

Our students enjoy a diverse learning environment that integrates Tlingit language and culture, engages our community and graduates productive citizens who are healthy, self-confident, creative, adaptable, and resilient

We Value:

- Respect
- Compassion
- Positivity
- Speaking with care
- Pride in accomplishment
- Responsible stewardship
- Critical thinking

Goals

- 100% of our students will graduate from high school in 4 years.
- 100% of our students will be actively engaged in school.
- 100% of our students will be physically, socially and emotionally healthy.

Student Code of Conduct (BP 5137)

1. I treat others and myself with respect.
2. I treat school and personal property with respect.
3. I am positive in words and actions.
4. I am prepared to learn.
5. I am on time and responsible for my attendance.
6. I am responsible for what I say and do, and I accept the consequences for my actions.
7. I act to keep this school safe and fun while being kind to others.
8. I remain calm and respectful when there are disagreements.

School Entrance Requirements

Students entering kindergarten must be 5 years old before midnight September 1. Students entering first grade must be 6 years old before midnight September 1. All students entering Alaska schools for the first time must have a birth certificate and required immunizations.

Staff Contact

NAME	POSITION	PHONE
Ralph Watkins	Superintendent	945-3611 EXT 225
Anne Sharclane	District Administrative Assistant	945-3611
Amy Stevenson	District Business Manager	945-3611
Ralph Watkins	K-12 Principal	945-3613 EXT 220
Anne Sharclane	School Secretary	945-3613 EXT 221
Heather Wheeler	Special Education	945-3611 EXT 280

Heather Powell	Tlingit Language and Culture	945-3611 EXT 282
Daphne Wright	Tlingit Culture	945-3613 EXT 227
Sondra Steele	Kindergarten teacher	945-3613 EXT 287
Mark Smith	1st teacher	945-3613 EXT 283
Sascha Smith	2nd -3rd teacher	945-3613 EXT 287
Mark Browning	4th grade teacher	945-3613 EXT 284
Ben Mettling	5th teacher	945-3613 EXT 222
Alexandria Tannehill	MS/HS Science teacher	945-3613 EXT 261
Renee Gray	Middle School teacher	945-3613 EXT 262
Rachel Priser	Middle School Math	945-3613
Michael Akes	High School Math teacher	945-3613 EXT 264
Morgan Reeves	High School ELA teacher	945-3613 EXT 266
Adam Gretsinger	High School Social Studies	945-3613 EXT 265
Joan Martin	Elementary Sped Education teacher	945-3613 EXT 289
Adam Rosenlund	High School Sped Education	945-3613 EXT
Tesh Gray	Speech Paraprofessional	945-3613 EXT 290
Marti Lee	School Library	945-3613 EXT 228
Daphne Wright	Tlingit Language & Culture	945-3613 EXT 281
Pearl Miller	Special Education Paraprofessional	
Jenny Miller	Special Education Paraprofessional	
Bob Barton	Special Education Paraprofessional	
Truman Gray	Special Education Paraprofessional	
Judy Bitz	Special Education Paraprofessional	
Veronica Dalton	Special Education Paraprofessional	

Justen Samuels	Special Education Paraprofessional	
Bob Barton	Special Education Paraprofessional	
Miguel Contreras	Elementary P.E	

8:00 a.m. Building opens for students

8:00 – 8:30 a.m. Breakfast available

Daily Schedule Elementary

9:00am-3:30PM

Schedules may vary in individual classrooms

Core Bell Schedule

Period	Start time	Tardy Bell	End Time	Total minutes
1	9:00		10:25	0:85
2	10:25	10:29	11:54	0:85
Lunch	11:54		12:32	0:35
3	12:32	12:38	2:03	0:85
4	2:03	2:07	3:30	0:85

Elective Phase Bell Schedule

Period	Start time	Tardy Bell	End Time	Total minutes
1	9:00		11:54	174
Lunch	11:54		12:30	30
2	12:30		12:55	25
4	12:59		3:30	151

Communication Procedures

If you have a question concerning your child, please follow the communication procedure below:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at (907) 945-3611.

Communication at Hoonah City School

Communication between parents and teachers is extremely important. Check your child's backpack daily and read all notices sent home from school. In turn, send your child's teacher a note when you have questions or problems. We welcome your phone calls; however, teachers are not available for phone calls during class time. Please leave a message for your child's teacher at her extension. The teacher will return your call as soon as possible.

Tobacco-Free Policy

Students, staff members, and visitors are prohibited from using tobacco, tobacco products, and smoking-related products (including but not limited to e-cigarettes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, in district vehicles, and at Hoonah City School District activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

Dress Code

Students are expected to wear appropriate dress for school. Unsuitable dress includes: clothing which depicts tobacco, alcohol, or other illegal substances; revealing attire including bare midriffs, spaghetti strap tops, low-cut/plunging neckline; clothing depicting violence in any form; items that are gang related or display gang graffiti.

Visitors

The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). The Hoonah City Schools visitor's policy is as follows:

Family members over the age of 18

All visitors must sign in at the office before visiting a classroom.

Visitors should limit their visit to the room (s) of the building they have indicated upon check-in with the office.

Relatives, friends, former students:

These visitors are welcome to have breakfast from 8:00-8:30 but must be out of the building by 9:00am

Unauthorized persons found on school property may be subject to arrest or other legal action. Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office for a name tag. Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

Volunteers

Parents, guardians, grandparents, and community friends are encouraged to be volunteers at our school. Volunteers are used in the reading programs, in classrooms as teacher helpers, to prepare materials for teachers, act as chaperones on trips, as well as other areas of need. We would love to have you join us! Board Policy does require all volunteers to complete a volunteer screening application; this includes an Alaska State background check before being approved for volunteering in the classroom. Interested persons please contact the school office (945-3613) to offer your help.

Student-Teacher-Parent Rights and Responsibilities

All students, staff, and parents/visitors to our school have the right to be free from abusive statements, written or verbal, which in any way degrade their unique qualities such as ethnicity, culture, heritage, sexuality, physical/mental attributes, or religious beliefs and practices. Such disrespect, intimidation, and abusive language have no place in an education institution and are not tolerated at Hoonah City School. We believe in providing a safe, positive environment where the staff, parents, and community work together to help students develop academically, emotionally, and socially to their fullest potential.

Public Displays of Affections

Hoonah City School recognizes that genuine feelings of affection may exist between two students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but is not limited to: PDA—includes physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at school or a school-sponsored activity between two students typically in a relationship.

1st offence-warning, 2nd offence -parent conference, 3rd offence- Determined by administration

Students have the right to:

- Be taught the required curriculum in a professional manner.
- Attend school without harassment by other students.
- Have a positive learning environment maintained in the classroom
- Discuss grades, assignments, or discipline with the teacher in private, provided such discussion is courteous.

The following rules apply to all classrooms.

Students are responsible to:

- Bring required materials and assignments
- Come to school with a positive attitude and prepared to learn
- Treat staff and fellow students with respect
- Respect public and private property
- Behave in a way that does not disrupt the learning of others
- Not have food or drink in the classroom except as a planned class activity

Teachers have the right to:

- To require detention for up to 1/2 hour
- To remove students from the classroom
- To give grades they consider appropriate
- To require compliance with classroom and school rules
- To expect students to obey directions
- Be treated courteously and respectfully

Teacher Responsibilities:

- To teach the prescribed courses of study in a professional manner
- To maintain a safe and well-organized classroom environment conducive to learning
- To require compliance with classroom and school rules
- To inform parents when student behavior or progress is unsatisfactory
- To respect the school, students, staff and families

Parent Rights

- To be informed of student progress
- To be informed of classroom requirements

Parent Responsibilities:

- To assure that students are on time each day and attend school regularly
- To send students to school clean, well rested, appropriately dressed and ready to learn
- To instill in students an attitude that school is important
- To schedule and attend school conferences when appropriate
- To be available to school staff during the day by informing the school of current phone numbers for home, work, or emergencies
- To cooperate with school staff in helping students with academic, discipline, or attendance problems
- To participate in the child's educational program to the fullest extent possible
- To respect the school, staff, students and families

NOTE: By law, students are required to do what is reasonably asked of them as long as the request does not cause physical or mental danger to them. If a student feels he/she is not being treated fairly, the student should refrain from arguing with the teacher and take the appeal to the Principal.

Arrival

The school day begins with the 9:00 a.m. bell. Thank you for dropping off and picking up your student at the front elementary entrance. Other doors are locked between 9:00 a.m. and 3:30 p.m. for your child's safety. Students arriving after 9:00 a.m. are tardy and are to get a tardy slip from the office before entering their classroom. **Any student coming in after the 9:00 a.m. bell will be directed to the office for a tardy slip.**

Dismissal

The school day ends at 3:30 p.m. Students are expected to leave campus at the end of the school day unless they are participating in a supervised program or event. Students in kindergarten and first grade are to be picked up by a parent or responsible older sibling at the end of each school day. All students in grades K-4 will be walked out to the sidewalk near the elementary building and dismissed by their teacher. We appreciate you picking your student up on time at the end of the day or at the end of after school activities.

Students will not be allowed to deviate from a parent/guardian's after school instructions without a written note from the parent/guardian. We encourage children to make after school plans with friends before coming to school. If you need to change your child's transportation or arrangements after your child is already in school for the day, please call the office by 3:00 p.m. to ensure your child will receive the information.

We understand there are times when children need to leave school for appointments. If your student is leaving campus during the school day, you must come to the school office and sign them out prior to taking them off campus. Students will not be released by teachers without notification from the office that a child has been signed out. This is to ensure the safety of the child and decrease interruptions to classroom instruction.

Attendance Guidelines:

1. Daily Absence Reporting:

a. Parents/guardians should notify the school by telephone each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.

b. Students who are absent without a parent's or guardian's excuse may be considered truant.

c. All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance.

d. The school encourages parents to schedule doctor and dental appointments after school hours.

e. Excessive absences may affect a student's academic achievement.

- Excused Absences: Include illness/medical need, family emergencies (illness or funeral), and pre-arranged subsistence activities.
- Unexcused Absences: All absences not listed above are unexcused.
- Classwork or tests missed during an excused absence may be made up per district policy. For unexcused absences, classwork may be made up per teacher discretion.
- Ten (10) unexcused absences in a semester will lead to course failure. Hoonah City School District policy states that a student will be withdrawn from school after 10 straight absences, unless prior approval is obtained from administration. **BP 5121**
- Five (5) unexcused absences within a semester will result in parent notification. An intervention team will meet with the parents in order to assist the student in getting to school.

2. Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, in order for the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.

3. Requests to Leave School: Parents/guardians must notify the office should their child need to leave for an appointment. Students must check out through the office for their absence to be considered excused. Students who leave school without prior parental consent and without checking through the office will be considered truant.

4. School Activities: Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of Hoonah City School, the student is not considered absent. Students who choose to participate in extracurricular activities are to make-up all assignments missed when classes are missed.

5. Tardiness: A student is tardy if she or he is not present at the start of class. A student arriving late to class after ten minutes without proper authorization is considered absent. A student arriving late to school must report to the office for a tardy pass to his or her first class. Students who are excessively tardy (5), may be subject to disciplinary measures. Students who acquire five (5) or more tardies within a grading period will be considered excessively tardy.

6. Truancy: Students who are absent from school without consent of their parent/guardians and the administration shall be considered truant. Under ordinary circumstances, if no telephone or written explanation is provided by the student's parent/guardian within 48 hours of an all-day absence, the student will be considered truant until the parent/guardian contacts administration. School administration will determine whether the student's absence is excused or unexcused.

Truancy is a violation of state statutes as well as school regulations and may result in suspension or other disciplinary action.

Food Service Program

Breakfast and lunch are provided daily by our cafeteria staff. Parents are welcome to have breakfast and lunch with their children at school. Breakfast is free. Lunch for adults is \$4.50.

CAFETERIA PRICING

Regular Student Breakfast Price	FREE
Regular Student Lunch Price (K-6)	FREE
Adults	\$4.50

FREE BREAKFAST AND LUNCH

Hoonah City School District will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2019-2020.

All enrolled students of Hoonah City School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2019-2020 school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Food and Snacks

The Hoonah City School follows the Alaska State Law regarding healthy food choices for classroom parties, special events, breakfast and lunch. All other foods and beverages made available on school campus (including, but not limited to vending, franchise vendors, concessions, a la carte, student stores, and fundraising) during the school day, between the hours of 8:00 am and 30 minutes after the conclusion of the instructional day, shall meet nutritional requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School. Those who provide food for classroom parties for special occasions shall strive to meet these standards.

Lost and Found

Many items are left in the building or on the playground. All unclaimed articles are placed in the Lost and Found area in the short hallway between the cafeteria and the elementary hallway. Please label all of your child's possessions including lunch boxes, coats, sweaters, snow/rain pants, hats, gloves, shoes, boots, etc. We appreciate your help getting things back to their owner. All unclaimed items are given to charity in December and May.

Illness, Accidents, Emergencies and Medical Conditions

If a student becomes ill during class, he/she should let the teacher know right away. A child will be considered too ill to remain at school if he/she has a temperature or is vomiting. If you wish to be contacted in the event of other symptoms, please let us know. As a general rule of thumb, students should be fever free for 24 hours before returning to school.

Every effort is made to prevent accidents. If an accident occurs, the procedure will be as follows:

1. Authorized school personnel will administer first aid.
2. If the accident or illness is considered serious, or if the child is uncomfortable, a parent will be called. If we are unable to reach you, the school will contact the adult you identified on the enrollment card as authorized to act on your behalf.

Please make certain we are aware of any medical conditions your child has. Make sure we have a contact person who can be reached at all times.

Head Lice (AR 5112.3)

Children with head lice will be excluded from school until ALL lice are removed. Children will not be excluded from school if they have nits only.

Children returning to school after exclusion from pediculosis, shall be examined by the principal or designee to verify lice free status prior to entering the classroom.

Medication Policy:

If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, the school principal or designee will determine the safest, most effective administration of that medication. The

parent/guardian is responsible for providing the medication (prescription or over-the-counter), and making arrangements for the medication to be delivered/picked up from school.

Elementary students are not allowed to transport medication (prescription or over-the counter) to or from school. Middle school students are not allowed to transport prescription medication.

All prescription medication requires a licensed prescriber order (see details under prescription medication). The school district will not knowingly administer any medication not deemed safe by district reference guidelines. Unless absolutely necessary, district personnel will not administer.

- **Exception for Potentially Harmful Administration:** District personnel shall not knowingly administer medication that exceeds the recommended daily dosage as indicated by the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text, unless such is required by a valid prescription presented to district personnel, who shall have the right to contact the health care provider issuing the prescription to confirm its accuracy.

- **Medication by Injection:** If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g. epinephrine, glucagon or insulin), an Individual Healthcare Plan (IHP) and Emergency Action Plan (EAP) will be developed. The IHP and/or EAP should include the authorized prescriber's orders, parent authorization to administer the medication, report of student's related health history, and injection.

When any student exhibits symptoms of anaphylactic shock, EMS may be called. Epinephrine will be administered as indicated on the IHP or EAP or per district policy/procedure.

- **Over-the-Counter Medication:** Middle and high school students may carry and self-administer one dose of over-the-counter medication if carried in the original container. All over-the-counter medication to be administered by designated school personnel must be brought to the school office in the original container. A Medication Guidelines and Authorization form must be signed by a parent/guardian or physician before the medication will be administered.

The child's name should be on the container. Only the instructions listed on the medication container will be followed unless a physician specifically requests (in writing) different instructions for administering the medication. No expired medications will be administered. The school district does not provide any medications for students, including aspirin, Tylenol, cough drops, decongestants and antacids.

• Prescription Medication: Administration of prescription medication also requires:

1. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of student, name of medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects, any contraindications for administration of the medication to the student, and applicable emergency instructions. The medication must be in the original container and must be the current prescription with proper label.
2. In lieu of the authorized prescriber's written request, the district may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of medication, date and dosage.
3. The parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication. Unless absolutely necessary, district personnel will not administer the first dose of any medication.
4. High school students will be permitted to possess and self-administer prescription medications, provided that the medication is in the original bottle or container with the original prescription label, and the student possesses no more than one dose of the medication.
5. Parent/guardian is required to notify health personnel when their student is carrying a prescription medication.

• Self-Administration of Medication: An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (i.e., inhalers used for asthma). Self-administration of medication may be allowed if, after assessment of the student's needs and understanding of medication, the school nurse determines that the safest procedure is for the student to take responsibility for self medication and that the following requirements are met: The administration or designee, and the parent agree to the conditions under which the medication is to be self-administered.

Electronics Use Procedures

Use of personal cell phones are permitted before 9:00 a.m. , during lunch period, after 3:30 p.m., and at other times with teacher permission. In the case of all the above items, neither the school nor the district will assume liability if these are lost, stolen, or broken.

Field Trips

Field trips are planned to enhance the curriculum. Parents will receive written notice about all field trips. Students will be expected to participate fully and behave in a manner that reflects positively on our school. School sponsored field trips are important components of a student's educational experience. Besides supplementing and enriching classroom learning experiences. Such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world.

From time to time, teachers plan field trips with their students to visit places that fit into the course of study for the class. Usually, these places are within walking distance of the school, but sometimes a school bus is used. Students must have written parental/guardian permission in order to participate in trips requiring transportation. One permission slip signed at the beginning of the year will serve for all local field trips.

Emergency Drills

Our school has developed an emergency crisis plan. This emergency plan is devoted to the welfare and safety of your child during school hours.

The purpose of fire, bear and earthquake drills is to teach students the proper procedures for advancing to areas of safety as quickly as possible. Fire drills are held on a monthly basis. Bear and lockdown drills are held on a quarterly basis. Evacuation routes are posted in each room. During all drills students should follow the directions of staff members.

You will be notified of a crisis situation through our school district's notification system. For this reason, we ask that you do not telephone the school during such an emergency. Telephone lines may be needed for emergency communication. Through the district notification system you will be given information about the event, as well as directions as to when and where you may pick up your child if necessary. It is critical that you provide the school with correct home telephone numbers, work numbers, cell phone numbers, etc. Providing as many telephone numbers as possible increases the chance of us being able to contact you in the event of an emergency.

Custody

Both parents/guardians will be allowed access to the child as well as to all data pertaining to the child: report cards, educational and health records, the right to attend parent/guardian conferences and school activities. The parent/guardian with whom the child is living will routinely receive all report cards and other communications regarding their child. The

nonresident parent/guardian may request in writing the same information. This request should be addressed at registration with the Registrar. Parents/guardians will be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions or other serious disciplinary matters. Therefore, it will be the parents'/guardians' responsibility to keep the school information of their current addresses and phone numbers up to date. The parent/guardian with whom the child is living will be notified in the event of a serious accident. If this parent/guardian is not available, the person(s) listed on the health emergency card will be contacted. If these contact persons are not available, the nonresident parent/guardian will be contacted. The nonresident parent/guardian may request in writing that he/she be notified in the event of a serious accident. The district will make reasonable efforts to comply with such requests.

Parent/Teacher Conferences

Communication is an essential part of the educational program. The intention of regular conferences is to give both teachers and parents the opportunity to share evidence of learning, as well as discuss the student's strengths and areas where he/she may need additional support for success.

Conferences are held twice a year. Notices are sent home a week in advance with the date and time of the conference. If you have a scheduling conflict please call the school secretary's office at 945-3613 to reschedule.

Additional conference times may be held whenever necessary. Parents, teachers or the principal may call a meeting. Our goal is to work together for the success of each child.

Withdrawal of Students

If you are moving and withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Your cooperation is always appreciated.

Discipline

Suspensions

Grounds for Suspension and Expulsion

A student may be suspended or expelled for the following causes:

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

Suspension may be imposed upon a first offense if the principal determines the student's behavior to be in some way harmful to the welfare, safety or moral of other students or the student's presence represents a danger to persons or property or threatens to disrupt the instructional process.

Note to Parents/Guardians

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension.

This notice shall state the reasons for suspension and the date and time when the student may return to school and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

No penalties may be imposed on the student for the failure or refusal of the parent/guardian to meet with school authorities. The student may not be denied readmission solely because the parent/guardian failed to meet with school authorities.

Expulsions

The Superintendent or principal shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent finds, and reports in writing to the Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.

2. Possession of any firearm, knife, explosive and other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.

Expulsion Procedures

1. Student's Right to Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 days after the principal or Superintendent or designee determines that cause for expulsion exists.

If the Board finds it impracticable to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held.

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without necessary delay.

2. Written Notice of the Hearing

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten calendar days before the date of the hearing. The notice shall include:

- a. The date and place of the hearing.
- b. A statement of the specific facts and charges upon which the proposed expulsion is based.
- c. A copy of district disciplinary rules, which relate to the alleged violation.
- d. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel.
- e. The right to inspect and obtain copies of all documents to be used at the hearing.
- f. The opportunity to confront and question all witnesses who testify at the hearing.
- g. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

3. Conduct of Hearing

- a. Executive Session: The Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five

days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public.

b. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, so long as a reasonably accurate written and complete transcription of the proceedings can be made.

c. Presentation of Evidence: While technical rules of evidence do not apply to such hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of the serious affairs. Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure may subject them to an unreasonable risk of harm.

In cases where a search of a student's person or property has occurred, evidence describing the reason for conducting the search shall be included in the hearing record.

Harassment, Intimidation, Bullying

The Hoonah City School Board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with, or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, at a school-sponsored activity or event, or at another program or function where the school is responsible for the student. For a clear description of how HSCD defines bullying please visit our website at http://www.hoonahschools.org/families/bullying_harrassment
(Click here to read HSCD policy statement on Bullying)

Student Academics

Schedule Changes

Courses may be dropped or added during the first five school days of each semester.

Schedule changes require a completed drop/add form signed by the teacher of the course being dropped, the teacher of the course being added, a parent or guardian, and the school administrator. The completed drop/add form must be submitted to the school secretary by the end of the last day of the drop/add period.

Grading Scale

Letter Grade	Percent Grade	Grade Points
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	<59	0

Special Letter Grades

I – Incomplete: The student is missing work. Work must be made up within 10 school days or failure will result.

P – Pass: The student receives credit, but no letter grade is assigned and does not affect his or her grade point average.

NP – Not Pass The student is not passing a non-credit class. This does affect eligibility.

Grade Point Average and Class Rank

Honor Roll

Quarterly and semester honor rolls will be announced for students earning the following grade point averages:

A Honor Roll: 3.33 – 4.00

B Honor Roll: 3.00 – 3.32

Report Cards

Student report cards are issued each quarter of the school year. One copy of the report card is mailed to each student's parents or guardian.

Progress Reports

Progress reports are mailed to parents or guardians at the end of each three-week eligibility period, and may be issued at other times if a teacher feels that the quality of student work warrants such notification.

Teacher Aide

The Student Aide position is primarily for students in grade 10-12. The Teacher Aide position requires approval by administration and is a pass/fail elective class.

Correspondence/Online Classes

Students may sign up for correspondence/online classes through Hoonah City Schools in order to:

1. Pursue classes not offered by Hoonah City Schools
2. Obtain credit recovery for failed classes required for graduation.
3. Eliminate scheduling conflicts.

All students who sign up for correspondence/online classes through Hoonah City Schools will be subject to the same academic eligibility requirements as required by traditional classes. Students or their parent/guardian will pay in advance for all credit recovery classes. See the student online course guidelines.

Graduation and High School Credit Requirements

The following table shows the number of credits required for graduation in each subject area at Hoonah City Schools.

Subject Area	Credits
Language Arts	4
Mathematics	3
Social Studies, including 1/2 credit AK History	3
Science	2
Physical Education	0.5
Health	0.5
Electives	10
TOTAL	23

Students interested in earning the Alaska Performance Scholarship (APS) need additional credits to be eligible. Requirements are listed in the appendix of this Handbook.

A student must have earned the following credits in order to be considered a member of a given class:

1. Freshman: 0 – 5.5 credits
2. Sophomore: 6.0 – 11 credits
3. Junior: 11.5 – 17 credits
4. Senior: 17.5 credits or more

Note: If a student receives an “F” in a class, no credit is earned. If the class is required for graduation, it will need to be retaken. When the class is retaken, the passing grade will replace the “F” on the student’s transcript.

Note: Students may earn up to 2 elective credits by participation in selected activities

Valedictorian and Salutatorian

The valedictorian of the graduating class shall have met the following requirements:

1. Be enrolled at Hoonah City Schools for his/her entire senior year as a full-time student (at least 5 credits).
2. Achieve the highest Grade Point Average over his/her 4 year high school years

The salutatorian of the graduating class shall have met the following requirements:

1. Be enrolled at Hoonah City Schools for his/her entire senior year as a full-time students (at least 5 credits).
2. Achieve the second highest Grade Point Average over his/her 4 year high school years.

At commencement, the salutatorian will deliver the opening or welcome address and the valedictorian will deliver the farewell address.

Middle School Promotion

Any 7th or 8th grader who fails a semester of a core academic subject (math, science, language arts, or social studies) faces the possibility of not being promoted to the next grade level. Failures will be monitored by a letter of notification to parents at the end of the first quarter and a documented meeting at the end of the first semester by a review committee that consists of the student, parents, teacher(s), and an administrator. If necessary, the committee will also meet in May to determine retention.

Right to Appeal

In any disciplinary action, you have the right for administrative review of the sanction or the facts involved in the proceedings. Students have both the right and the responsibility to express school-related concerns and grievances to a teacher, classified staff member, the school counselor, or administrator.

Complaints and Grievances

Students have both the right and the responsibility to express school related concerns and grievances to the administration.

For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with a school administrator. Parents and/or a faculty member of the student's choice may be present at such meetings. Such time and place will be designated immediately upon request.

When a student has a complaint, he or she should first contact a teacher and then an administrator.

Student Lockers

Each student is assigned a locker with a lock for the storage of books, school items, and personal effects. In addition, each student enrolled in physical education or band may use a locker. It is the student's responsibility to see that his/her locker is kept locked at all times. Since lockers are a permanent part of the building and remain school property even when assigned to students, students are expected to keep them in good condition.

Students and parents or guardians should understand that student lockers are property of the Hoonah City School District and are subject to be searched at any time by school officials. Students have no expectation of privacy. If there is any reasonable suspicion that illegal or disruptive items may be present, a search will be conducted in the presence of the student. School officials may seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Open food or other inappropriate items may also be confiscated.

Students must use only their assigned locker. Sharing of lockers is prohibited. Sharing locker combinations with others is also prohibited. Only authorized school locks may be used on lockers, unless student receives written permission from an administrator. All others will be removed. The loss of a lock will result in a \$5.00 replacement fee. Hoonah City Schools will not be held responsible for lost or stolen items.

Search and Seizure (BP 5145.12)

Search and Seizure authorizes school officials to conduct searches when there is reasonable grounds.

Activities and Sports

Students will be expected to meet both the ASAA and HCS participation requirements.

ASAA Extra-curricular Eligibility Requirements

1. Enrollment Rule

a. All Freshman, Sophomores and Junior students must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.

b. Seniors who are on track to graduate must take at least 4 semester units of credit or the equivalent to be eligible.

c. Other seniors must be enrolled in a minimum of 5 semester units of credit or the equivalent to be eligible.

d. In addition, all students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

2. Citizenship Rule

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

3. Semester Credit Rule

a. Freshman, Sophomores, and Juniors

- Must have passed at least 5 semester units of credit or the equivalent during the previous semester

- Must have maintained at least an overall 2.0 GPA during the previous semester

- Those who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

b. Seniors

- First entering 12th grade must have passed at least 5 semester units of credit or the equivalent during the previous semester

- Second semester seniors who are on track to graduate must have passed 4 semester units of credit during the previous semester.

- All seniors must have maintained at least an overall 2.0 GPA during the previous semester.

- Seniors who have not maintained an overall 2.0 GPA during the previous semester may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

Hoonah City Schools Eligibility Guidelines

1. Eligibility will be determined every three weeks based on progress reports.

- Students with no more than one "D" and no "F's" are eligible if their overall GPA is 2.0
- Eligibility will change on the Monday following the Friday of the eligibility period.
- First Quarter Freshman are eligible upon entering 9th grade. This eligibility will be effective until the first progress check.

2. A yearly physical is required for all student athletes. The student must pick up the physical form at the school office. School law requires this form to be completed and signed by a parent/guardian and returned to the school before the athlete begins practice.

3. To be eligible to participate in practice, a student must have been in school for at least half the school day.

4. To be eligible to participate in an activity or sports contest, a student must have been in school the day before, the day of, and the day after the event.

5. Every participant must complete and return an Extracurricular Activity Contract.

6. Students that travel are expected to complete their Homework Travel Sheet and have assignments completed the first day upon returning to class.

7. Parents of a student sent home from a trip as a result of unacceptable conduct will reimburse the district for travel expenses incurred for that student on that trip.

High School Dance Policy

All groups affiliated with the school and sponsoring a dance on or off the school premises will follow the dance policy. In order for a dance to be sponsored by the school, a dance application

must be approved no later than 4:00 p.m. on the Friday, two weeks before the dance is to take place and before it is advertised to the students. Two chaperones are required; one must be a certified staff member or school board member, and the other must be a parent of a junior or senior high student. An administrator must approve all chaperones.

1. Students must be in attendance in ALL scheduled classes (not ISS or OSS) the day of or prior to the dance in order to attend. Only enrolled students (and their guest) will be allowed admittance.
2. Students must arrive within the first hour of the start time. Anyone arriving after the first hour will NOT be allowed into the dance. (Extenuating circumstances may be considered by the chaperone/administrator on site).
3. All dances are “Good Night” dances, meaning if you leave, you may not return. There will be no refunds for leaving a dance for any reason, including if you are asked to leave for inappropriate dress code, dancing or behavior.
4. Dance Guest Policy: Hoonah High School students may only invite one guest. Guests MUST BE attending a High School or may have recently graduated. If you want to bring a guest, advance notice must be given to the administration. Guests must be approved by administration no later than one week prior to the dance. They must provide current picture ID prior to being admitted. ALL guests must be currently in “Good Standing” with their current school or local community. References will be checked.
5. Guest Sponsors must be in attendance with their guest at all times and are responsible for their guest while attending the dance. All School District rules apply to school sponsored dances, even if held off site.
6. Dancing style must be appropriate and in good taste. Styles of dance such as moshing, surfing, slam dancing or sexually suggestive/explicit dancing are not allowed. Students who are acting inappropriately may be asked to leave the dance and may not be allowed to attend future dances.
7. The volume of the music may be regulated by the chaperones. Playing music with offensive lyrics may result in an immediate suspension of the dance.
8. Dances are required to comply with “curfew”. Therefore, dances need to end by 11:45 p.m. so students are off the streets by 12:00 a.m.