



**SOUTHEAST ISLAND SCHOOL DISTRICT  
BOARD OF EDUCATION**  
Regular Meeting  
Wednesday, August 20, 2025

**VISION STATEMENT**

Students are equipped to realize their dreams and aspirations.

**MISSION STATEMENT**

Together we will foster student skills to achieve their goals and thrive in an ever-changing world.

**AGENDA**

MEETING: 4:00 PM  
LOCATION: Thorne Bay School and via Zoom  
1010 Sandy Beach Rd  
Thorne Bay, Alaska 99919  
VIRTUAL URL: <https://us02web.zoom.us/j/84839076623?pwd=b8PbuTLTtWuHXKCsw6Gw44XiwFbKW.1>

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. DISTRICT VISION, MISSION, AND GOALS
5. APPROVAL OF AGENDA
6. WELCOME TO VISITORS
7. PUBLIC COMMENT 4
8. CONSENT AGENDA: (Items listed under CONSENT AGENDA are considered to be routine by the School Board and will be approved in one motion unless a Board Member requests that an item be considered separately.)
  - A. Approval of Meeting Minutes
    1. Regular Meeting Minutes: May 21, 2025 6
    2. Special Meeting Minutes: June 24, 2025 10
    3. Special Meeting Minutes: July 23, 2025 13
  - B. Approval of August 2025 Financial Report 15
  - C. Approval of Employment
    1. FY 2026 Teacher Contract Addendum: Julie Vasquez

2.	FY 2026 Classified Employment: Hesperus Keys (Paraprofessional, Naukati)	
3.	FY 2026 Classified Employment, pending receipt of required documentation: Megan Wakefield (Paraprofessional, Coffman Cove)	
4.	FY 2026 Extra-duty Contracts: Jennifer Andis (Thorne Bay Community/School Liaison)	
9.	ADMINISTRATIVE/BOARD REPORTS	
A.	Superintendent Report	22
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a.	AK-TRAILS Correspondence/Homeschool	26
b.	Whale Pass School	29
2.	Business Report	30
3.	Child Nutrition Program Report	32
4.	Greenhouse/Agriculture Program Report	33
5.	Maintenance Report	50
6.	Special Programs & Assessments Report	
7.	State & Federal Programs/Grants Report	53
8.	Technology Report	54
10.	UNFINISHED BUSINESS	
A.	Action on Administrative/Board Reports	
11.	NEW BUSINESS	
A.	2027-2032 Six-Year Capital Improvement Plan	55
B.	2025-2026 AK-TRAILS Correspondence/Homeschool Handbook	58
C.	2025-2026 Student/Parent Handbook	96
D.	2025-2026 Teacher Handbook	152
E.	2025-2026 Songahm Academic Program Handbook	174
12.	INFORMATION ITEMS	
A.	Letters and Communications	
1.	AASB Call for Resolutions	

B. Reports and Information	
1. AASB Event Calendar	
2. Calendar of Agenda Items	184
3. Advisory School Council Meeting Minutes	
a. Naukati	185
b. Thorne Bay	194
4. FY 2026 Professional Services Agreement with Samantha R. Funk, dba Cedar & Spurge Counseling for School-based Counseling Services	
13. ADVANCE PLANNING	
A. September 2025 Regular Meeting: 3rd Wednesday is September 17, 2025 (Location: Port Alexander School)	
B. AASB Fall Boardsmanship Academy (September 20-21, 2025)	
14. PUBLIC COMMENT	198
15. BOARD COMMENT	
16. EXECUTIVE SESSIONS	
17. ADJOURNMENT	

**MEETING CONDUCT**

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

**Parliamentary Procedure**

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

**Quorum**

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

**Abstentions**

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. A member may only abstain due to a publicly declared conflict of interest. When a member abstains because of a conflict of interest, the abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

*(cf. 9270 - Conflict of Interest)*

**Public Participation**

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. They shall then identify themselves and proceed to comment as briefly as the subject permits.

**MEETING CONDUCT (continued)**

4. The President may establish rules to govern the procedure whereby persons address the Board.
5. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
6. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

*(cf. 1312.1 - Complaints Concerning School Personnel)*  
*(cf. 9312 - Executive Sessions)*

7. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

*(cf. 9320 - Meetings)*  
*(cf. 9322 - Agenda/Meeting Materials)*

*Legal Reference:*

ALASKA STATUTES  
*29.20.020 Meetings public*

*Review 1/04, 1/05*  
*Revised 6/11*



**SOUTHEAST ISLAND SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING  
May 21, 2025**

## **MINUTES**

Location: Whale Pass School, 126 Beach Rd., Whale Pass, AK 99950 and via Zoom

### **1. CALL TO ORDER**

Board President Tony Lovell called the meeting to order at 5:47 PM

### **2. ROLL CALL**

Members Present: Ben Blair and Tony Lovell (President) attended in person. William Tyrell attended via audio/video conference.

Members Absent: Debbie Fehr and Molly Kimzey (Clerk)

Student Representative: Teagen Taylor attended in person.

Quorum: yes

### **3. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

### **4. DISTRICT VISION, MISSION, AND GOALS**

The Board reviewed and reaffirmed the District Vision, Mission, and Goals.

### **5. APPROVAL OF AGENDA**

**Motion:** Mr. Blair moved to approve the agenda

**Second:** yes

**Student Representative (Preferential Vote):** Yea

**Board Vote:** Yea: 3; Nay: 0; Absent: 2

**Resolved:** motion passed unanimously (3-0)

### **6. WELCOME TO VISITORS**

Board President Tony Lovell welcomed all visitors attending in person and via Zoom.

### **7. PUBLIC COMMENT**

No public comment was offered.

### **8. CONSENT AGENDA**

**Motion:** Mr. Blair moved to approve the Consent Agenda, including: the April 16, 2025, meeting minutes and the May 2025 financial report.

**Second:** yes

**Student Representative (Preferential Vote):** Yea

**Board Vote:** Yea: 3; Nay: 0; Absent: 2  
**Resolved:** motion passed unanimously (3-0)

## 9. ADMINISTRATIVE/BOARD REPORTS

Rod Morrison shared a tribute to retiring teacher Andy Cook, then presented the Superintendent's report. Topics included: District goals, recent engagements, upcoming events, legislative news, other news, shout-outs, and celebrations.

Superintendent Morrison then invited each department and school to share highlights of their reports.

Schools:

Area Principal/Dean of Students Shaine Nixon shared highlights about schools, the welding class, seniors, Phlight club, ValueUp, ceremonies, and celebrations. Lead Teacher Mike Congdon shared highlights about Barry Craig Stewart Kasaan School. Lead Teacher Lisa Cates shared highlights about Hollis School. Lead Teacher Mackenzie Slayton shared highlights about Howard Valentine Coffman Cove School. Mr. Nixon shared highlights about Thorne Bay School. Lead Teacher Andy Cook shared highlights from Whale Pass School.

Departments:

Business Contractor Lucienne Smith shared highlights from the business report. Brandy Schmitz-Prefontaine shared highlights from the greenhouse/agriculture program report. Robbin Perkins Askew shared highlights from the special programs report. Astrid Richard-Cook shared highlights from the State & Federal programs/grants report.

Reports for AK-TRAILS, Naukati School, Port Alexander School, Activities, Child Nutrition Programs, Maintenance, and Technology were included in the board meeting packet for review.

Teagen Taylor presented the Student Representative report. Topics included: graduation and a variety of current and upcoming activities.

## 10. UNFINISHED BUSINESS

**Motion:** Mr. Blair moved to approve the FY 2026 budget.

**Second:** yes

**Student Representative (Preferential Vote):** Yea

**Board Vote:** Yea: 3; Nay: 0; Absent: 2

**Resolved:** motion passed unanimously (3-0)

**Motion:** Mr. Blair moved to approve BP 2000, Concepts and Roles, BP 2100, Administrative Staff Organization, BP 2110, Organization Chart/Lines of Responsibility, BP 2120, Superintendent of Schools, BP 2121, Superintendent's Contract, BP 2122, Superintendent of Schools: Job Description, and BP 2123, Evaluation of Superintendent.

**Second:** yes

**Student Representative (Preferential Vote):** Yea  
**Board Vote:** Yea: 3; Nay: 0; Absent: 2  
**Resolved:** motion passed unanimously (3-0)

**Motion:** Mr. Tyrell moved to approve BP 0410, Nondiscrimination in District Programs and Activities.

**Second:** yes

**Student Representative (Preferential Vote):** Yea  
**Board Vote:** Yea: 3; Nay: 0; Absent: 2  
**Resolved:** motion passed unanimously (3-0)

## 11. NEW BUSINESS

**Motion:** Mr. Blair moved to approve Professional Services Contract #2025-1001 with Alaska Business & Education Services, Inc., for Accounting and Business Services.

**Second:** yes

**Student Representative (Preferential Vote):** Yea  
**Board Vote:** Yea: 3; Nay: 0; Absent: 2  
**Resolved:** motion passed unanimously (3-0)

**Motion:** Mr. Blair moved to move BP 8000 Concepts and Roles, BP 8110 Membership, 8120 Elections, 8130 Vacancies, 8140 Officers, 8200 Powers and Duties, 8310 Orientation, 8320 Meetings, 8330 Member Responsibilities, 8340 Code of Ethics, and BP 8410 Cooperative Agreements involving Extracurricular Activities to a second reading.

**Second:** yes

**Student Representative (Preferential Vote):** Yea  
**Board Vote:** Yea: 3; Nay: 0; Absent: 2  
**Resolved:** motion passed unanimously (3-0)

**Motion:** Mr. Blair moved to approve the FY 2026 Early Education Parent Handbook.

**Second:** yes

**Student Representative (Preferential Vote):** Yea  
**Board Vote:** Yea: 3; Nay: 0; Absent: 2  
**Resolved:** motion passed unanimously (3-0)

## 12. INFORMATION ITEMS

The Board reviewed the information items that were included in the packet, including: Division of Elections Letter to Rod Morrison: 2025 School Board Election Information (4/11/2025); AASB Event Calendar; Calendar of Agenda Items; Advisory School Council (ASC) Meeting Minutes for Barry Craig Stewart Kasaan ASC, Howard Valentine Coffman Cove ASC, Naukati ASC, and Thorne Bay ASC; AR 8120, Elections; AR 8320, Meetings; E 8340, Code of Ethics for Advisory School Council; E 8410, Cooperative Agreements; April 2025 Travel Report.

**13. ADVANCE PLANNING**

The next regular Board meeting will be on Wednesday, August 20, 2025 at Thorne Bay School and via Zoom. A meet & greet with staff will precede the meeting.

Upcoming graduation ceremonies will be held in Naukati (May 22<sup>nd</sup> at 6:00 PM), and Coffman Cove (May 30<sup>th</sup> at 3:00 PM).

**14. PUBLIC COMMENT**

None

**15. BOARD COMMENT**

Tony Lovell thanked retiring teacher Andy Cook for his contributions. William Tyrell wished everyone a great summer and commented about seat belts in school busses.

**16. EXECUTIVE SESSIONS**

None

**17. ADJOURNMENT**

**Motion:** Mr. Blair moved to adjourn the meeting

**Second:** yes

**Student Representative (Preferential Vote):** Yea

**Board Vote:** Yea: 3; Nay: 0; Absent: 2

**Resolved:** motion passed unanimously (3-0)

**Time:** 7:44 PM

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Date



**SOUTHEAST ISLAND SCHOOL DISTRICT  
BOARD OF EDUCATION  
SPECIAL MEETING  
June 24, 2025**

## MINUTES

Location: via Zoom audio & video conference

### 1. CALL TO ORDER

Board President Tony Lovell called the meeting to order at 10:15 AM

### 2. ROLL CALL

Members Present: Ben Blair Debbie Fehr, Molly Kimzey (Clerk), Tony Lovell (President), and William Tyrell attended via audio/video conference.

Student Representative: Teagen Taylor was absent.

Quorum: yes

### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

### 4. DISTRICT VISION, MISSION, AND GOALS

The Board reviewed and reaffirmed the District Vision, Mission, and Goals.

### 5. APPROVAL OF AGENDA

**Motion:** Ms. Kimzey moved to approve the agenda

**Second:** yes

**Student Representative (Preferential Vote):** Absent

**Board Vote:** Yea: 5; Nay: 0

**Resolved:** motion passed unanimously (5-0)

### 6. WELCOME TO VISITORS

Board President Tony Lovell welcomed all visitors attending in person and via Zoom.

### 7. PUBLIC COMMENT

No public comment was offered.

### 8. SUPERINTENDENT REPORT

Rod Morrison presented the Superintendent's report. Topics included: District goals, recent engagements, upcoming events, budget update after Governor Dunleavy's \$200 base student allocation veto, sharable news, and updates.

## 9. BUSINESS ITEMS

**Motion:** Ms. Kimzey moved to approve Resolution 2025-06, a resolution opposing federal budget cuts to critical education programs.

**Second:** yes

**Student Representative (Preferential Vote):** Absent

**Board Vote:** Yea: 5; Nay: 0

**Resolved:** motion passed unanimously (5-0)

**Motion:** Mr. Blair moved to approve the updates to the Classified Employee Handbook.

**Second:** yes

**Student Representative (Preferential Vote):** Absent

**Board Vote:** Yea: 5; Nay: 0

**Resolved:** motion passed unanimously (5-0)

**Motion:** Mr. Tyrell moved to approve employment as follows: FY 2025 extra duty contract for Michelle Dempsey; FY 2026 classified employment for the following individuals, including an update to bus driver pay rates from Range I to Range J: Judy Adamson, Calvin Slayton, Jason Wakefield, Amanda Baker, Nicholas Brazille, Thomas Harden, Susan Byrne, Amanda Hendrixson, Jessica West, Mackenzie Denham, Robert Deuel, Ernest Jones, Pamela Martensen, Tara Musser, Earl Durdle, Shanna Smith, Paul Young, Casey Bunker, Tari Cook, Sarah Garrison, Amy Jennings, Trapper Nelson, Jack Nicholson, Colby Silverthorn, Dixie Somerfield, John Stevens, Audrey Wopart, Michael Dempsey, Michelle Dempsey, Peggy Dempsey, Karen Clark, Everett Cook, Joshua Hayes, Alexander Hert, Christopher King, Terri Kohn, Tristine Morrison, Christine Page Haufe, Scott Randall, Theresa Randall, Brandy Schmitz-Prefontaine, and Mariia Taylor; FY 2026 extra duty contracts for: Jennifer Andis, Kerri Bartholomew, Cassandra Christopherson, Michelle Dempsey, John Stevens, and Julia Trischman; FY 2026 lead teacher contracts for: Lisa Cates, Sharlet Collins, Michael Congdon, Laureen Lapan, Robbin Perkins, Mackenzie Slayton, Patrick Trischman, and Julie Vasquez.

**Second:** yes

**Student Representative (Preferential Vote):** Absent

**Board Vote:** Yea: 5; Nay: 0

**Resolved:** motion passed unanimously (5-0)

## 10. PUBLIC COMMENT

Rod Morrison commented regarding school board elections and planning for FY 2026.

## 11. BOARD COMMENT

Molly Kimzey commented regarding maintenance work in Port Alexander and school board elections. Tony Lovell commented regarding Edna Bay updates. Debbie Fehr commented regarding Edna Bay and a community member's accident.

**12. ADJOURNMENT**

**Motion:** Ms. Kimzey moved to adjourn the meeting

**Second:** yes

**Student Representative (Preferential Vote):** Absent

**Board Vote:** Yea: 5; Nay: 0

**Resolved:** motion passed unanimously (5-0)

**Time:** 10:42 AM

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Date

UNAPPROVED



**SOUTHEAST ISLAND SCHOOL DISTRICT  
BOARD OF EDUCATION  
SPECIAL MEETING  
July 23, 2025**

## MINUTES

Location: via Zoom audio & video conference

### 1. CALL TO ORDER

Board President Tony Lovell called the meeting to order at 10:30 AM

### 2. ROLL CALL

Members Present: Ben Blair Debbie Fehr, Molly Kimzey (Clerk), Tony Lovell (President), and William Tyrell attended via audio/video conference.

Student Representative: Teagen Taylor was absent.

Quorum: yes

### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

### 4. DISTRICT VISION, MISSION, AND GOALS

The Board reviewed and reaffirmed the District Vision, Mission, and Goals.

### 5. APPROVAL OF AGENDA

**Motion:** Mr. Blair moved to approve the agenda

**Second:** yes

**Student Representative (Preferential Vote):** Absent

**Board Vote:** Yea: 5; Nay: 0

**Resolved:** motion passed unanimously (5-0)

### 6. WELCOME TO VISITORS

Board President Tony Lovell welcomed all visitors attending via Zoom.

### 7. PUBLIC COMMENT

No public comment was offered.

### 8. BUSINESS ITEMS

**Motion:** Mr. Blair moved to approve Resolution 2026-01: Urging the Alaska Legislature to Override the Governor's Vetoes and Restore Full Fiscal Year 2026 Education Funding.

**Second:** yes

**Student Representative (Preferential Vote):** Absent

**Board Vote:** Yea: 5; Nay: 0

**Resolved:** motion passed unanimously (5-0)

**Motion:** Mr. Blair moved to approve Resolution 2026-02: A Resolution Authorizing the Purchase of Modular Housing Units Through AHFC Rural Professional Housing Grant Funds.

**Second:** yes

**Student Representative (Preferential Vote):** Absent

**Board Vote:** Yea: 5; Nay: 0

**Resolved:** motion passed unanimously (5-0)

**Discussion Item:** Superintendent Morrison shared his communication plan with the Board.

## 9. PUBLIC COMMENT

No public comment was offered.

## 10. BOARD COMMENT

Ben Blair commented regarding Culture Camp in Kasaan August 8-12 and the Brightways training. Molly Kimzey commented regarding school board meeting announcements on the radio. Tony Lovell thanked Rod and commented regarding Edna Bay.

## 11. ADJOURNMENT

**Motion:** Mr. Blair moved to adjourn the meeting

**Second:** yes

**Student Representative (Preferential Vote):** Absent

**Board Vote:** Yea: 5; Nay: 0

**Resolved:** motion passed unanimously (5-0)

**Time:** 11:01 AM

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Board President

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Date

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Board Clerk

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Date



## SOUTHEAST ISLAND SCHOOL DISTRICT

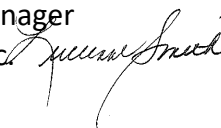
P.O. Box 19569, 1010 Sandy Beach Rd Thorne Bay, Alaska 99919  
(907) 828-8254 Fax: (907) 828-8257 Email: [sisd@sisd.org](mailto:sisd@sisd.org)

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### MEMORANDUM

**TO:** SISD BOARD OF EDUCATION

**THRU:** Rodney Morrison, Superintendent

**FROM:** Lucienne Smith, Contracted Business Manager  
Alaska Education & Business Services, Inc. 

**Date:** August 13, 2025

**SUBJECT: FINANCIAL REPORT NARRATIVE**

The following pages are the monthly August Board Reports.

The format of these monthly revenue and expenditure information reports are presented to the Board of Education to apprise them of the District's financial position in comparison to the respective budgets for all funds as well as a more detailed presentation of the general fund. More detailed information is available at the District office in Thorne Bay, Alaska.

**Statement of Revenue Budget vs. Actual:** This printout recaps fund specific revenue information per the column headings for all funds of the District:

Received current Month	Includes activity for the month noted in the report
Received YTD	Includes year-to-date activity
Estimated Revenue	Reflects the current revenue budget
Revenue to be received	Reflects the amount expected to be received by year end

**Statement of Expenditures Budget vs. Actual:** This printout recaps fund specific expenditure information per the column headings for all funds of the district:

Committed Current Month	Includes activity for the month noted in the report
Committed YTD	Includes year-to-date activity
Original Appropriation	Board of Education and DOEED approved original budgets
Current Appropriation	Includes the original budget amount, budget transfers, budget revisions and rollover encumbrances from prior year
Available Appropriation	Budgeted amounts not yet expended or encumbered but available

**Statement of Revenue Budget vs. Actual for Operating Fund:** This report represents a more detailed view of the operating Fund revenue categories. The columns reflect the same information as noted above for the Statement of Revenue Budget vs. Actuals.

**Statement of Expenditure Budget vs. Actual for Operating Fund:** This report presents a functional recap of the Operating Fund. The columns reflect the same information as noted above for the Statement of Expenditure – Budget vs. Actual.

SOUTHEAST ISLAND SCHOOL DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 8 / 25

Fund	Received		Estimated Revenue	Revenue %	
	Current Month	Received YTD		To Be Received	Received
100 GENERAL OPERATING FUND	430,747.00	823,548.93	6,152,891.00	5,329,342.07	13 %
205 PUPIL TRANSPORTATION FUND	0.00	0.00	262,473.00	262,473.00	0 %
255 FOOD SERVICE FUND	0.00	0.00	143,476.16	143,476.16	0 %
256 FRESH FRUIT & VEGETABLES	0.00	0.00	1,078.13	1,078.13	0 %
260 TITLE I-A BASIC	0.00	0.00	89,872.00	89,872.00	0 %
261 TITLE I-C MIGRANT	0.00	0.00	125,636.00	125,636.00	0 %
262 MIGRANT BOOKS	0.00	0.00	3,332.00	3,332.00	0 %
264 Title IVA INNOVATIVE	0.00	0.00	11,538.00	11,538.00	0 %
266 TITLE IIA PRINCIPAL/TEACHER RETENTION &	0.00	0.00	24,222.00	24,222.00	0 %
268 TITLE VI-B IDEA	0.00	0.00	54,777.00	54,777.00	0 %
270 TITLE VI-B SEC 619 PRESCHOOL DISABLED	0.00	0.00	4,436.00	4,436.00	0 %
271 CARL PERKINS	0.00	0.00	22,000.00	22,000.00	0 %
280 AK LITERACY	0.00	0.00	350,000.00	350,000.00	0 %
360 INDIAN EDUCATION	0.00	12,452.00	12,452.00	0.00	100 %
365 REAP	0.00	1,904.00	1,904.00	0.00	100 %
370 SUCCEED	83,197.77	166,197.77	346,766.00	180,568.23	48 %
375 TEACHER HOUSING	2,150.00	2,500.00	110,000.00	107,500.00	2 %
528 AHFC THORNE BAY HOUSING GRANT	0.00	0.00	700,000.00	700,000.00	0 %
711 STUDENT AGENCY FUND AGRICULTURE	0.00	375.00	0.00	-375.00	%
Grand Total:	516,094.77	1,006,977.70	8,416,853.29	7,409,875.59	12 %

SOUTHEAST ISLAND SCHOOL DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 8 / 25

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
100 GENERAL OPERATING FUND	222,730.33	348,828.02	6,164,751.00	6,164,751.00	5,815,922.98	6%
205 PUPIL TRANSPORTATION FUND	4,201.13	5,401.38	149,313.00	149,313.00	143,911.62	4%
255 FOOD SERVICE FUND	15,380.94	16,665.34	303,308.00	303,308.00	286,642.66	5%
260 TITLE I-A BASIC	2,373.28	2,424.32	89,871.36	89,871.36	87,447.04	3%
261 TITLE I-C MIGRANT	2,205.10	2,624.10	125,635.92	125,635.92	123,011.82	2%
262 MIGRANT BOOKS	0.00	0.00	3,332.00	3,332.00	3,332.00	0%
264 Title IVA INNOVATIVE	0.00	0.00	11,536.85	11,536.85	11,536.85	0%
266 TITLE IIA PRINCIPAL/TEACHER	1,527.75	1,527.75	24,221.92	24,221.92	22,694.17	6%
268 TITLE VI-B IDEA	0.00	0.00	54,403.77	54,403.77	54,403.77	0%
270 TITLE VI-B SEC 619 PRESCHOOL	0.00	0.00	4,433.62	4,433.62	4,433.62	0%
271 CARL PERKINS	0.00	0.00	21,998.76	21,998.76	21,998.76	0%
280 AK LITERACY	760.61	124,216.77	349,995.78	349,995.78	225,779.01	35%
353 RURAL UTILITIES SERVICE	17,879.70	17,879.70	201,732.00	201,732.00	183,852.30	9%
358 SOAR - KLAWOCK	4,168.36	4,168.36	28,217.00	28,217.00	24,048.64	15%
370 SUCCEED	561.77	7,769.91	394,723.00	394,723.00	386,953.09	2%
375 TEACHER HOUSING	963.20	13,498.68	50,000.00	50,000.00	36,501.32	27%
528 AHFC THORNE BAY HOUSING GRANT	0.00	396,659.34	700,000.00	700,000.00	303,340.66	57%
535 COPS SCHOOL VIOLENT PREVENTION- DOJ	0.00	4,050.64	130,855.00	130,855.00	126,804.36	3%
Grand Total:	272,752.17	945,714.31	8,808,328.98	8,808,328.98	7,862,614.67	11%

SOUTHEAST ISLAND SCHOOL DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 8 / 25

100 GENERAL OPERATING FUND

Function / Object	Received		Estimated Revenue	Revenue	
	Current Month	Received YTD		To Be Received	% Received
000					
0000					
40 OTHER LOCAL REVENUES	0.00	7,219.93	25,000.00	17,780.07	28 %
48 STATE BROADBAND ASSISTANT GRANT	0.00	0.00	290,000.00	290,000.00	0 %
51 STATE-FOUNDATION PROGRAM	430,747.00	816,329.00	5,398,262.00	4,581,933.00	15 %
56 TRS On-Behalf	0.00	0.00	358,515.00	358,515.00	0 %
57 PERS On Behalf	0.00	0.00	64,252.00	64,252.00	0 %
250 TRANSFER FROM OTHER FUNDS	0.00	0.00	16,862.00	16,862.00	0 %
Function Total:	430,747.00	823,548.93	6,152,891.00	5,329,342.07	13 %
Org Total:	430,747.00	823,548.93	6,152,891.00	5,329,342.07	13 %
Fund Total:	430,747.00	823,548.93	6,152,891.00	5,329,342.07	13 %
Grand Total:	430,747.00	823,548.93	6,152,891.00	5,329,342.07	13 %

Funds 100- 100

Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND						
621 HOWARD VALENTINE						
100 REGULAR INSTRUCTION	90.00	1,656.32	245,627.00	245,627.00	243,970.68	0
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00	0.00	68,726.00	68,726.00	68,726.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	9,981.00	9,981.00	9,981.00	0
600 OPERATIONS & MAINTENANCE	58.90	2,131.63	68,917.00	68,917.00	66,785.37	3
700 STUDENT ACTIVITIES	0.00	0.00	7,597.00	7,597.00	7,597.00	0
Org Total:	148.90	3,787.95	402,348.00	402,348.00	398,560.05	
624 KASAAN						
100 REGULAR INSTRUCTION	133.45	1,436.83	136,066.00	136,066.00	134,629.17	1
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00	0.00	26,855.00	26,855.00	26,855.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	9,981.00	9,981.00	9,981.00	0
600 OPERATIONS & MAINTENANCE	1,846.56	2,916.94	45,800.00	45,800.00	42,883.06	6
700 STUDENT ACTIVITIES	0.00	0.00	6,929.00	6,929.00	6,929.00	0
Org Total:	1,980.01	4,353.77	227,131.00	227,131.00	222,777.23	
625 NAUKATI						
100 REGULAR INSTRUCTION	90.00	1,514.15	217,710.00	217,710.00	216,195.85	0
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00	0.00	66,379.00	66,379.00	66,379.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	9,981.00	9,981.00	9,981.00	0
600 OPERATIONS & MAINTENANCE	13,549.00	15,156.47	72,671.00	72,671.00	57,514.53	20
700 STUDENT ACTIVITIES	0.00	0.00	6,951.00	6,951.00	6,951.00	0
Org Total:	13,639.00	16,670.62	375,192.00	375,192.00	358,521.38	
628 THORNE BAY						
100 REGULAR INSTRUCTION	69.98	2,660.02	488,560.00	488,560.00	485,899.98	0
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	3,000.00	3,000.00	3,000.00	0
200 SPECIAL EDUCATION INSTRUC	0.00	0.00	261,616.00	261,616.00	261,616.00	0
400 SCHOOL ADMINISTRATION	0.00	666.94	83,246.00	83,246.00	82,579.06	0
450 SCHOOL ADMIN SUPPORT SRVC	4,436.43	4,436.43	56,402.00	56,402.00	51,965.57	7
600 OPERATIONS & MAINTENANCE	2,892.22	15,823.05	231,059.00	231,059.00	215,235.95	6
700 STUDENT ACTIVITIES	0.00	0.00	35,287.00	35,287.00	35,287.00	0
Org Total:	7,398.63	23,586.44	1,159,170.00	1,159,170.00	1,135,583.56	
632 WHALE PASS						
100 REGULAR INSTRUCTION	3,371.03	4,643.90	137,671.00	137,671.00	133,027.10	3
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00	0.00	73,443.00	73,443.00	73,443.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	9,981.00	9,981.00	9,981.00	0
600 OPERATIONS & MAINTENANCE	8,334.68	8,875.96	42,637.00	42,637.00	33,761.04	20
700 STUDENT ACTIVITIES	273.80	273.80	6,451.00	6,451.00	6,177.20	4
Org Total:	11,979.51	13,793.66	271,683.00	271,683.00	257,889.34	
646 ALASKA TRAILS - DW CORRESPONDENCE						
100 REGULAR INSTRUCTION	-599.65	0.00	0.00	0.00	0.00	0
140 CORRESPONDENCE INSTRUC	12,309.11	12,309.11	298,732.00	298,732.00	286,422.89	4

Funds 100- 100

Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND						
200 SPECIAL EDUCATION INSTRUC	0.00	0.00	7,956.00	7,956.00	7,956.00	0
Org Total:	11,709.46	12,309.11	306,688.00	306,688.00	294,378.89	
649 DISTRICT WIDE						
100 REGULAR INSTRUCTION	8,706.43	15,318.58	135,198.00	135,198.00	119,879.42	11
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	50,993.00	50,993.00	50,993.00	0
200 SPECIAL EDUCATION INSTRUC	1,908.50	1,908.50	22,420.00	22,420.00	20,511.50	8
220 SPED SUPPORT SRVCS-STUDNT	11,221.59	11,241.58	154,056.00	154,056.00	142,814.42	7
300 SUPPORT SERVICES-STUDENTS	1,246.86	1,246.86	15,891.00	15,891.00	14,644.14	7
352 LIBRARY SERVICES	0.00	0.00	645.00	645.00	645.00	0
353 Technology	10,541.24	37,001.38	190,405.00	190,405.00	153,403.62	19
354 INSERVICE	2,900.00	3,017.73	3,600.00	3,600.00	582.27	83
400 SCHOOL ADMINISTRATION	70.03	70.03	87,351.00	87,351.00	87,280.97	0
450 SCHOOL ADMIN SUPPORT SRVC	4,436.41	4,436.41	56,277.00	56,277.00	51,840.59	7
511 BOARD OF EDUCATION	7,129.02	7,129.02	118,723.00	118,723.00	111,593.98	6
512 OFFICE OF SUPERINTENDENT	23,888.66	25,298.82	335,683.00	335,683.00	310,384.18	7
550 DISTRICT ADMIN SUPRT SRVC	20,380.55	50,493.91	394,706.00	394,706.00	344,212.09	12
600 OPERATIONS & MAINTENANCE	63,702.66	87,546.28	807,120.00	807,120.00	719,573.72	10
700 STUDENT ACTIVITIES	1,066.27	4,246.27	104,590.00	104,590.00	100,343.73	4
900 OTHER FINANCING USES	0.00	0.00	65,000.00	65,000.00	65,000.00	0
Org Total:	157,198.22	248,955.37	2,542,658.00	2,542,658.00	2,293,702.63	
667 HOLLIS (I)						
100 REGULAR INSTRUCTION	90.00	1,510.48	339,731.00	339,731.00	338,220.52	0
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00	0.00	185,937.00	185,937.00	185,937.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	9,981.00	9,981.00	9,981.00	0
600 OPERATIONS & MAINTENANCE	3,862.82	7,542.65	57,506.00	57,506.00	49,963.35	13
700 STUDENT ACTIVITIES	0.00	0.00	9,180.00	9,180.00	9,180.00	0
Org Total:	3,952.82	9,053.13	603,835.00	603,835.00	594,781.87	
669 PORT ALEXANDER						
100 REGULAR INSTRUCTION	11,783.89	13,019.08	208,316.00	208,316.00	195,296.92	6
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
400 SCHOOL ADMINISTRATION	0.00	0.00	9,981.00	9,981.00	9,981.00	0
600 OPERATIONS & MAINTENANCE	2,939.89	3,298.89	50,499.00	50,499.00	47,200.11	6
700 STUDENT ACTIVITIES	0.00	0.00	5,750.00	5,750.00	5,750.00	0
Org Total:	14,723.78	16,317.97	276,046.00	276,046.00	259,728.03	
0.00Fund Total:	222,730.33	348,828.02	6,164,751.00	6,164,751.00	5,815,922.98	5 %
Grand Total:	222,730.33	348,828.02	6,164,751.00	6,164,751.00	5,815,922.98	5 %



# Southeast Island School District

**Superintendent's Report**  
**Board Meeting – August 20, 2025**  
**Prepared: August 17, 2025**

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## District Goals

### **Collaboration**

Strengthen and maintain collaborative relationships with the Board of Education and the district team to support student success.

### **Public Trust**

Build public trust and confidence through open, honest communication and by fostering positive connections across our communities.

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## Recent Engagements

- **July 11–16:** Kagan Cooperative Learning Training
- **August 5–6:** POW Grant Planning Meeting, Klawock
- **August 5–9:** Wood Boiler Class / Training
- **August 14:** New Teacher Training
- **August 15:** Special Education Training
- **August 18:** Lead Teacher Training
- **August 19:** All Staff Training
- **August 20:** PBIS Training – Positive Behavior Intervention Systems

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## Upcoming Events

- **August 21:** Archery Instructor Training – John Stevens
- **August 22:** Kayak Cold Water Training – Patrick Trishman
- **August 25:** Naukati Welcome Back BBQ
- **August 26:** First Day of School

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## Sharable News & Updates

- **Summer Projects:** The Maintenance & Operations team is actively engaged in deep cleaning, painting, door upgrades, and installing new security cameras.
- **Thorne Bay Housing Project:** Ongoing efforts continue to expand housing options for staff.
- **Grants & Appropriations:** Work is underway to secure supplemental funding for facilities, learning resources, and student programs.
- **Greenhouse Hours:** Updated summer hours have been posted to ensure both student and community access.
- **Vehicle Purchases:** One mini-bus, two 14-passenger vans, and three SUVs have been added to the district fleet.

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## Conclusion

Southeast Island School District remains committed to fostering collaboration, strengthening community partnerships, and prioritizing student-centered initiatives. With your continued support, we are building a stronger, more resilient future for our students and communities.

Thank you for your dedication to our mission and for being valued partners in education.

**Respectfully submitted,**  
Rod Morrison

# Southeast Island School District

Board Report – August 20, 2025

Prepared by: **Shaine Nixon**, Area Principal / Dean of Students

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## Site Visits & Administrative Focus

- Returned to **Thorne Bay** last Tuesday.
- Held a **full day of meetings on Wednesday** with Rod and Scott, focused on:
  - Review of **maintenance projects** completed over the summer.
  - Discussion of **summer accomplishments** across facilities and grounds.
- Met with **Alex and Transportation** to discuss:
  - Planning for the upcoming year.
  - Vehicle maintenance needs.
  - Location and deployment of vehicles for this school year.

24

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## Facilities & Maintenance

- **Scott and the Maintenance team have been fantastic this summer.**
- **Thorne Bay School** looks excellent with several upgrades:
  - Carpets thoroughly cleaned across the building.
  - Multiple classrooms repainted.
  - Classroom carpets also cleaned, leaving spaces refreshed and ready for students.
- **Across all campuses, extensive work has been completed in preparation for the new school year, ensuring that facilities are safe, well-maintained, and welcoming for both students and staff.**

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## Professional Development

- **Brightways Training – June (Missoula, Montana):** Many staff attended four days of valuable training focused on student support and success.
- **KAGAN Training – July (Florida):** A large group of staff attended what I believe to be the **best overall professional development I have ever experienced.** The strategies, activities, and lessons gained will be incorporated across campuses this year.
- **PBIS Training – April (Portland, Oregon):** Several staff traveled to participate in Positive Behavioral Interventions and Supports training.

- **PBIS District Training – Today:** PBIS staff provided an **all-day professional development session for all district staff**, strengthening consistency and best practices across schools.
- 

## **Instructional Focus**

- Continued emphasis on reading interventions, student engagement strategies, and culturally responsive practices.
  - Supported teachers with curriculum alignment and pacing guides ahead of upcoming assessments.
- 

## **Student Travel & Activities**

25

- Met with **Jennifer Andis** to discuss the upcoming year of athletics and activities.
  - Moving forward, **Ms. Andis will coordinate the school calendar of events and activities with Amy Jennings.**
  - **Amy Jennings will serve as the Calendar Director** for this year, ensuring that all activities are recorded on the school calendar and made available to the public in a timely manner.
- 

## **Testing & Academic Readiness**

- The district will hold its **first round of testing** for the year on **September 8–9**, with makeup testing scheduled for **September 15–16.**
  - Assessments will include **mCLASS/DIBELS benchmark testing** for early literacy and progress monitoring.
- 

## **Community Engagement & Acknowledgements**

- Participated in **ASC meetings** to provide updates on staffing, facilities, and student needs.
- The **Thorne Bay ASC meeting** was held Monday night, with discussion centered on the upcoming year of events and activities, as well as the budget and current account balance.
- **Back to School, Meet the Teacher, and school cookout** will be held on **Wednesday, Sept. 27 from 5:30–7:00 pm** at the **Thorne Bay Commons.**
- **Naukati School** will host its **Open House Back to School Cookout** on **Monday, Aug. 25 from 5:30–7:00 pm.**



# AK-TRAILS BOARD REPORT August 2025



**Summer Fun:** Over the summer, AK-TRAILS families have been busy! Some chose to continue with lessons, while others took time to participate in travel, subsistence, or cultural activities. Many high school students spent time working summer jobs, which can earn them work study credits through SISD.



**Staffing:** This year AK-TRAILS will have two contact teachers! New hire Melanie Pitka will serve students in her area up north (on the “mainland”), and Cassandra Christopherson will continue to be the program coordinator and contact teacher for local and remote families, including all of Southeast. April Hoy and Robbin Perkins will continue helping us assist our students with special education needs. This summer, we also brought on Jamie Merenciano to help us with rebranding and social media.

**Enrollment:** AK-TRAILS is expecting around 40-45 students. Many of these will be students that followed Melanie over from a previous program, with around 15 students from Southeast. Three of the local students are partially enrolled in another SISD school and using AK-TRAILS for specialty classes. Families are busy getting their documents in and familiarizing themselves with the new online enrollment system.



**Student Spotlight:** This summer, AK-TRAILS rising senior Tia Christopherson applied for and completed the Rural Alaska Honors Institute (RAHI) in Fairbanks. During the 7 week program, Tia was proud to earn a 4.0 GPA, 9 college credits, and multiple awards—including top student in two classes, as well as RAHI's first-ever Denali Award..the highest honor given this year! On the weekends, Tia had the opportunity to see sights and complete activities such as white water river rafting in Denali National Park, climbing Angel Rocks, soaking in Chena Hot Springs, volunteering, and competing at a “fun Olympics” at Camp Bingle. Overall, Tia represented our district *extremely* well, receiving distinction for

completing the program with both academic and citizenship honors, and even being chosen to speak during the commencement ceremony.

**Sports:** Local students have the opportunity to participate in sports at an SISD school. Athletic director Jennifer Andis has sent out notices about high school volleyball, and parents and students are busy getting sports physicals and updating their Big Teams accounts. We anticipate 3-5 AK-TRAILS students joining the volleyball team, with a few possibly interested in elementary and middle school cross country.

**Social media:** Cassandra and Melanie met with Jamie regularly over the summer to get our social media accounts up and running, and to discuss the content that should be posted. Check us out on [Facebook](#) and [Instagram](#)!

**Website Development:** Updates to the AK-TRAILS website will be coming soon.

**Professional Development:** Cassandra attended lead teacher training on Monday, 8/18, and Cassandra and Melanie (remotely) both attended an all-staff inservice in Thorne Bay on Tuesday, 8/19.

Report Respectfully Submitted by Cassandra Christopherson

***SISD Vision:***

*"Students are equipped to achieve their dreams and aspirations"*

***SISD Mission:***

*"Set a foundation by cultivating experiences for students to develop goals and thrive in an ever-changing world"*

Whale Pass School  
Board Report  
August 2025

It has indeed been a very busy summer in Whale Pass. Many thanks to our maintenance team and contractors for the new doors, electrical outlets, and the amazing staff apartment. Our staff has pulled open every closet and cupboard sorting, pitching, and organizing for the upcoming year. Much wall/door/counter repair & painting plus sanding & staining has also happened.

We've had guests staying in staff housing. The Boy Scouts had a great time visiting the island and did well cleaning up after themselves. Next we had three guest Tae Kwon Do Masters. In addition to providing in-person instruction to students from Whale Pass and Naukati, they joined us for the Arts in the Cove event in Coffman last weekend where the students gave a demonstration of their skills to festival visitors. Our ASC sold Rusty's yummy barbeque and baked goods as well as mugs and jewelry.

Things are really pulling together on campus. The greenhouse has been organized and planted. If we're able to insulate and get the boiler connected, we hope to have greens through the winter. We're crossing our fingers for ripe tomatoes too.

We are growing a positive and cohesive school team here in Whale Pass. We look forward to engaging our students and community in the upcoming school year.

PS - We will be hosting a children's art making evening led by the Prince of Wales Health network at the Whale Pass School on Friday, September 5th at 5pm. Hoping to see many of our community members there.

Sincerely,  
Laurie Lapan  
Lead Teacher



**SOUTHEAST ISLAND SCHOOL DISTRICT**  
P.O. Box 19569, 1010 Sandy Beach Rd Thorne Bay, Alaska 99919  
(907) 828-8254 Fax: (907) 828-8257 [Email: sisd@sisd.org](mailto:sisd@sisd.org)

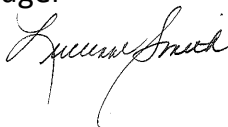
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## **MEMORANDUM**

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**TO:** SISD BOARD OF EDUCATION

**THRU:** Rodney Morrison, Superintendent

**FROM:** Lucienne Smith, Contracted Business Manager  
Alaska Education & Business Services, Inc. 

**Date:** August 13, 2025

**SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE**  
*Goal #3: Increase Communication District and Community Wide*

**FY 2026 BUDGET** - As we begin this fiscal year, we currently project a shortfall of funds (recognizing the \$700 BSA increase). To protect the district's financial stability and ensure SISD can meet obligations throughout the year, it is necessary to proceed with conservative spending practices. This means prioritizing only essential expenditures and avoiding new or discretionary costs, while recognizing that grant funding—though valuable—cannot be relied upon to cover general operating needs, as it is restricted to specific purposes and timelines.

**FY 2025 AUDIT** – The **annual audit** for the 2025 records is scheduled for the week of **September 1st, 2025**. You will recall that this annual audit reviews the company's financial statements and overall financial health for the entire year. It ensures accuracy and compliance with accounting standards and regulations, providing stakeholders with a clear and transparent picture of the organization's financial performance.

The audit leader will be reaching out to the Board Chairman towards the end of the audit process, specifically during the week of September 1, 2025, to schedule a debriefing session. This meeting will provide an opportunity to review audit findings, if any, discuss any preliminary observations, and address any questions or concerns you may have.

**Other** – We are awaiting reimbursement payments for the Dept. of Homeland Security grant for which we purchased generators, our final 10% payment from the State of Alaska for the Hollis K-12 Replacement School, last year to date RUS grant expenditures, and the

USDA Specialty Crop Block grant. Having nearly \$1M out of our cash flow significantly impacts on our week-to-week operations by reducing readily available funds needed to cover ongoing expenses such as payroll, supplies and contracted services. This strain also requires the district to delay planned purchases and reprioritize expenditures. The district must plan on increasing their general operating fund balance over the next few years to ensure this strain does not become normal operations.

Please feel free to ask questions.

***Mission:*** Students are equipped to achieve their dreams and aspirations

***Vision:*** Set a foundation by cultivating experiences for students to develop goals and thrive in an ever-changing world.

## SISD FOOD SERVICE BOARD REPORT

08/14/2025

SOUTHEAST ISLAND SCHOOL DISTRICT is participating in the National School Lunch Program's Community Eligibility Provision (CEP) this school year FY26 again. Meals will be available to all children of all our schools at no cost. SISD follows NSLP (Nation School Lunch program), SBP (School Breakfast Program) and FFVP (Fresh Fruit and Vegetable Program).

In the summer, we were participating (106 applications) in Meals To You program – a Free Summer Meal delivery Program for kids 18 and under that is provided by Food Bank of Alaska.

Starting from June, Food Bank of Alaska was sending boxes with shelf stable food that included 5 breakfasts and 5 lunches for each child, WEEKLY TO FAMILY'S MAILING ADDRESSES. Last delivery will be at the end of August, before school starts.

In September 2<sup>nd</sup>, at 2 pm representatives of Food Bank of Alaska will come to us with visit (Thorne Bay school). They will talk about their program Meals To You and they would like to hear feedbacks about this program from our parents. So please come and share your experience with it and your opinion. Thank you so much!

AUGUST 2025  
NEWSLETTER

# SISD GREENHOUSE PROGRAM SUMMER 2025

SUMMER GROWTH, TOURS, SALES, AND EVENTS



Summer has been full of adventures, greenhouse tours, and produce deliveries, thankful for Senator Sullivan's thoughtful Staff Chris Brown visit and tour with Rod Morrison and Anthony S Lovell, and Julie Isom-Southard visit and encouragement filled my heart and bucket, Pat Tierney and Mark's visit and Prep for upcoming and continued Sealaska Cedar Tree 🌲 Silviculture experiments, and Melissa Dougherty's POW Flora and Fauna elective class Prep and classroom prep looks so warm, inviting, and ready for school to start and Amy McDonald Killian for bringing so much together, and Luci preparing for collage!  
Going to be an adventurous, productive, fruitful new school year for all our SISD sites!





# FLAG DAY AND FORTH OF JULY, THORNE BAY FOUNDERS DAY BEAUTIFICATION PROJECTS

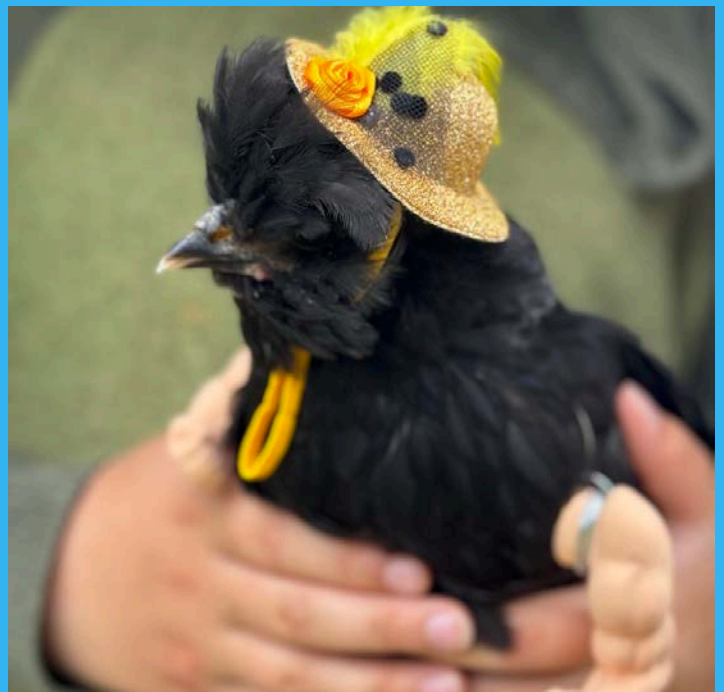
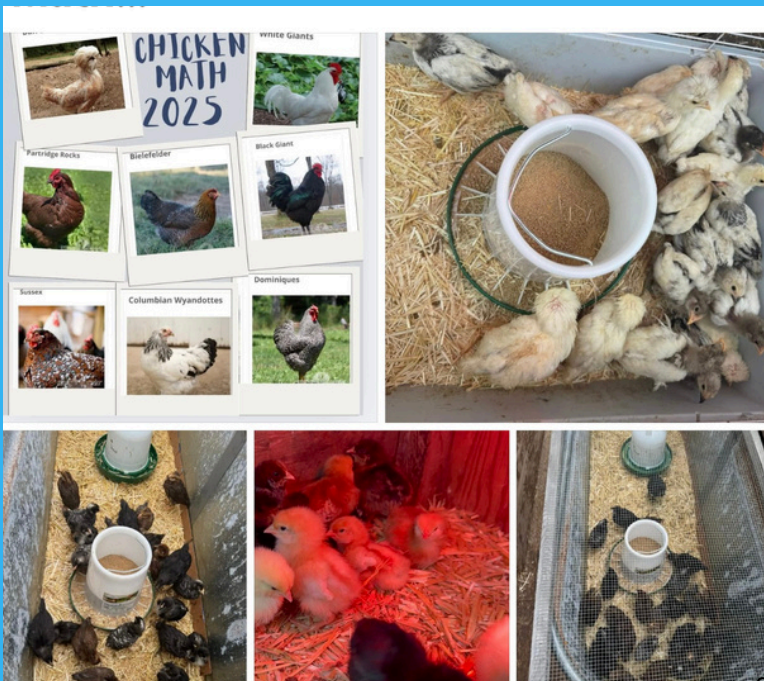


## SUMMER TIME PROJECTS



# SUMMER CHICKENS

This spring we ordered and sold and raised several varieties of ornamental Easter Eggers and brown egg laying winter hardy chickens repopulating the sites that requested new egg, dual meat/egg, and pet chickens! Chicken math really is a thing!



# GREENHOUSE TOURS AND VISITS



**SUMMER WOOD FIRE BOILER AND GREENHOUSE TOURS AND PREPPARING FOR THE NEW SCHOOL YEAR!**



# GREENHOUSE TOURS AND VISITS



## SUMMER WOOD FIRE BOILER AND GREENHOUSE TOURS AND PREPPARING FOR THE NEW SCHOOL YEAR!



# PROVIDING PRODUCE TO SHELTER COVE LODGE ALL SUMMER LONG



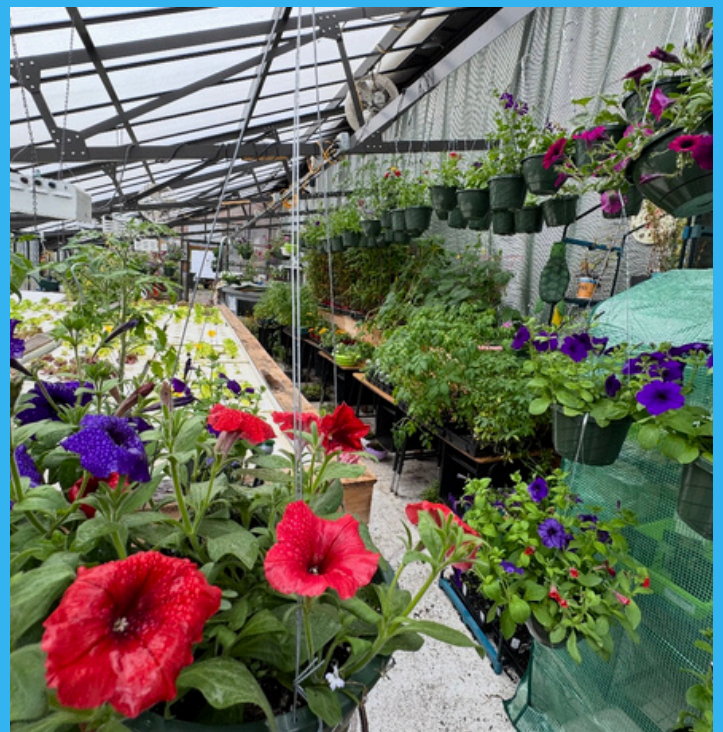
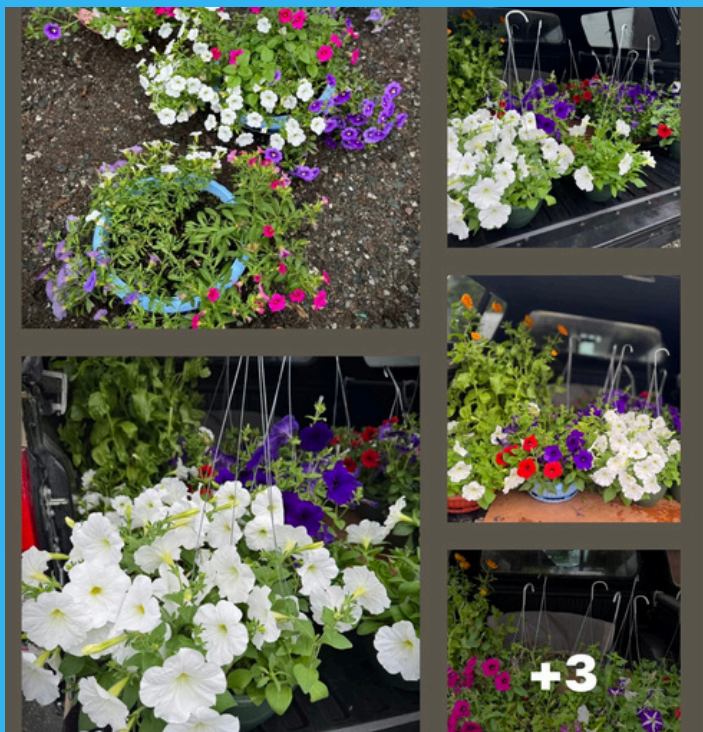
## THORNE BAY SUMMER PRODUCE



# TRANSPLANTING SEEDS AND BASKETS, WATER QUALITY, AND PICKING BERRIES FOR SUMMER SALES!



# STUDENTS TRANSPLANTED 345 HANGING BASKETS AND TRAYS OF FLOWERS, VEGETABLES, AND HERBS!



# COFFMAN COVE

Way to go Mackenzie and Coffman Cove Howard Valentine School Greenhouse students expanding our indoor orchard producing 35 apples this month and having a successful sales booth at Arts in the Cove Festival! We are ready for and gearing up and preparing for the fall SISD Orchard Harvest and school apple, cherry, plum, pear, with fresh tomato pizza making, and potato festival coming up fast in a few months!



## COFFMAN COVE ANNUAL ARTS IN THE COVE PLANT SALE AND INDOOR ORCHARD EXPANSION



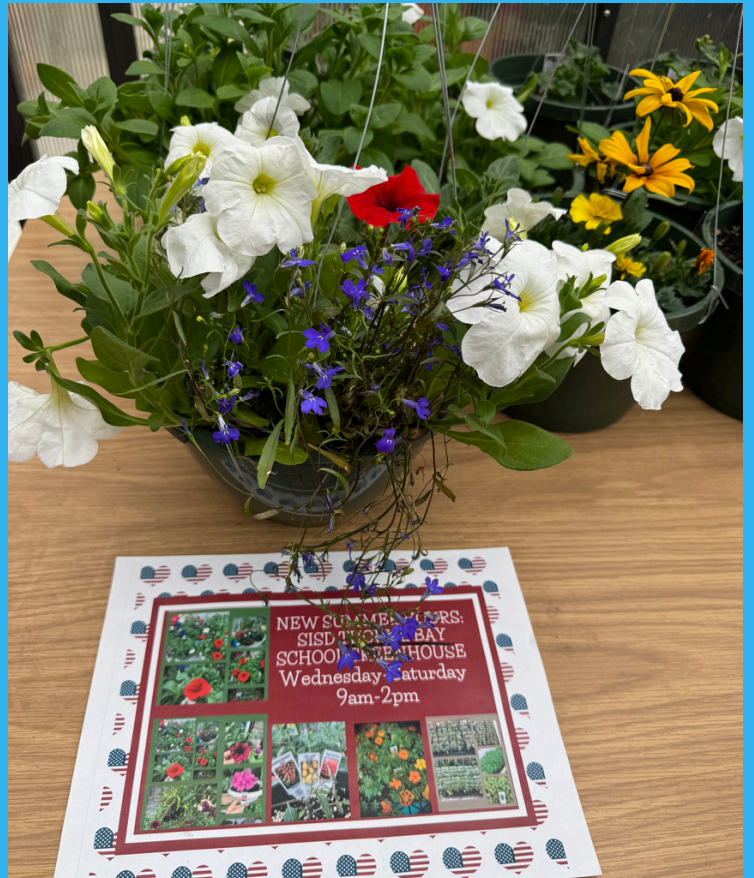
# KASAAN

**Our SISD Kasaan Greenhouse has matching hanging baskets, vegetables, and herbs for sale and greenhouse cafeteria vegetables are growing beautifully! Way to go Mike and [LaNeice Congdon](#) and Gerry and Kasaan School Families! Stop by and support our Kasaan School Greenhouse! 🍅🌸🍅🌿🍅🌸🍅**





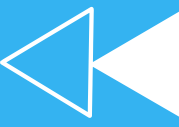
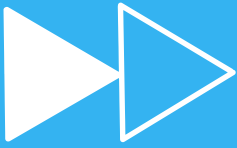
# SUMMER SALES 2025



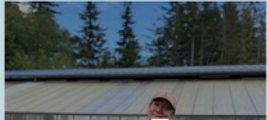


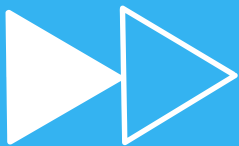
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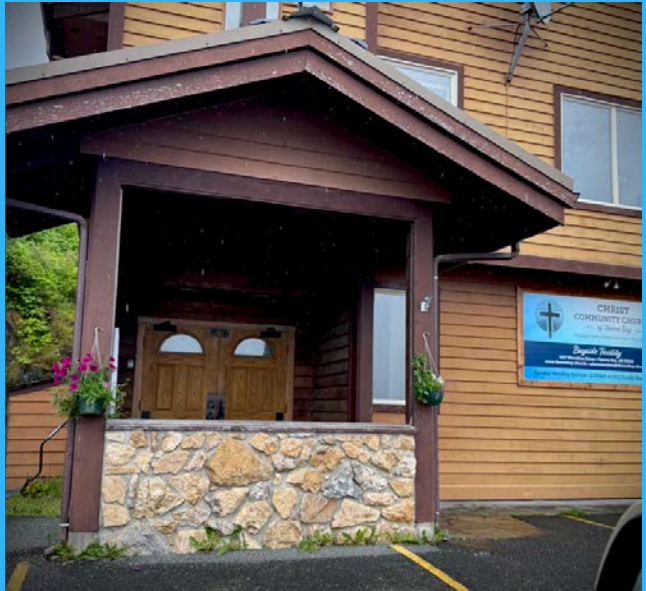


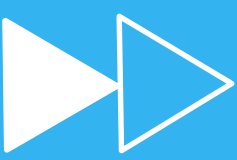
# SUMMER 2025



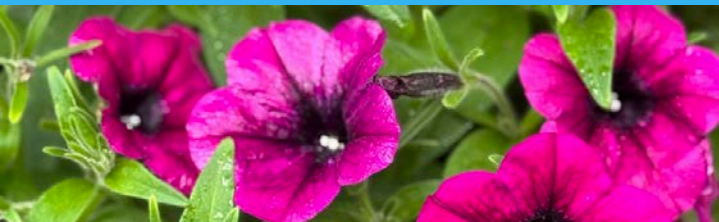
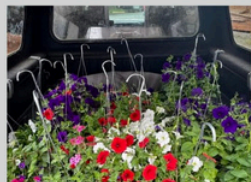
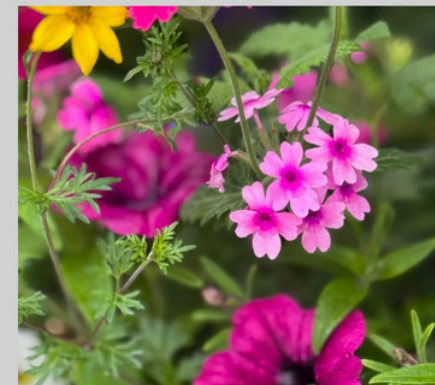
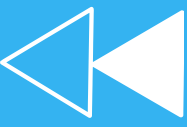


# SUMMER 2025





# READY FOR 2025-2026 SISD SCHOOL YEAR!



# 2025-2026 Fall Greenhouse Informatio:

- **Greenhouse work study available for 9<sup>th</sup>-12<sup>th</sup> student for the 2025-2026 school year, send email to [bprefontaine@sisd.org](mailto:bprefontaine@sisd.org) with letter of interest by September 1st.**
- **Flora and Fauna Elective available for the first Semester for HS.**
- **K-12<sup>th</sup> Class Field Trips and tours available to be scheduled as needed.**
- **Stay tuned for Fall community greenhouse program, projects, and orchard and harvest day events to be announced!**



# Summer 2025 Maintenance Board Report (June, July, and beginning of August 2025)

---

## Thorne Bay

1. **GARN Wood Boiler** – “Train the Trainer” course completed.
  2. **Door Project** – Fully completed.
  3. **Concrete Pressure Washing** – All necessary areas cleaned.
  4. **Carpet Shampooing** – Thorough cleaning conducted across the campus.
  5. **Wall Cleanup** – Staples and tape removed throughout the entire campus.
  6. **Secondary Classrooms** – Repainted for the new school year.
  7. **Oil Boiler & HVAC System**
    - o Compressor is down to one head; searching for replacements.
    - o One TBS oil boiler is non-functional; sourcing a second unit.
    - o TBS Kitchen electric hot water heater (HWH) is in diagnostic and repair phase.
  8. **Freight Delivery** – Large volumes delivered in preparation for the school year.
  9. **Safety & Storage** – Ongoing removal of old and broken equipment.
  10. **Tree Trimming** – Completed behind the wood boiler building.
- 

## Kasaan

1. **Door Project** – Completed.
  2. **Teacher Housing** – Renovation led by Mike C. is progressing exceptionally well.
  3. **School Bathrooms** – Mike C. also taking lead on necessary repairs.
  4. **Greenhouse Heater** – Supplies are being gathered for upcoming repairs.
- 

## Whale Pass

1. **Storage Room Renovation** – Converted into a living studio.
  2. **Bedding Relocation** – Bedding moved to teacher housing, prepped for Taekwondo use.
  3. **Garbage Removal** – Significant clean-out completed.
  4. **Classroom Repairs** – Ongoing work to prepare for the upcoming academic year.
  5. **School Painting and Staining** – cleans up and makes school look refreshed.
- 

## Bus Barn

1. **Heater Replacement** – Ordering a new efficient unit as the old waste oil heater is no longer operational.
2. **Interior Cleanup** – Progressing smoothly.
3. **GARN Wood Boiler Repair Parts** – consolidation and organization under way, allowing efficient maintenance and repairs.
4. **Vehicle & Equipment Maintenance** – Many units repaired and prepped for service.

---

## Port Alexander

1. **Garbage Removal** – **8,820 lbs** of waste hauled out, the first major cleanup in over **17 years**.
  2. **Door Project** – Completed, with other door repairs underway.
  3. **Teacher Housing Plumbing** – Repairs are functioning well.
- 

## Naukati

1. **GARN Class** – Cleaned and serviced all wood boilers.
  2. **Oil Burner Heads** – Ordered due to existing units being obsolete.
  3. **Carpet Cleaning** – Thoroughly completed.
  4. **Concrete Pressure Washing** – Completed across key campus areas.
- 

## Coffman Cove

1. **Concrete Pressure Washing** – Areas cleaned for safety and appearance.
  2. **GARN Class** – Boilers cleaned and serviced.
  3. **Air Handling Unit (AHU)** – Repaired and operational.
  4. **Oil Boilers** – Two units currently down; repair plans in development.
  5. **Greenhouse Wood Boiler** – Repair plans nearing completion with a target to be operational before winter.
- 

## District Office / Gym

1. **Door Project** – Completed.
  2. **Concessions Foyer** – Repainted.
  3. **FireKing File Cabinets** – Moved for compliance.
  4. **Fire Suppression System Failure**
    - **State Fire Marshall Impairment Plan Filed: 2025IMP0005**
      - Hourly fire walks **REQUIRED** during occupied hours.
      - After-hours activities must submit proper form (paper or electronic) to maintain compliance.
      - All doors and windows must remain closed after hours to maintain compliance.
- 

## District-Wide Initiatives

1. **Emergency Generators**
  - Being checked and prepped for delivery to each site.
  - Next phase: Installing **transfer panels** to enable connection during emergencies.
2. **Work Orders**
  - Systematic completion and recording of maintenance tasks to **increase CIP listing scores**.

---

## **Edna Bay**

- **Site Visit Planning** – Preparing a maintenance trip to assess and list necessary facility repairs.
- 

## **Acknowledgment: Maintenance Crew Appreciation**

**A heartfelt THANK YOU** to the following team members for their incredible dedication, time, and hard work preparing SISD campuses for a safe, clean, and fully operational 2025–2026 school year:

- **Josh Hayes**
- **Alex Hert**
- **Toby King**
- **Theresa Randall**
- **Audrey Wopart**
- **Keeli Vaughn**
- **Trapper Nelson**
- **Mike, Peggy & Michelle Dempsey**
- **Bud Durdle**
- **Amanda Baker**
- **Steven Castor**
- **Calvin Slayton**
- **Mike Congdon**
- **Annalise Congdon**
- **Kyle Clark**

Their efforts have significantly improved safety, hygiene, and the overall climate across all SISD campuses.

## Board Report August 2025

**Prepared by:** Astrid Richard-Cook, State and Federal Programs Coordinator

**Date:** August 2025

### Grant Awards and Allocations

Since May, the Southeast Island School District was awarded the **Comprehensive Literacy State Development (CLSD)** literacy grant in the amount of **\$350,000**. I ensured that all funds and program components were allocated in compliance with the grant requirements.

Additionally, updates were made to all **Title Grant** budgets (Title I-A, Title I-C, Title II-A, Title IV-A) following the disbursement of additional funding. All **Grants Management System** submissions were completed and submitted prior to the **June 30 deadline**.

We were also awarded the **0.5 FTE Preschool Grant**. While we were waiting for the official announcement, district staff had already begun the required training to ensure full compliance so we are in good shape for the program.

### Homeland Security and Infrastructure Support

I have been collaborating with the **MVA Homeland Security team** to coordinate the disbursement of grant funds designated for emergency generators. Follow-up applications for **Cybersecurity grants** were submitted to further strengthen district technology protections.

### Migrant Program

The Migrant Team is hosting a **one-time “Back to School Clothing Drive”** to support our students. We have also purchased additional school supplies and secured a **Cold Water Survival** trainer to work with our teaching staff. These initiatives are being funded through the remaining balance of last year’s grant.

# Technology Department

Board Report - August 20, 2025

## Updates

### Devices:

- Student devices prepared for new school year
- All students will be using Apple devices this year
- New Promethean boards arrived, 5 assembled and in testing

### Grants

- RUS-DLT Grant: Contract with Solutionz fulfilled, Apple money remains
- E-RATE CAT2: Still waiting for USAC approval, funding pending
- COPS Grant: Products arrived with the exception of videos storage HDDs

### Powerschool:

- School Messenger implemented, tested and working
- Powerhub implemented and working
- Website migration through powerschool in progress
- Rollover complete and Enrollment express working addressing bugs

### Network:

- Internet issues in PA partially due to UPS fixed, still residual issues
- Second starlink planned for TNB due to data slowdowns on Business tier

### AI Server:

- Hardware all installed and verified working correctly
- Storage drives mapped and prepped for use
- Proxmox VM OS installed and GPU passthrough configured
- Developing foundational structure for AI implementation

### Misc:

- Cleaning and prep devices for new year
- Rostered Amplify testing system
- Prepping solutions for Promethean deployment
- Integrating Google SSO with local servers
- Addressing issues with new systems

SISD Technology Director  
Everett Cook

**Southeast Island School District**  
**FY 2027 – 2032 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	C	<p><b>Thorne Bay K-12 School Heating System Upgrades</b></p> <p>This project will upgrade the aging heating system at the Thorne Bay K-12 School. It includes replacing the 25-year-old pneumatic HVAC controls with a modern DDC system, along with all associated devices. Both boilers, which are near the end of their useful life, will also be replaced. In addition, two underground 2,000-gallon single-wall fuel tanks that serve the school and multipurpose building will be removed and replaced. These tanks are over 25 years old, require constant maintenance, and present a risk of environmental contamination. The improvements will restore reliable heat to the facility, improve energy efficiency, and reduce the risk of fuel system failure.</p>	X	\$ 3,625,736
2	D	<p><b>Thorne Bay K-12 School Fire Suppression System Replacement</b></p> <p>This project will replace badly corroded and failing thin-wall sprinkler piping throughout the school, which poses a risk to the reliability of the fire suppression system. In addition to replacing the compromised piping, the project will include other necessary repairs and code-compliant upgrades to ensure the entire fire suppression system functions safely and effectively. These improvements are essential for maintaining life safety standards and protecting the school facility from potential fire damage.</p>	X	\$ 1,375,904
3	C	<p><b>Barry Craig Stewart Kasaan School and Whale Pass School Renovation</b></p> <p>These buildings have deteriorated due to age and the harsh Southeast Alaskan climate. The renovation projects will require significant upgrades to the building envelope, including the roof, exterior walls, and foundation. Interior spaces will be modernized to create safe, efficient,</p>	X	\$ 500,000

**Southeast Island School District  
FY 2027 – 2032 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		and accessible learning environments. Up- to-date electrical, plumbing, and heating systems will be installed or repaired. Additional work includes addressing moisture-related issues.		
4	C	<b>Port Alexander School upgrades</b>  The domestic water piping in the school is 40 years old. The school’s water has tested with unacceptably elevated levels of lead and copper. This project will replace the domestic water system in the school to make the water safe for students to drink. The roofing at the school building has reached the end of its lifespan and requires replacement. The district was able to replace a portion of the school roof prior to funding becoming available. This project will recover district funds used for already replaced roofing, and install new metal roofing on the remaining portion of the school roof.	X	\$ 634,867
5	C	<b>Thorne Bay School Roof replacement</b>  The metal roofing on the Thorne Bay K–12 School is over 30 years old and has reached the end of its service life. It shows signs of corrosion, failing fasteners, and leaks during wind-driven rain events. This project will replace the roof with a new metal system designed for Southeast Alaska’s weather, addressing any damaged substrate and improving long-term durability. Timely replacement is needed to protect the building and prevent further interior damage.	X	\$ 4,020,847

**FY 2027 TOTAL \$ 10,157,354**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2028 TOTAL**

**Southeast Island School District  
FY 2027 – 2032 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2029 TOTAL**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2030 TOTAL**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2031 TOTAL**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2032 TOTAL**

Adopted August 20, 2025, at a duly convened meeting of the Southeast Island School District at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

\_\_\_\_\_

Superintendent

\_\_\_\_\_

Date

\_\_\_\_\_

School Board President

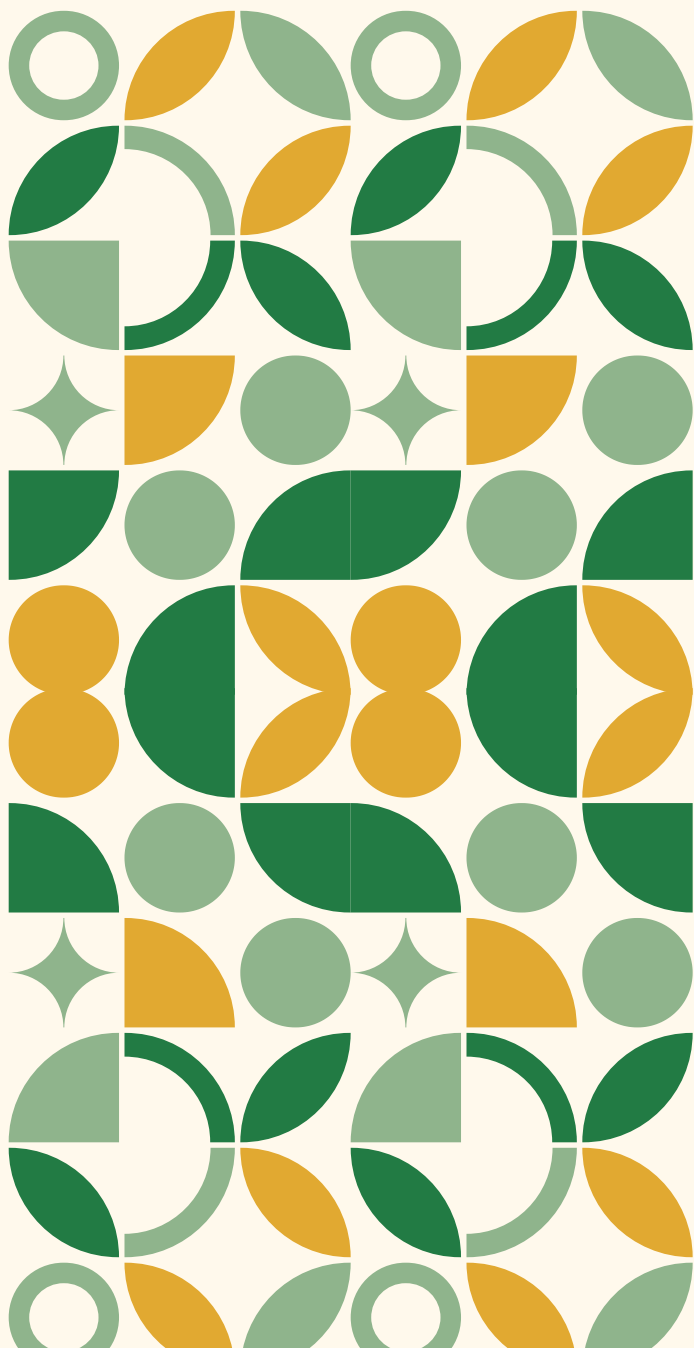
\_\_\_\_\_

Date

Submit to the Department of Education & Early Development by September 1 Form #05-19-051

# Student/Parent Handbook

2025-2026



P.O. Box 19569, 1010 Sandy Beach Road,  
Thorne Bay, AK 99919  
Phone: (907) 828-8254  
Fax: (907) 828-8257  
E-Mail: [aktrails@sisd.org](mailto:aktrails@sisd.org)

# Vision, Mission, & Philosophy



## Vision Statement

Students are equipped to realize their dreams and aspirations.

## Mission Statement

Set a foundation by cultivating experiences for students to develop goals and thrive in an ever-changing world.

## AK-Trails Philosophy

We are a guide to your child's future, but you choose the path to follow.  
Enjoy your adventure!



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# About this Handbook

The purpose of this handbook is to provide parents and students with basic information about programs, policies, and procedures in the AK-TRAILS Correspondence/Homeschool program. We strive to recognize the values and individualism all Alaskan families cherish, and have no interest in stifling the independence and self-reliance our students need to make a life in Alaska.

As your child's first and most important teacher, your interest is vital. We are excited to begin a new year and look forward to working with you. Further details on items in this handbook may be obtained by talking to the AK-TRAILS Guide or the AK-TRAILS Program Coordinator. School Board Policy, Advisory School Council responsibilities, and assorted forms and documents are referenced throughout this handbook. A copy of anything referenced here is available on our website, [sisd.org](http://sisd.org), and at each school.

## [SOUTHEAST ISLAND SCHOOL DISTRICT STRATEGIC PLAN](#)

We can be proud of what we achieve in the Southeast Island School District. Our entire plan is reviewed yearly by the School Board with the common goal of doing what is best for students. The plan is available through your AK-TRAILS Guide or on our website.



# About AK-Trails

The AK-TRAILS Correspondence/Homeschool program is a very unique and highly personalized option for children throughout the state of Alaska.

When parents ask us what our program looks like, our response is:

- *“What do you want it to look like?”*
- *“What do you need for your child?”*
- *“How can we support you in your role as your child’s educator?”*

Each student is provided with an AK-TRAILS “Learning Guide” - a Certified Teacher that provides personal assistance to you in developing a plan to best meet your child’s needs. Your learning guide will meet with you to discuss curriculum choices, and, if desired, can make recommendations. We are here to offer guidance and support, but also endorse parent autonomy. Ultimately, it is your choice what curriculum is used for your child, and it is your choice how it is taught!

## Possible Paths for Your Child to Follow:

- Full time enrollment in AK-TRAILS homeschool/correspondence
- Dual enrollment (simultaneous enrollment in AK-TRAILS and another school, such as a another public school, technical school or college—often earning both high school and college credit for courses taken)



# AK-Trails Eligibility

- Students must reside in the state of Alaska
- Students must be between the ages of 4 and 20 on or before September 1st
- Grades Served: PreK-12
  - General Education
  - Special Education
  - Section 504
  - Gifted and Talented





# Student Enrollment

## Full-Time Students

To be considered a full-time student, the student must be enrolled in at least four courses with AK-TRAILS.

## Half-Time Students

Students are required to take **at least three classes with AK-TRAILS** and not have more than three classes/courses with another school to be eligible to receive a half-time enrollment allotment. Per state statute, two of those courses must be core courses. The third course may be an elective such as art, music or PE. A three course, part-time student will receive 50 percent of the full-time allotment. It is completely acceptable for a student to be enrolled part-time in two different homeschool/correspondence programs.

## Core Course Requirement

As per State of Alaska Correspondence Regulations (4 AAC 33.426):

(a) A student enrolled in a correspondence study program, whether full-time or part-time, must take at least 50 percent of the student’s coursework that the student takes through the correspondence study program in core courses. A student enrolled in more than two correspondence classes must take core courses in at least two different subject areas.

(b) A district may waive the requirement of (a) of this section if the district determines that the student is a senior and needs less than 50 percent of the student’s curriculum in core courses to qualify for high school graduation from the correspondence study program in which the student is enrolled. A district shall waive the requirement of (a) of this section if the student obtained achievement levels that met standards in English language arts and mathematics as set out in 4 AAC 06.739(b) during the previous academic year.

(c) Core course work performed outside the student’s correspondence study program may not count towards the requirements set out under (a) of this section.





(d) In this section, “core course” means:

(1) A course of study in

(A) English;

(B) Mathematics;

(C) Social Studies;

(D) Science;

(E) Technology;

(F) World Languages; or

(2) A course required by a student’s IEP if the student is receiving special education and related services under 4 AAC 52.

### Elementary Courses Required

- Language Arts (reading, writing, spelling)
- Math
- Science
- Social Studies
- PE

### Procedure for Partial Enrollment at an SISD School

An AK-TRAILS student may choose to also enroll in core or elective courses offered in one of the SISD schools. Elective courses may include PE, art, music, world language, CTE, etc. This may affect the allotment.

If you are interested in your student physically attending one or more classes at a SISD School, please contact your AK-TRAILS Guide first. He/she will assist you in creating a plan that is best for your child.

The AK-TRAILS Guide will then share the plan with the school’s principal and act as a liaison to get everything set up.

Students enrolled full-time with AK-TRAILS may take up to 2 courses (core or elective) at the local public school at no charge.





SISD Local School	=	AK-TRAILS
1-2 Courses	=	Must be enrolled in at least 4 courses with AK-TRAILS (50% must be core). Will receive full allotment with no charge for public school courses.
3 Courses (half-time)	=	Must be enrolled in at least 3 courses (50% must be core) with AK-TRAILS to qualify for half-time allotment.
4 Courses (full-time)	=	Student may or may not qualify for an allotment, based on the discretion of the administrative team.

### Dual Enrollment with Another School District

An AK-TRAILS student may request to participate in a particular class at a non-SISD school. This student would be dual-enrolled. Dual enrollment is contingent upon agreement between school administrators at both schools. Funding is split between the districts and the allotment will be determined according to state funding policies.

# Allotment Allocations

Students enrolled in AK-TRAILS receive the educational allotments listed below for the school year. If the student has a remaining balance at the end of the school year, that balance will rollover to the next year as long as the student enrolls by September 30th. If a senior graduates from the AK-TRAILS program and has unused allotment funds, these funds may transfer to a younger child within the same family, provided that this child is enrolled in the AK-TRAILS Program by September 30th.

Complete the enrollment process by **September 30th** for the following funding:





	<b>Full Time *4 or more classes: (100%)</b>	<b>Half Time *3 classes (50%)</b>	<b>2 Classes *Potential allotment up to:</b>	<b>1 Class *Potential allotment up to:</b>
<b>Pre-K</b>	\$1,100**	-	-	-
<b>K-12</b>	\$2,700	\$1,350	\$800	\$400

*\*\*Must have another sibling enrolled in AK-TRAILS grade K-12.*

Initial Enrollment after September 30th will result in reduced student funding at a rate of 20% per week. These reduced funds must be used for core curriculum first. A district provided computer may not be available at that time. A sample breakdown of the reduced funding for a full time student is as follows:

<b>SISD Local School</b>	<b>Pre-K</b>	<b>K-12</b>
Last week of September	\$1,100 (full allotment)	\$2,700 (full allotment)
1 <sup>st</sup> week of October	\$880	\$2,160
2 <sup>nd</sup> week of October	\$660	\$1,620
3 <sup>rd</sup> week of October	\$440	\$1,080
4 <sup>th</sup> week of October	\$220	\$540





Open enrollment continues throughout the year. However, allotment funding will not be available after the end of the state count period.

Our goal is for your student's allotment to benefit their comprehensive education throughout the entire school year for which they are enrolled. For this reason, families are encouraged to budget approximately 50% of their student's allotment towards each semester's needs, and to spend no more than half of the allotment on any given class. First semester expenses exceeding 50% of the total allotment are allowable in many instances (a common example being the purchase of a year-long curriculum package). Advance purchase of second semester curriculum materials is also permissible (and heavily encouraged!). Special considerations outside of these guidelines will be considered on a case by case basis.

Parents enter into an agreement to enroll their child(ren) for the duration of the academic year. If the student is withdrawn from AK-TRAILS prior to November 1 st , parent(s) will reimburse the district for materials purchased through AK-TRAILS allotment funds. We ask that this reimbursement occurs within a week of being withdrawn.

Our yearly academic calendar can be found on our webpage. Purchase and reimbursement requests for the 1 st Semester may be submitted between the date school opens and the end of the 1 st Semester (which usually falls around the 3rd week in January). Second semester purchase and reimbursement requests may be submitted between the start of the 2 nd Semester – May 1 st . If the deadline for 1 st semester passes, receipts may be turned in by May 1 st . However, any receipts received after May 1 st will not be processed. Purchases for the upcoming school year can be made in advance of July 1 st , but these receipts cannot be submitted for reimbursement until the new school year has begun and an ILP is in place.

Allotments can be used to cover academic materials and experiences that relate directly to the student's ILP, as approved by the AK-TRAILS Guide, who has the primary responsibility for the course. (Please contact an AK-TRAILS Guide for approval of any expense over \$500, or if you have questions as to if an expense may be covered by the allotment).



## Examples of allowable allotment expenses:



### CURRICULUM PACKAGES

Calvert, Book Shark, Timberdoodle, etc.



### BOOKS

Textbooks, novels, workbooks, dictionary, thesaurus, poetry, audio or e-books, etc.



### GENERAL HOMESCHOOLING SUPPLIES

Paper, writing supplies, whiteboards, notebooks, etc.



### ART SUPPLIES

Brushes, various paint/drawing media, canvas, sketchbook, etc.



### SOCIAL STUDIES MATERIALS

Maps, globes, atlases, etc.



### SCIENCE SUPPLIES

Microscopes and slides, dissection materials, experiment kits, etc.



### MATH MANIPULATIVES

Pattern blocks, base ten materials, counters, clocks, flash cards, etc.



### SOFTWARE

Digital downloads, typing software, apps, etc.



### MAGAZINE SUBSCRIPTIONS

Highlights, Ranger Rick, National Geo Kids, etc.



### ONLINE SUBSCRIPTION-BASED PROGRAMS

Keyboarding without Tears, Spelling City, IXL, etc.



### SUBSCRIPTION BOXES

Kiwi Crate, Raddish Kids, Groovy Lab in a Box, Little Passports, etc.



### EDUCATIONAL TOYS/BRAIN GAMES

Chess, Osmo, Lego Educational Kits, Dash & Dot Robots



### PHYSICAL EDUCATION

Next Step Dance Studio, King Fishers, gym memberships, horseback riding, etc.



### FIELD TRIPS

Museums, theater presentations, musical performances, aquarium or zoo visits, etc.



### TUTORING

Outschool, Sylvan, etc.



### INTERNET

Monthly services fees for internet service.



### COLLEGE COURSES

UAS, UA, Kodiak College and other approved, accredited universities.





## Tutoring Services

Tutoring services cover academic subjects. AK-TRAILS allotments can be used to pay for tutoring/instruction that is part of the student’s ILP. AK-TRAILS cannot reimburse any instruction that is provided by family members or businesses owned by family members (as defined by state regulations). Most parents pay their tutor directly and then submit receipts for reimbursement. In some cases, the tutor/vendor will submit their invoice to AK-TRAILS for reimbursement. These vendors must have an Alaska Business License on file with our district. In either case, services must be rendered before reimbursements are authorized. Invoice/receipts must be original and contain the name of the vendor, name of the student, description of service, dates of service, rate, method of payment, and parent/vendor signatures.

## Education-Based Travel

Allotment may be used to reimburse for education based travel utilizing airlines, railroad, ferry, rental car, or other modes of transportation, and may include lodging if the destination is over 100 miles away. In order for travel to qualify for reimbursement, the intended activities must directly relate to the student’s Individualized Learning Plan. Such travel is to accommodate students on a case by case basis, and needs to be approved by the contact teacher. This travel will cover the student and both parents, reimbursed out of the allotment. Entrance fees or tickets to events while traveling may be eligible for reimbursement if the activities are directly related to subjects within the student’s ILP and noted under “planned activities.” Mileage, food, and purchases not directly tied to a child’s ILP are non-reimbursable.

For field trips within the U.S. and Canada: Contact Teachers will submit plans to the Superintendent at least 15 days prior to the date of the trip. For field trips outside the U.S. and Canada: Lead Teachers will submit plans to the Superintendent at least 60 days prior to the date of the trip. (Board Policy 6153)

## Technology

Families may choose to check out a laptop through Southeast Island School District at no charge. Alternatively, families may purchase their own laptop or ipad for reimbursement out of their allotment. If the student withdraws from AK-TRAILS prior to the competition of the semester, they will be responsible to pay 80% back to AK-TRAILS.



# Academic Policies and Procedures



## Individual Learning Plan (ILP)

- Each student will have a unique Individual Learning Plan developed just for him/her. You and your AK-TRAILS Guide will develop this together. The Individual Learning Plan (ILP) is a way to individualize studies for a student while ensuring that the student's education meets district and state standards. The ILP is developed in collaboration with the student, parent or guardian of the student, and a certificated teacher (TRAIL Guide) who is assigned to the student.
- The ILP development process is typically discussed at the time of enrollment. ILPs should be completed and signed by a parent or guardian by September 30th. If a student enrolls after this date, the ILP should be completed within 10 days of enrollment. The ILP is a working document and can be adjusted throughout the year depending on the student's needs.
- Quarterly reporting (required by state statute) is used to determine student growth which, in turn, guides the ongoing modification of the ILP. Supporting individual growth lies at the heart of the ILP development program. According to state statute, the ILP will provide for a plan to gain proficiency for those who have not scored proficient on the state assessment under AS 14.03.123(f).
- The ILP, per state statute, must provide for a signed agreement between the certificated teacher assigned to the student and at least one parent or guardian of the student verifying compliance with the ILP. The signed agreement must verify that:
  - The student and parent have the same right to the district's appeal process as students and parents in the district's other programs; and
  - The textbooks or other curriculum materials and the course of study are appropriate for the student as outlined in the ILP.

## Monthly Contact with your AK-TRAILS Guide

- Monthly teacher-student or teacher-parent contact is required for all students. This contact will occur in whatever form is most convenient to the parent/student -phone, an online platform such as Zoom or GoogleMeets, email, and/or in person (if possible). This should be maintained throughout the school year, even when traveling.

## Email

- We ask that parent(s) create email accounts and check email at least weekly so that we may better support your needs. This requirement may be waived depending on Internet availability.



## Student Records and Transcripts

If you need a copy of your child's educational record or transcript, please contact the SISD Registrar at 908-828-3921.

## Special Education

If your child currently receives special education, please provide a copy of your child's Individualized Education Program (IEP). If you do not have a copy of this handy, we can request one for you from your child's previous school district.



# Curriculum Instructional Materials

## Faith-Based Curriculum

AK-TRAILS welcomes faith-based homeschool families. AK-TRAILS can support faith-based program development within the scope of state statutes, which requires that at least 50 percent of a full-time student's coursework be composed of core courses. Though faith-based curriculum cannot be purchased using an AK-TRAILS allotment, nothing prevents a parent from providing supplemental instruction to the parent/guardian's own child using materials of the parent/guardian's choice. AK-TRAILS will also accept, for credit, faith-based academic programs. We ask that parents/guardians work with their AK-TRAILS Guide to obtain credit approval.

## Lost or Damaged Items

Students are responsible for the care of their materials and any equipment they are using. AK TRAILS may charge for lost and damaged books, materials, supplies, or equipment that was checked out from Southeast Island School District, including computers. Students are required to sign a computer use agreement form outlining appropriate use, and will sign out any textbooks or equipment being borrowed from the district. Students are not held liable for normal wear and tear on items in their care, but will be charged for the repair or replacement due to damage caused by student negligence, vandalism or loss. Replacement cost for textbooks and computers will reflect actual cost of replacement, and not the initial cost to the district.



# Student & Parent Resources



Many resources can be found on our website.



## Tips for New Homeschoolers

- Create a designated learning space, and organize your materials.
- Develop a schedule that works for your family, but is as consistent as possible. Checklists are sometimes helpful.
- Map out a timeline of themes or topics you want to cover throughout the year.
- Set specific goals with your child.
- Carefully research curriculum options, and consider purchasing a little at a time. You often need way less materials than you think, and it is easy to become overwhelmed!
- Personalize learning, and make it fun! For instance: Engage in projects, investigations, or experiments, and take the learning outdoors when you can.
- Encourage social interaction whenever possible.
- Ask for help! If something isn't working, reach out to your AK-TRAILS guide for suggestions!

# Grades & Progress Reports

Prior to the end of each quarter, parents/guardians are required to provide a Student Work Sample, Progress Report, and Recommended Grade for each subject that their child is enrolled in through AK-TRAILS. We kindly request that these items be turned in a minimum of 5 days prior to the end of each quarter to allow for sufficient processing time.



## Grading

Your AK-TRAILS Guide will meet with you and/or your student once per quarter at a minimum to discuss quarter/semester grades, in addition to your monthly contact. Please reference the charts below to designate your suggested quarterly grades. Grading can be a complex topic. Your AK-TRAILS Guide can assist you with this task.

Required Grading (K-6)	
O	Outstanding
P	Proficient
D	Developing
N	Needs Work
X	Not Applicable/Not Enough Information

Required Grading (7-12)	
A	Outstanding Achievement (90-100%)
B	Above Average Achievement (80-89%)
C	Average Achievement (70-79%)
D	Below Average Achievement (60-69%)
F	Little of No Achievement (0 -59%)
P	Pass (for Pass/Fail classes)
I	Incomplete

## Progress Reports

AK-TRAILS progress reports are simple documents. Prior to the end of each quarter, parents/guardians must furnish written descriptions of their student's progress in each course on the ILP, which constitutes a Progress Report.

\*If you have any questions/concerns pertaining to your child's progress, or the instructional program in which he/she is involved, please do not hesitate to contact your AK-TRAILS guide and request a conference. If a parent or teacher feels that a conference is necessary, it should be arranged as soon as possible so that we will be able to work together to help your child. In addition to monthly contacts, progress reports, and conferences, teachers and parents/guardians are expected to make contact when passing a class is in peril or when behavior is affecting performance. There should be no surprises. The district strives for clear and open communication.





### **Quarterly Student Work Samples**

Parent(s) will submit at least one student Student Work Sample for each course on your student's Individual Learning Plan (ILP). Work samples may include items such as: a copy of a worksheet, workbook page, journal entry, or writing sample, as well as Google Slide presentations, videos, and pictures of completed projects, models, field trips, or hands-on activities.

### **Incomplete Scores**

We strive to give students every opportunity to succeed. Students failing a 9-week course will only have additional time to correct the problem if there are documented health concerns or other unusual and excusable circumstances that have impacted recent attendance or performance. The maximum allowable extension is 15 school days. If work is not satisfactorily completed within the allowed time, the grade will revert to what it would have been without the time extension. There will be no further opportunity to improve the grade. Failure to complete assignments is not acceptable as a reason for an incomplete.

### **Credit for Repeat Courses**

With the approval of the superintendent or designee, a student may repeat a course in order to raise his/her grade. The highest grade received will be the permanent grade on the student's transcript. The lower grade will be changed to NC (No Credit) and remain on the transcript. Any ties for academic awards at graduation will be settled with preference given to the student without repeated courses.

### **Awarding Credit**

Course grades will be averaged based on the length of the course and the amount of work involved. High school courses are generally worth .25 credits per quarter. A semester-long course is worth .5 credits; the two quarterly report card grades will be averaged for the final semester grade that is listed on the transcript. Courses from outside vendors may be awarded the amount of credit outlined in their course syllabus. A failed semester grade will remain on the transcript. That grade will be averaged into the GPA until the course is repeated.

It is not uncommon to have a course meet less frequently, and be awarded 0.25, 0.50, or 0.75 credits over the entire school year. Any class that deviates from the norm will be identified in the comment section of each report card. Credits will normally be limited to 6 each year. No student may exceed 7 credits without administrative review. Seniors may exceed this number in order to graduate on time.

The Alaska Performance Scholarship is available to students. If you are interested in the Alaska Performance Scholarship please speak with the school counselor or your AK-TRAILS Guide.

### **Credit from Other Programs**

Middle school students are encouraged to take challenging courses enabling them to advance beyond the minimum expectations for graduation.



High school credit is not awarded for courses completed during middle school unless credit has been approved and meets the criteria and rigor and approved by the AK-Trails Administrator or is awarded by and is included on a transcript from another school district. No student will be denied access to challenging work regardless of age, and it is possible that middle school students may be in classes with high school students.

### College Courses for Dual Credit

Students may receive dual credit for a college course if pre-approved by the SISD administrative team. Tuition for these courses may be reimbursed at the time of purchase through allotment funding. Upon successful completion of the course with a passing grade, up to \$250 per course may be reimbursed to the allotment if grant funding allows.

### Post-Secondary Education

Information about colleges, technical and vocational schools is available through each school's lead teacher or principal. Together with parents and high school teachers, students can begin planning their future with the help of this information. For those who plan to continue studies after high school graduation, there are a number of scholarships and student loans available to help you financially. Seniors must allow time for this paperwork and research. It is the student's responsibility to complete applications for financial assistance, and plan for a smooth transition to whatever school or career path desired. Taking classes in Language Arts and Math beyond our minimum expectations for graduation will greatly improve your opportunities.

# High School Graduation Board Policy 6146.1



An AK-TRAILS student with a minimum of 21 credits covering all required courses is eligible for a diploma. After the minimum requirements are met, students are encouraged to take additional courses until the completion of their senior year.

### Early Graduation

On occasion, early graduation requests will be granted to students with a further education plan who are 17 years of age and have not completed their senior year. This process begins with the AK-TRAILS Guide or Coordinator, and requires School Board approval following a student presentation to the School Board. The student will also submit an application packet to the Board that includes at least the following: **current transcripts, a letter from the student that includes evidence of future plans such as acceptance into a post secondary career option, and recommendation letters from teacher(s), the AK-TRAILS Guide or a member of the administrative team, and parent(s)/guardian(s).** The presentation must be made by the November School Board meeting; the application packet must be submitted at least ten days before this meeting. The student can be physically present at the meeting or attend the meeting virtually. Meeting minimum graduation requirements is not considered a reasonable excuse for early graduation.



## Credits Required for Class Ranking

Once a student reaches the 9<sup>th</sup> grade, credits determine class standing.

Freshman	9 <sup>th</sup> Grade	1-6 credits
Sophomore	10 <sup>th</sup> Grade	7-12 credits
Junior	11 <sup>th</sup> Grade	13-18 credits
Senior	12 <sup>th</sup> Grade	19-28 credits

## Credits Required for Graduation - for Students Enrolled in AK-TRAILS

Credits Required for Graduation - for Students Enrolled in AK-TRAILS Statewide Correspondence/Homeschool

Credits	Subject
4	Language Arts
2	Science
3	Math (Algebra 1 required)
0.5	Physical Education
0.5	Health
3	Social Studies [*must include .5 credits of AK History (state requirement)]
8	Electives (strongly recommend at least 1 credit of World Language)
<b>Total</b>	<b>21 credits</b>

Credit earning courses start at 9<sup>th</sup> grade and continue through 12<sup>th</sup> grade. Multiple assessments are also expected at the secondary level.



## Valedictorian/Salutatorian

Determination of valedictorian and salutatorian are made based on the following criteria:

1. Highest overall GPA at the end of third quarter of the student's senior year
2. Lowest number of repeated courses
3. Highest score on the SAT or ACT or Work Keys Tests (Must compare like tests)
4. Total Credits Earned
5. Honors and College Dual Credit Courses (highest number of these)
6. Service Learning and Community Service

The determination is made by starting at the first criterion. The next criterion is only evaluated if there is a tie or conflict on the preceding criterion. Valedictorian is the student who ranks 1<sup>st</sup> using this method. Salutatorian is the student who ranks 2<sup>nd</sup> using this method.

## Graduation Ceremonies

AS 14.03.075

AK-TRAILS students may choose to participate in their local SISD High School graduation ceremonies to recognize those students who have successfully completed the district requirements. The graduation ceremony may be used to recognize the accomplishments of younger students and to recognize alternative methods of graduation.

# Counseling & Guidance



Each year, information on career planning is distributed to the high school students in the district. Students will be provided an opportunity to take the SAT and PSAT exams. Students are responsible for exam fees and transportation to and from the testing site. Financial aid information is made available to all students. This information includes grants, scholarships, and loans.





# Right to Participate

No student shall be denied the right to participate in any school activity solely on the basis of gender, gender identity, sexual orientation, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful discriminatory practices, nor shall students be denied the right to participate as a method of collecting fines or fees.

Activities requiring travel of any sort (walking, bus, car pool, air, or ferry) will require that students maintain high behavioral, academic, and self-discipline standards. Persistent difficulties with behavior may lead to a student remaining behind. A teacher can deny access to a student with prior notice to the parent/guardian, AK-TRAILS Guide, and principal.

***See Notice of Nondiscrimination in Appendix***

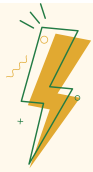
## Extra Curricular Activities

\*The points referenced below refer primarily to participation in local SISD sports & activities, as well as anything sanctioned by ASAA (the Alaska School Activities Association). AK-TRAILS students may participate in extracurricular activities if eligible based on performance and behavior. Students are expected to meet the financial obligations of travel not covered by the school district. All travel costs not covered by the School District or local ASC (if applicable) will be the responsibility of the student or parent. The student/parent is expected to provide money for meals, snacks, and emergencies.

Students will be transported to school sponsored activities from the school and returned to the school. The parent/guardian is expected to provide transportation from home to the school and from the school to the home. There is no transportation provided to or from practice.



A student becomes ineligible for interscholastic competition regulated by the Alaska School Activities Association (ASAA) on his/her 20<sup>th</sup> birthday or at the beginning of his/her ninth semester in high school. Minimum criteria for participation in extracurricular activities by students 12 through 19 years of age include the following:



- Have received no F's on the most recent midterm or quarter grade report. Any incomplete grade will be considered an "F" until replaced by a letter grade. Students on high school sports teams must have passed 5 classes the semester before their sport with a "C" average. A student working to complete their GED would not qualify.
- Athletes participating on a district team must have a way to practice at their home school on any day they do not attend the regular practice;
- Individual coaches will set and regulate practice schedule for athletes coming to their team from other schools;
- Must maintain appropriate behavior as per school and contract rules. Behavior considered in determining eligibility will include behavior at school, behavior in extra-curricular activities and school related misconduct outside class and extra-curricular activities;
- The District will also consider misconduct unrelated to school which is otherwise relevant (substance abuse or criminal behavior), to the determination of eligibility;
- Must meet all ASAA requirements;
- An ineligible student may not practice, travel, dress in uniform, or participate in any game or competition including team warm-ups during the period of ineligibility. (The coach may expect a student to be present during practice and to do homework if the offense is academic);
- In some cases, there may be a \$25.00 uniform deposit required if competing at a junior high or high school level in a sport requiring uniforms and/or special equipment. This is not true if items are purchased by students or clearly defined as remaining with the students as funds are being raised for that purpose;
- Must have signed and dated SISD Participant Code of Conduct Contract for the specific activity;
- Have a current physical examination on file in the office before the first practice for any athletic event. This is required for middle school and high school;
- Ten practices are required before participating in any event;
- Travel costs are the responsibility of the student. Participation in fundraising activities before and during the season is expected. We regret this additional burden on our students and communities. Funds raised and then not used will be allocated by the local ASC.

### **Alcohol, Tobacco, Substance Abuse, or Possession**

Participation in activities outside of the classroom is a privilege and is clearly not a right. A coach or lead teacher has the right to deny a student's participation in any extra-curricular or co-curricular activity. Students are expected to obey all school rules and city, state and federal laws. Student athletes represent their school and community and are held to a higher standard than other students.





- No student is allowed to possess or use tobacco, alcohol or any controlled substance.
- Attendance at any activity or place at which alcohol, other drugs or other intoxicants are being exchanged, sold or consumed is not permitted. To protect themselves, students are expected to promptly notify the coach, lead teacher, or other responsible adult of the event. Self-reporting will not waive consequences for use.
- Any student issued a citation or summons to appear in court involving alcohol or controlled substances will be immediately deemed ineligible to participate in athletics or other school travel in accordance with policy. The concept of “burden of proof” will not deter from the application of the consequences. The administrator only has to verify that a legal charge has been filed.
- These rules apply from day one of school to the last day of school. For instance, being cited for use a few days prior to the beginning of the season will carry the same penalties as if cited during the season. Those consequences will begin as soon as the district becomes aware of the situation.
- If the event occurs during a school-sanctioned trip, the student will not be allowed to travel on any school sponsored trips for the remainder of the school year. This travel restriction is in addition to any other disciplinary action resulting from the behavior.
- Any student suspected of an infraction will be referred to either the local Village Public Safety Officer (VPSO) or the State Troopers in Klawock.

### Misconduct While Traveling

As with all areas of conduct for athletes, infractions will result in immediate return home at parent expense. The first available transportation is generally going to be a flight at considerable expense. We cannot send a student unsupervised on a ferry. A student returned home would be under constant supervision until placed on the plane. Parents are expected to make arrangements for pick up upon return, and to be present when that flight arrives.

If the loss of the student means that there is no longer a full team, the rest of the team will return home as quickly as economical transportation can be arranged.

### Rule Infraction Verification

The administrator will determine the discipline based on guidelines established by the Alaska School Activities Association (ASAA). A complete copy of ASAA guidelines and regulations can be found at your school or at [www.asaa.org](http://www.asaa.org).

### Athletic Equipment

It is the responsibility of each athlete or participant to make sure the uniform and equipment are maintained in a state of proper cleanliness and repair. Unless students purchased their own uniforms, parents will be notified of the responsibility of the athlete or participant to return or pay for any equipment or uniforms damaged or not returned to the coach at the end of the season or activity. Uniforms and equipment acquired through student fundraising are the property of the team and must be available for continued team use, unless clearly defined as student property during fundraising activities.



## Field Trips

Realizing the educational opportunities afforded by activities away from the school site, the Southeast Island School District Board of Education supports and encourages schools to plan for and involve students in educational field trips. If money is raised at school for the trip, the money is collected through a school or ASC account, the trip uses school personnel or vehicles, regardless of the time of year, the trip is considered a school trip and will follow all school expectations and guidelines. All field trips will involve educational objectives.

Absolutely no student will attend any field trip or activity away from the school unless the responsible teacher has the highest confidence in that student's ability to meet our behavioral expectations. We expect students to be aware that classroom behavior, self-discipline and attitude will impact their ability to travel. Consequences and expectations are the same as for any extra-curricular or co-curricular activity.

Students representing SISD are expected to behave in a mature manner, dress appropriately, and conduct themselves with grace and politeness. When a student is under the supervision of the school district, either while on school grounds or traveling, any allegation of misconduct will be thoroughly investigated. Students representing SISD are expected to obey all school rules and city, state, and federal laws.

Students must wear seat belts at all times. Students are not allowed to drive a car in another town while traveling for the school district. Traveling students who violate laws or school rules may be sent home by the first available transportation, at their own expense. Students violating major school policies including drug and alcohol policies may lose travel privileges for up to a calendar year. Students may be disciplined for behavior prohibited by student discipline rules that occur on or off campus at any time of the year, if the behavior is either related to school, school activities, or while on school sponsored trips.

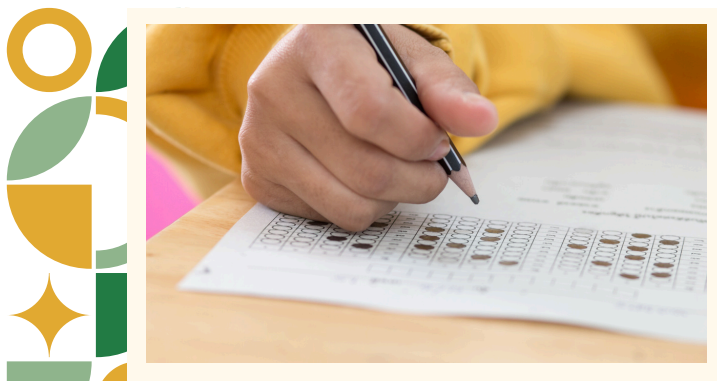
## Fundraising

Continuing reductions in school funding has forced students into fundraising activities. General funds for student travel and activities are very limited. We use grants as much as possible to cover this gap. Students will still need to raise funds for a multitude of worthwhile activities. When solicitations are made on behalf of the school or on behalf of a charitable organization, the School Board particularly desires that no person be made to feel uncomfortable or pressured to provide funds. All staff members are expected to emphasize that donations are always voluntary.

The superintendent or designee may limit fund-raising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations. Teachers who are planning fundraising activities must first have the approval of the principal before proceeding with the activity. It is important to control fundraising to avoid duplication of sales between groups of students or student organizations and to keep from over-burdening the public.



A senior trip would occur during the school year and have an educational objective with behavioral expectations similar to any other school trip. Seniors taking a trip after the end of the school year are not on a school-sponsored activity. Such a trip is in no way connected to school and the ASC cannot manage fundraising accounts. Students raising money for school-sponsored activities have the priority if the fundraiser uses school facilities in any way.



# Assessments

Please reference our website for more information about assessment, including a list of important dates. This section provides a brief overview.

## State Mandated Testing

In order to provide your child an equal opportunity to classes during the regular school year, please limit any family/personal trips to scheduled breaks in the school year. One critical time is during our State mandated testing window. We ask that all students be available to complete state testing, as this is a state requirement for all students unless they have a completed testing opt out form on file. If you would like your student to opt out of testing, you must request an opt out form from your AK-TRAILS Guide.

## Other Testing Offered

AK-TRAILS supports and offers MAP (Measures of Academic Progress) testing in the areas of reading, math, and science. These are adaptive assessments of about 35 questions each. MAP Assessments can be used for placement and progress monitoring. We can generate very basic, or very detailed, reports to help you evaluate your student's progress.

There are many other formal and non-formal assessment options you may choose from to use to meet your evaluation needs. Your AK-TRAILS Guides can support you in that effort.





An AK-TRAILS student who is enrolled at least halftime before the end of October may choose to either check out a technology device (ChromeBook) from SISD, or purchase their own device for reimbursement, contingent upon the processes listed below.

To checkout a ChromeBook from SISD:

- Please contact your AK-TRAILS Guide and reference the signed Technology agreement for details.
- For assistance with your computer, please contact your AK-TRAILS Guide, who can put you in touch with our technology department.
- We recommend that all enrolled students and/or parents have access to Internet communication and email.
- AK-TRAILS does not provide technology support for your Internet connection. Please contact your Internet service provider for more information about connecting to the Internet.

If an AK-TRAILS student is enrolled at least halftime by October 1st and would like the option to be reimbursed for a laptop or ipad, reimbursement will be within the limits outlined below.

AK-TRAILS will reimburse purchased technology, provided that:

- It will be the responsibility of the family to maintain the technology.
- AK-TRAILS will not offer technical support for reimbursed technology.
- The original receipt for the purchased technology must be submitted with the reimbursement agreement form.
- If the student withdraws from AK-TRAILS, all remaining payments are forfeit.

## Food Services

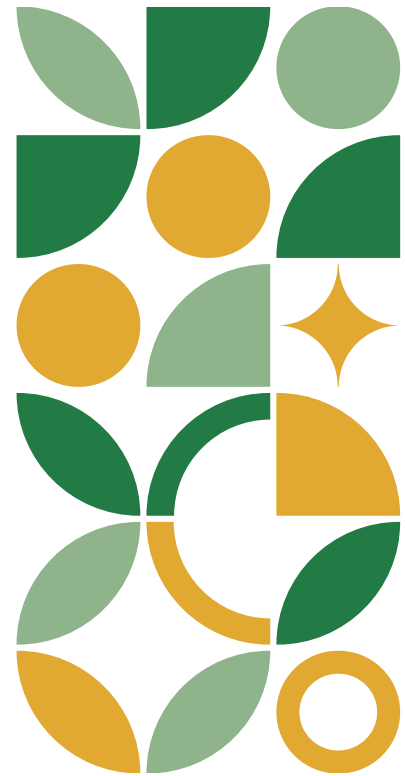
During the school year, we offer breakfast and lunch free of charge for all students attending schools that offer these meals in our district. Currently, we do not turn away any students from this program; however, we do need all parents to complete the necessary paperwork regardless of whether the student will qualify. The statistics gathered from this paperwork are crucial if we are to keep the grants we have and if we hope to get other grants that require those numbers. Another critical issue is that if we are to keep this free service, students need to use it. We encourage your feedback on the program so that we can better meet the needs of our students and keep the program. Do not hesitate to contact Food Service staff or the Director if you have questions or concerns. We appreciate and encourage your cooperation.



# APPENDIX A: Notice of Non-Discrimination

## Notice of Nondiscrimination

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Southeast Island School District shall not discriminate on the basis of gender, age, race, color, national origin, religion, or handicap in its educational programs or activities.



It is the intent of all Southeast Island School District Schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures in accordance with Title IX and Section 504 have been established for students, parents, and agency employees who feel discrimination has been shown by the Southeast Island School District.

Specific complaints of alleged discrimination due to gender, race or disability should be referred to:



**Rodney Morrison, Superintendent**

PO Box 19597, 1010 Sandy Beach Road  
Thorne Bay, AK 99919  
907-828-8254  
rmorrison@sisd.org

Students attending any Southeast Island School District school may participate in education programs and activities, including, but not limited to health, physical education, and career & technical education, regardless of gender, gender identity, sexual orientation, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.



# APPENDIX B:

## Notification of Rights Under FERPA for Elementary and Secondary Schools



The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

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

Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal, lead teacher, or secretary a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask the school to amend their child’s or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

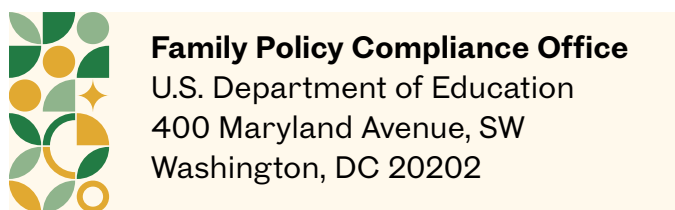
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.



One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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



See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

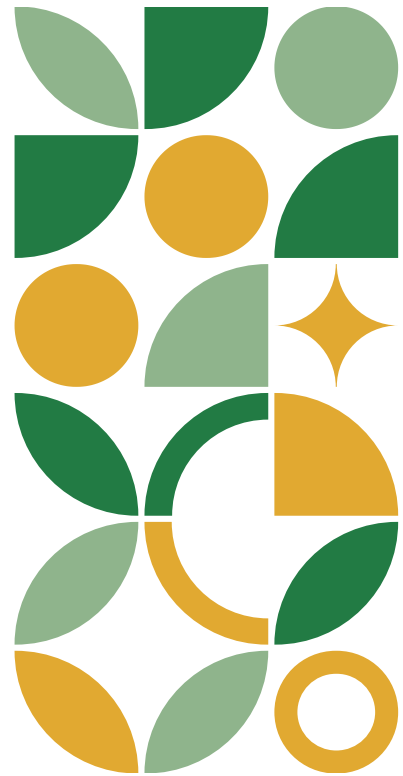


- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))



# APPENDIX C:

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)



PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

\* *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

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

\* *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)



\* *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Southeast Island School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Southeast Island School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Southeast Island School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Southeast Island School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:



**Student Privacy Policy Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202



# APPENDIX D:

## Acknowledgement of Handbook Receipt



### Parental Agreement

As a parent(s)/guardian(s), I (we) acknowledge that I (we) have read the AK-TRAILS Handbook and I (we) agree to assist my child to obey the procedures, guidelines, specific rules, and regulations included in this Handbook while he or she is enrolled in the AK-TRAILS Correspondence/Homeschool Program. I (we) further acknowledge that I (we) understand the penalties for violations as noted in the Handbook. 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 action (which may include disciplinary action) in light of the school's Mission Statement, as well as state and federal laws and regulations, and School Board Policies. I (we) further acknowledge, understand, and agree that my child will be held accountable for his or her behavior.

Name of Parent/Guardian: \_\_\_\_\_

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

Signature of Parent/Guardian: \_\_\_\_\_

Please complete, sign, and return this form within 10 days of receipt of Handbook. A signature is necessary before participation in any activity beyond the classroom.





## EDUCATIONAL TRIP PRE-APPROVAL REQUEST

Southeast Island School District  
 P.O. Box 19569 Thorne Bay, AK 99919  
 www.sisd.org

**Please submit this completed form to your teacher of record.  
 This form must be completed and approved prior to the trip and reimbursement request.**

Travel parameters:

- The sole purpose and goal of the trip is for an educational purpose and supports a course on the student's ILP.
- The student has sufficient funds in their allotment to cover this trip.
- This expense will not deprive a student of future money needed for core curricular materials.
- Reimbursable Fees May Include:
  - Registration, attendance, entrance fees, short term passes, etc.
  - \*If Away from Home (defined as 100 road miles away from home OR off the road system), then:
    - Lodging, Airfare, Railroad, Ferry, Rental Car, or other mode[s] of transportation necessary
- Expenses such as gas, food, and personal purchases such as souvenirs are always non-reimbursable.

\*See the AK-TRAILS Handbook and your Contact Teacher for full policies.

Student Name		Adult Chaperone[s]	
--------------	--	--------------------	--

Destination/Location	
Purpose: Pre-planned Activities Description	
Related ILP Course	
Dates of Travel	
Approximate Itemized Costs	

<b>Parent/Guardian/Adult Student Signature</b>	<b>Date</b>

*A typed signature qualifies as official.*

<b>AK TRAILS Contact Teacher Approval Signature</b>	<b>Date</b>

*A typed signature qualifies as official.*

<b>SISD Superintendent Approval Signature</b>	<b>Date</b>

*A typed signature qualifies as official.*

**\* For field trips within the U.S. and Canada: Contact Teachers will submit plans to the Superintendent at least 15 days prior to the date of the trip. For field trips outside the U.S. and Canada: Lead Teachers will submit plans to the Superintendent at least 60 days prior to the date of the trip. (Board Policy 6153)**

# Southeast Island School District



## Student/Parent Handbook

**2025-2026 School Year**

Rod Morrison, Superintendent

### **VISION STATEMENT**

Students are equipped to achieve their dreams and aspirations

### **MISSION STATEMENT**

Set a foundation by cultivating experiences for students to develop goals and thrive in an ever-changing world.

**This handbook belongs to:** \_\_\_\_\_

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, AK99919

Phone:(907) 828-8254 Fax:(907) 828-8257 E-mail:[sisd@sisd.org](mailto:sisd@sisd.org)

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## WHY YOU SHOULD CARE ABOUT THIS HANDBOOK?

This handbook is here to help us work together so we can have a safe, fun, and successful school year.

Our handbook provides us with the expectations of the school community and school board, which guides the social norms within our schools. We all have a right to reach our highest potential. And when teachers, students, and administrators work together to follow the expectations in this book, we will create a learning environment where all students are prepared to live full and interesting lives.

As we all know, there is no way to predict all the disagreements that might arise between students and the school. There will be issues we may have failed to address in this handbook, and no situation is ever simple. When this happens, school administration will review school policies and evaluate student behavior in a way that creates a safer, more fun, and more productive learning environment for everyone in the school.

Our school community works very hard to make our learning environment as relevant and useful as possible. Together, we will acquire the tools we need to meet our definition of success and thrive in our ever-changing world. The teachers, students, and administrators in our schools maintain high expectations for themselves and are constantly reflecting on how we can develop our teaching and learning skills.

You, our students, are the future of our communities. The buildings, the classrooms, the greenhouses, the kayaks, and every adult in our schools are here to help you find and develop your talents. The expectations and social norms that make up this handbook are here to create a learning environment where students, teachers, and administrators take care of each other, take care of ourselves, and take care of our schools. Your schools have high expectations of you. Make sure you have high expectations of your schools. Your involvement and participation in every part of your school community is essential to maintaining the high level of education and individualized learning you should continue to expect to receive. We are excited to begin a new year and look forward to working with you!

# 4 – DAY SCHOOL WEEK CALENDAR

2025-2026 School Calendar																													
District Name: SOUTHEAST ISLAND SCHOOL DISTRICT														School: ALL SCHOOLS including AK-TRAILS Correspondence															
Approved By: SISO Board of Education 3/28/25; DEED Commissioner 4/23/2025														Title: District-wide 2025-2026 School Calendar															
LEGEND		Aug-25							Sep-25							Oct-25													
C	School Closes	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
E	End of Quarter						1	2		1	2	3	4	5	6								1	2	3	4			
H	Legal Holiday									H				W								M	M						
I	Inservice Day	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11							
M	Parent-Teacher Conf Meeting reqts	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18							
O	School Opens					NI	SI							I															
S	Saturday School	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	26	27					
T	Testing		LT	I	I	W	W							W								E	W						
V	Vacation Day	24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31								
W	Teacher Workday		W	O																									
X	Emergency Closure Day																												
LT	Lead Teacher Day																												
NI	New Teacher Inservice	# of Inservice Days: 2							# of Inservice Days: 1							# of Inservice Days: 1													
SI	SpEd Inservice	# of Student Days: 3							# of Student Days: 17							# of Student Days: 18													
	In-session day	# of Teacher Days: 8							# of Teacher Days: 20							# of Teacher Days: 21													
Nov-25							Dec-25							Jan-26							Feb-26								
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			1	2	3	4	5	6					H	V									
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	8	9	10	11	12	13				
					W						W							W					M	M	W				
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20			
					W													E	W										
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27			
							V	V	V	H	V															W			
23	24	25	26	27	28	29	26	29	30	31				25	26	27	28	29	30	31									
	V	V	V	H	H/V		V	V	V									I											
30																													
# of Inservice Days: 0							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 0								
# of Student Days: 12							# of Student Days: 12							# of Student Days: 16							# of Student Days: 16								
# of Teacher Days: 14							# of Teacher Days: 13							# of Teacher Days: 19							# of Teacher Days: 18								
Mar-26							Apr-26							May-26							Jun-26								
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	3	4	5	6	7					1	2	3	4						1	2		1	2	3	4	5	6	
					I						E	W							I							C	W		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
					W																	LT							
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
											W							W											
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
	V	V	V	V	V																								
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30						
															H														
														31															
# of Inservice Days: 1							# of Inservice Days: 0							# of Inservice Days: 1							# of Inservice Days: 0								
# of Student Days: 14							# of Student Days: 18							# of Student Days: 16							# of Student Days: 4								
# of Teacher Days: 16							# of Teacher Days: 20							# of Teacher Days: 18							# of Teacher Days: 5								

**146 Student Days**  
**142 days:**  
 Grades 1-12: 7 hours + lunch (8 am - 3:30 pm)  
 Grade K: 5 hours, 5 minutes + lunch (schedule set)  
 4 days (P/T conferences 10/1, 10/2, 2/11, 2/12):  
 Grades K-12: 5 hours + lunch

**172 Teacher Working Days**  
**146 student days: 7.75 hours/day**  
**7 inservice days: 7 hours/day**  
**19 workdays: 6 hours/day**  
 \* The lead teacher days are part of the Lead Teacher contracts  
 \*\* The new teacher and SpEd inservice days are extra-duty days

**Monday-Thursday (Grades 1-12) 8:00 AM to 3:30 PM**

## WHY IT'S IMPORTANT TO COME TO SCHOOL

The State of Alaska requires that every child between seven and sixteen years of age attends school. Children who are 5 years of age on or before September 1 are eligible to attend kindergarten. A student who has not yet turned 20 years of age by September 1 and who has not yet graduated may attend school.

According to Alaska law, your parent/guardian is responsible for your regular attendance. Each five days of unexcused absence will be a separate violation of this law. If your parent/guardian knowingly fails to comply with this law, they are guilty of a violation and the school district is required to address each violation. (Refer to AS 14.30.010, 14.30.020, and 14.30.030)

## ATTENDANCE

We at Southeast Island School District believe that regular attendance is a crucial element of a good education. In order to provide you with an equal opportunity to attend classes during the regular school year, we encourage your family to limit any family/personal trips to scheduled breaks in the school year. We ask that your parents plan vacations, doctor's appointments, etc., for days when school is not in session. If an absence is unavoidable, we ask that parents give the teachers and principal as much notice as possible, so that they can plan make-up work for the student.

In the event of an unexplained absence, the lead teacher/principal will make prompt and reasonable efforts to contact parents. *In most cases, if a student is absent without explanation for ten consecutive days, he or she will be dropped from our enrollment.* Ultimately, a child's attendance is the responsibility of the parent/guardian.

### Attendance Interventions

- If a student has been absent for five or more consecutive days, the school should contact the parent and request a plan of action, which may include transfer to our AK-TRAILS Correspondence/Homeschool program.
- In the event of a prearranged school absence that extends beyond fifteen consecutive school days, an administrative meeting will be held to determine the possibility of a transfer to our AK-TRAILS Correspondence/Homeschool program.

- If the school believes that the absences are the result of parental neglect, they will, in accordance with mandatory reporting laws, contact the Alaska Department of Health and Social Services, Office of Children’s Services on behalf of the child.

## **Definition of Absence**

A student will be counted absent when not present at school. A student is considered present only if physically present at school or engaged in a school activity, even if the activity is away from the school.

## **Excused vs. Unexcused Absence**

If you are going to be absent for personal reasons, your parent/guardian should write to the principal/lead-teacher to ask that the expected absence be excused. The principal/lead-teacher or designee may deny the request if the principal/lead-teacher 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.

## **Absences and Checking Out**

- Parents are asked to call the school as soon as they know the absence will occur. This will allow the teacher to plan make-up work, to know approximately how long the student will be absent, and to arrange to send assignments home.
- Students who leave school grounds for any reason are to check out with the lead teacher/principal or designee. Students will not be permitted to leave the building without parent’s/guardian’s stated or written permission and permission of the lead teacher.
- Students who become ill must report to the principal/lead teacher or designee before receiving permission to leave the building
- A student returning to school during the day must check in with the lead teacher or designee before re-entering class.
- 

## **Makeup Work**

Each teacher may determine the policy for his/her classroom. If that policy is different from that listed below, it must be clearly stated in a formal document signed by both parent/guardian and student.

Excused Pre-planned Absences: Any assigned homework will be due on a day agreed upon by the teacher. For each day of absence, the student will be given one day to make up the work.

Excused Unplanned Absences: After returning to school, students will have additional time equal to the number of days missed to make up their work.

Skipping: The teacher is under no obligation to provide make up work in this case; the student should expect to earn zeros for all missed work.

## Student & Parent Opt-Out Policy

Parents/guardians may choose to opt their student out of specific classroom activities, lessons, or field trips by submitting a **written request** to the school office prior to the scheduled activity.

If a student opts out of a classroom activity or field trip, an **alternative assignment** will be provided to ensure the student has an opportunity to meet the related learning objectives. The alternative assignment must be completed within the timeframe set by the teacher in order to receive credit for the missed activity.

## Tardies

A tardy is defined as not being present in the classroom when the class is scheduled to begin. Teachers are required to keep records of tardies, and work with your school's lead teacher/principal/designee to determine appropriate consequences.

For high school students, teachers are required to keep records of attendance for each class. Students are considered tardy if they arrive within ten (10) minutes of class; students who arrive in class more than ten (10) minutes late will be marked absent for that class period.

# SISD MODEL OF INSTRUCTION

## Elementary-Middle School

SISD recognizes grades (K-12) for chronological and state reporting purposes. Standards are identified for each grade level and students are assessed using multiple methods throughout the school year.

## High School

Credit-earning courses start at 9<sup>th</sup> grade and continue through 12<sup>th</sup> grade. Multiple assessments are also expected at the secondary level. Good attendance and persistent daily effort are essential for success.

## MATERIALS & EQUIPMENT

Textbooks, workbooks, computers, and instructional equipment are supplied and maintained by the District. Students are expected to furnish their own general supplies, including pencils and notebooks. The lead teacher/principal is authorized to provide materials, including general supplies, for students who are unable to pay. Students shall not be charged for any required activities held during school hours. Schools may charge for:

- Costs and materials used for vocational course projects that will become the property of the student;
- Lost and damaged books, materials, supplies, and equipment including computers.

Students are responsible for the care of their materials and any equipment they are using. Students are required to sign a computer use agreement form outlining appropriate use and will sign out specific textbooks and equipment. Students are not held liable for normal wear and tear on items in their care but will be charged for the repair or replacement due to damage caused by student negligence, vandalism or loss. Replacement cost for textbooks and computers will reflect actual cost of replacement and not the initial cost to the district. Transcripts and/or diplomas will not be released to the student until all fines or fees are paid.

## GRADES/REPORT CARDS

Aside from the many phone calls, notes, and class work folders being sent home, written report cards are sent home at the end of each quarter. If a parent or teacher feels that a conference is necessary, it should be arranged as soon as possible so that we will be able to work together to help you be successful. If you have any questions pertaining to your grades/report card or the instructional program in which you are involved, please do not hesitate to contact your teacher and request a conference. In addition to regular report cards and conferences, teachers are expected to make contact with the parent/guardian when passing a class is in peril and when your

behavior is affecting performance. There should be no surprises. The district strives for clear and open communication.

## HIGH SCHOOL GRADUATION REQUIREMENTS

### BOARD POLICY 6146.1

A student with a minimum of 22 credits covering all required courses is eligible for a diploma.

### Credits Required for Class Ranking

Once a student reaches the 9<sup>th</sup> grade, credits determine class standing.

<b>Freshman</b>	9 <sup>th</sup> grade	1-6 credits
<b>Sophomore</b>	10 <sup>th</sup> grade	7-12 credits
<b>Junior</b>	11 <sup>th</sup> grade	13-18 credits
<b>Senior</b>	12 <sup>th</sup> grade	19-22 credits

### Credits Required for Graduation

Graduation requirements for students enrolled in all schools except AK-TRAILS  
Correspondence:

Credits	Subject
4	Language Arts
3	Science
3	Math (Algebra 1)
0.5	Physical Education
0.5	Health
3	Social Studies (U.S. History/World History/Civics/Alaska History)
8	Electives (strongly recommend at least 1 credit of World Language)

Total = 22 credits

Graduation requirements for students enrolled in AK-TRAILS Correspondence:

Credits	Subject
4	Language Arts
2	Science
3	Math (Algebra 1)
0.5	Physical Education
0.5	Health
3	Social Studies (U.S. History/World History/Civics/Alaska History)
8	Electives (strongly recommend at least 1 credit of World Language)

Total = 21 credits

## Awarding Credit

Course grades will be averaged based on the length of the course. A course completed in 18 weeks (a minimum of 80 hours of instruction) will have a grade with .50 credits awarded. A semester long course will average the two quarter (9 week each) report card grades. A yearlong class will be broken into two semesters and a final grade will be calculated on the report card. A failed semester grade will remain on your transcript. That grade will be averaged into the GPA until the course is repeated.

It is not uncommon to have a course meet less frequently, and be awarded 0.25, 0.50, or 0.75 credits after the entire school year. Any class that deviates from the norm will be identified in the comment section of each report card. Credits will normally be limited to 6 each year. Seniors may exceed 6 credits per year in order to graduate on time. No student may exceed 7 credits without administrative review.

### Challenge Exams – Quick Guide for Students

Want to get high school credit for something you already know? A **Challenge Exam** lets you skip a class by proving you've mastered the material.

**How it works:**

- If you think you already know the subject, ask your counselor about taking a challenge exam.
- You'll need to apply at least **4 weeks** before the test date.
- The test covers the *whole* course, so be ready for everything.
- Score **85% or better**, and you'll get credit on your transcript (listed as "Pass").
- No grade means it won't change your GPA.

**Things to know:**

- Not every class has a challenge exam option.
- You can only try once for each course.
- There might be a small fee for testing.

## Incomplete Scores

We strive to give students every opportunity to succeed. Students failing a 9 or 18-week course will only have additional time to correct the problem if there are documented health concerns or other unusual and excusable circumstances that have impacted recent attendance or performance. The maximum allowable extension is 10 calendar days. If work is not satisfactorily completed within the allowed time, the grade will revert to what it would have been without the time extension. There will be no further opportunity to improve the grade. Failure to complete assignments is not acceptable as a reason for an incomplete. Not every course is offered every year. The older the student, the more essential that the course be passed the first time, as failure may require additional time in school or the purchase of acceptable replacement courses. No outside course will be accepted for credit without prior permission from the principal. The district takes no responsibility for the cost of these courses.

## Credit for Repeat Courses

With the approval of the principal, a student may repeat a course in order to raise his/her grade. The highest grade received will be the permanent grade on the student's transcript. The lower grade will be changed to NC – No Credit and remain on the transcript. This is only possible if repeating the course in the same way it was first taken, and if the course is offered again. For instance the content of a purchased course would be different than what was offered in the classroom. In that case both grades

would remain, although only one of the two could be used for a graduation requirement. Any ties for academic awards at graduation will be settled with preference given to the student without repeated courses.

### **Credit from Other Programs**

Middle school students are encouraged to take challenging courses enabling them to advance beyond the minimum expectations for graduation. In most cases, high school credit is not awarded for courses completed during middle school. No student will be denied access to challenging work regardless of age, and it is possible that middle school students may be in classes with high school students. **When credit is awarded for high school, it will be noted on the transcript when the course was completed.**

### **Pass the Class the First Time**

Due to the size of our individual communities and schools, it is extremely difficult to offer every possible course every semester. Your success when a course is first offered is essential. Regular attendance, frequent communication between you, your parent and the teacher, and the understanding that with age comes more homework and responsibility, are all critical elements. Not every course will be offered every year, and there may be situations where a student would have to take a course either through the SISD AK-TRAILS Correspondence/Homeschool program, or at their own expense, in order to graduate on time.

### **Early Graduation**

Depending on the school, students could have the opportunity to earn as many as 28 credits during high school. Students are discouraged from early graduation. Our changing world requires all of the skills and maturity a student can acquire. On occasion, early graduation requests will be granted to students with a further education plan who are 17 years of age and have not completed their senior year. This process begins with the Lead Teacher or Principal and requires School Board approval following a student presentation to the School Board. You will also submit an application packet to the Board that includes at least the following: current transcripts, a letter from you that includes evidence of future plans such as acceptance into a post secondary career option, and recommendation letters from teacher(s), lead teacher or principal, and parent(s)/guardian(s). The presentation must be made by the November School Board meeting; the application packet must be submitted at least ten days before this meeting. You can be physically present at the meeting or attend the meeting virtually. Meeting minimum graduation requirements is not considered a reasonable excuse for early graduation.

## Graduation Ceremonies

High School graduation ceremonies will be held to recognize those students who have successfully completed the district requirements. The superintendent or designee may deny a student the privilege of participating in graduation or promotion activities because of misconduct. The graduation ceremony may also be used to recognize the accomplishments of younger students and to recognize alternative methods of graduation.

## Valedictorian/Salutatorian

Determination of valedictorian and salutatorian are made based on the following criteria:

1. Highest overall GPA at the end of third quarter of the student's senior year
2. Lowest number of repeated courses
3. Highest score on the SAT or ACT or Work Keys Tests (Must compare like tests)
4. Total Credits Earned
5. Honors and College Dual Credit Courses (highest number of these)
6. Service Learning and Community Service

The determination is made by starting at the first criterion. The next criterion is only evaluated if there is a tie or conflict on the preceding criterion. Valedictorian is the student who ranks 1<sup>st</sup> using this method. Salutatorian is the student who ranks 2<sup>nd</sup> using this method.

## College Courses for Dual Credit

Students who choose to pursue an independent study college course may take the course of their choice. Students may receive dual credit for the course if pre-approved by an SISD principal or designee. Students will be allowed to have this course in their schedule during the regular day if there is a teacher/designee available for supervision during the period. SISD takes no responsibility for the cost of these programs unless a student has exhausted all possible credit opportunities with SISD. Tuition (up to \$250 per course) will be reimbursed only upon successful completion and only with prior permission from the principal or lead teacher.

## UNIVERSITY OF ALASKA'S SCHOLAR AWARD

Calculation of grade point average (GPA) will occur at the end of the junior year for the purpose of determining the recipients of the UA Scholars' Award (top 10% of class) and will be based on the same grades as listed for valedictorian/salutatorian. The Lead Teacher/Principal is responsible for submitting names at the end of the junior year, and

for submitting any changes for the scholarship at the beginning of the senior year. The determination for this award is based on the following criteria:

1. Highest overall GPA at the end of junior year
2. Lowest number of repeated courses
3. Highest score on the SAT or ACT or Work Keys Tests (Must compare like tests)
4. Total Credits Earned
5. Honors and College Dual Credit Courses (highest number of these)
6. Service Learning and Community Service

The determination is made by starting at the first criterion. The next criterion is only evaluated if there is a tie or conflict on the preceding criterion. UA Scholar is the student who ranks 1st using this method. Only juniors on track to graduate on time will be submitted. A student requesting early graduation will not displace a senior graduating on time.

## **POST-SECONDARY EDUCATION**

Information about colleges, technical, and vocational schools is available through your lead teacher or principal. Together with your parents and high school teacher, you can begin planning your future with help of this information. If you plan to continue studies after high school graduation, there are a number of scholarships and student loans available to help you financially. Seniors must allow time for this paperwork and research. It is your responsibility to complete applications for financial assistance, and plan for a smooth transition to whatever school or career path desired. Taking classes in Language Arts and Math beyond our minimum expectations for graduation will greatly improve your opportunities.

## **COUNSELING AND GUIDANCE**

Each year, information on career planning is distributed to the high school students in the district. You will be provided an opportunity to take the SAT, and PSAT exams. You are responsible for exam fees and transportation to and from the testing site. Financial aid information is made available to all students. This information includes grants, scholarships, and loans.

## **SISD AK-TRAILS CORRESPONDENCE/HOMESCHOOL PROGRAM**

The Southeast Island School District AK-TRAILS Correspondence/Homeschool offers a unique and highly individualized program for students living anywhere in the state of Alaska. Please see the AK-TRAILS <https://www.sisd.org/o/aktrails> webpage for more information.

## **SUMMER PROGRAMS**

Some summer opportunities are tied directly to available grants. While our priority is to fund educational opportunities targeting specific needs shown through testing results, the focus of these opportunities vary with the requirements of available funding.

### **Academic Summer School**

We strive to offer summer opportunities for students to improve their academic skills. These are generally targeted to opportunities that usually will not yield high school credit. We evaluate test results yearly to determine the academic focus for any summer opportunities.

### **Summer Camps and Service Learning**

When grant funding allows, we offer summer camps and service learning opportunities.

### **Extended School Year**

Extended School Year (ESY) services are available for students with disabilities as indicated by a student's Individualized Education Program (IEP).

## **ACTIVITIES/ATHLETICS**

### **Right to Participate**

No student shall be denied the right to participate in any school activity solely on the basis of age, gender, race, color, national origin, religion, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration, nor shall students be denied the right to participate as a method of collecting fines or fees.

Ultimately, the school district follows the guidelines of Alaska School Activities

Association (ASAA) outlined below:

Activities requiring travel of any sort (walking, bus, car pool, air, or ferry) will require that students maintain high behavioral, attendance, academic, and self-discipline standards. Persistent difficulties with behavior or problems with attendance may lead to a student remaining behind. A teacher can deny access to a student with prior notice to the parent/guardian, lead teacher, and principal.

**See Notice of Discrimination in Appendix**

## **Attendance and Participation**

Overall, you must be in attendance the day of any practice, game, or special event in order to participate. If circumstances outside of your control keep you from attending school, let your principal or lead teacher know. If your reason is valid, the principal or lead teacher can work with you to still participate.

Students be in attendance the full day of any practice, event, or travel unless absence is documented by a doctor or hampered by weather. Students shall not participate nor attend practice on a day of absence from school.

The lead teacher or principal at your school site may waive this requirement if valid circumstances have caused the absence.

# **ATHLETICS**

## **ATHLETIC/ACTIVITIES SCHEDULES**

### **Schedule for High School**

High school schedules are established by Alaska School Activities Association (ASAA) found on [ASAA.org](https://asaa.org) or on the Region V ASAA website: <https://asaaregion5.org/activities/>

## **Schedule for Elementary and Middle School Sports**

**Native Youth Olympics (NYO): Junior NYO & Senior NYO** (Year-Round Training)  
State Competition is in April (Need grade/age levels)

**Songahm Taekwondo: (Year-Round Training) Competitions TBD**

**September - February (Fall/Winter):** Battle of the Books for grades K-12

**August - May (year round) :** Student Council for grades 3rd-8th

**August - October (5 Weeks):** Elementary and Middle School Cross Country

**October - November: (8 Weeks):** Middle School Basketball

**January - February ( 7 Weeks) :** Elementary/Middle School Wrestling Grades K-8

**February - March (8 Weeks) :** Middle School Volleyball Grades 6-8

**March- April (6 Weeks):** Elementary Basketball Grades K-5 (grouped K-2 and 3-5)

**To Be Determined (5-6 weeks):** Elementary Soccer

## **ATHLETIC EQUIPMENT**

It is the responsibility of each athlete or participant to make sure the uniform and equipment are maintained in a state of proper cleanliness and repair. Unless students purchased their own uniforms, parents will be notified of the responsibility of the athlete or participant to return or pay for any equipment or uniforms damaged or not returned to the coach at the end of the season or activity. Uniforms and equipment acquired through student fundraising are the property of the team and must be available for continued team use, unless clearly defined as student property during fundraising activities.

## **ALCOHOL, TOBACCO OR SUBSTANCE ABUSE OR POSSESSION**

Participation in activities outside of the classroom is a privilege and is clearly not a right. A coach or lead teacher has the right to deny a student's participation in any extra-curricular or co-curricular activity (An extra-curricular activity occurs outside of normal school hours, but does not relate to or compliment the curriculum taught in school. Additionally, most extra-curricular activities have a governing body that also regulates student eligibility. Co-curricular also occur after school, but they directly relate to or compliment the curriculum being taught in school). Students are expected to obey all school rules and city, state and federal laws. Student athletes represent their school and community and are held to a higher standard than other students.

- No student is allowed to possess or use tobacco, alcohol or any controlled substance.
- Attendance at any activity or place at which alcohol, other drugs or other intoxicants are being exchanged, sold or consumed is not permitted. To protect themselves, students are expected to promptly notify the coach, lead teacher, or other responsible adult of the event. Self-reporting will not waive consequences for use.
- Any student issued a citation or summons to appear in court involving alcohol or controlled substances will be immediately deemed ineligible to participate in athletics or other school travel in accordance with policy. The concept of “burden of proof” will not deter from the application of the consequences. The administrator only has to verify that a legal charge has been filed.
- These rules apply from day one of school to the last day of school. For instance, being cited for use a few days prior to the beginning of the season will carry the same penalties as if cited during the season. Those consequences will begin as soon as the district becomes aware of the situation.
- If the event occurs during a school-sanctioned trip, the student will not be allowed to travel on any school sponsored trips for the remainder of the school year. This travel restriction is in addition to any other disciplinary action resulting from the behavior.
- Any student suspected of an infraction will be referred to either the local Village Public Safety Officer (VPSO) or the State Troopers in Klawock.

### **Misconduct While Traveling**

As with all areas of conduct for athletes, infractions will result in immediate return home at parent expense. The first available transportation is generally going to be a flight at considerable expense. We cannot send a student unsupervised on a ferry. A student returned home would be under constant supervision until placed on the plane. Parents are expected to make arrangements for pick up upon return, and to be present when that flight arrives.

If the loss of the student means that there is no longer a full team, the rest of the team will return home as quickly as economical transportation can be arranged.

### **RULE INFRACTION VERIFICATION**

The school administrator will determine the discipline based on guidelines established by the Alaska School Activities Association (ASAA). A complete copy of ASAA

guidelines and regulations can be found at your school or at [www.asaa.org](http://www.asaa.org). The following guidelines have been proposed by the ASAA and we will follow them.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Expectations and Qualifications needed to Participate in Extracurricular Activity**

Below you will find all the detailed information that has to do with participating in extracurricular activities. Mainly, it covers how your behavior, grades, and attendance affect your ability to participate. It also explains what your responsibilities are when covering the costs associated with your participation.

Students are expected to meet the financial obligations of travel not covered by the school district. All travel costs not covered by the School District or local ASC will be the responsibility of the student or parent. The student/parent is expected to provide money for meals, snacks, and emergencies.

Students will be transported to school sponsored activities from the school and returned to the school. The parent/guardian is expected to provide transportation from home to the school and from the school to the home. There is no transportation provided to or from practice.

A student becomes ineligible for interscholastic competition regulated by the Alaska School Activities Association (ASAA) on his/her 20<sup>th</sup> birthday or at the beginning of his/her ninth semester in high school. Minimum criteria for participation in extracurricular activities by students 12 through 19 years of age include the following:

- The district follows Alaska statutes stating that “students enrolled in alternative education programs can participate in activities in their district of residence as follows: A full-time student (...) who is enrolled in grades nine through 12 in an alternative education program that is located in the state and that does not offer interscholastic activities is eligible to participate in any interscholastic activities program available in a public school (...) that, based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program;”
- Students must be completing assignments, and passing all classes as determined on a weekly basis and have no grade below a “C” (70%). Have received no F's on the most recent midterm or quarter grade report. Any incomplete grade will be considered an “F” until replaced by a letter grade.

Students on high school sports teams must have passed 5 classes the semester before their sport with a “C” average. A student working to complete their GED would not qualify.

- Must be in attendance the full day (dependent on number of classes enrolled) of any practice, event, or travel. Students will not participate or attend practice on a day of absence from school;
- Students assigned to serve suspension(s) will NOT be allowed to participate, travel, compete in, or attend any school activities until the day after the suspension has been served in its entirety;
- Must be in compliance with absence limits;
- Athletes participating on a district team must have a way to practice at their home school on any day they do not attend the regular practice;
- Individual coaches will set and regulate practice schedule for athletes coming to their team from other schools;
- Must maintain appropriate behavior as per school and contract rules. Behavior considered in determining eligibility will include behavior at school, behavior in extra-curricular activities and school related misconduct outside class and extra-curricular activities;
- The District will also consider misconduct unrelated to school which is otherwise relevant (substance abuse or criminal behavior), to the determination of eligibility;
- Must meet all ASAA requirements;
- An ineligible student may not practice, travel, dress in uniform, or participate in any game or competition including team warm-ups during the period of ineligibility. (The coach may expect a student to be present during practice and to do homework if the offense is academic);
- In some cases, there may be a \$25.00 uniform deposit required if competing at a junior high or high school level in a sport requiring uniforms and/or special equipment. This is not true if items are purchased by students or clearly defined as remaining with the students as funds are being raised for that purpose;
- Must have signed and dated SISD Participant Code of Conduct Contract for the specific activity;
- Have a current physical examination on file in the office before the first practice for any athletic event. This is required for middle school and high school;
- Ten practices are required before participating in any event;
- Travel costs are the responsibility of the student. Participation in fundraising activities before and during the season is expected. We regret this additional burden on our students and communities. Funds raised and then not used will be allocated by the local ASC.

Student Activities: Students must be eligible according to the policy described in *Activities: Co-curricular and Extracurricular* section of this handbook. All school-related activity trips will require completion of missing work, which will be due on a day agreed upon with the lead teacher. These plans should be complete, and copies provided to the student, parent, and coaches/chaperones before the student leaves on the trip.

### **From School Board Policy 6145**

The School Board recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students and shall annually adopt a plan for student participation in extra/cocurricular activities which does not compromise the integrity and purpose of the educational program.

*(cf. 5131.63 - Performance Enhancing Drugs)*

*(cf. 6153 - School-sponsored Trips)*

In order to participate in extra/co curricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

*(cf. 6146.1 - High School Graduation Requirements)*

The Superintendent or designee may exempt from eligibility requirements extra/cocurricular activities or programs which are offered primarily for the student's academic or educational achievement.

To encourage and support academic excellence, the School Board requires students in grades 7 through 12 to earn a minimum 2.0 or "C" grade point average on a 4.0 scale in order to participate in extra/cocurricular activities.

Students with any "F" grades do not meet eligibility requirements.

The School Board desires to balance the academic needs of students with the benefits they receive from participating in school activities. The Superintendent or designee may grant ineligible students a probation period of not more than one

semester. In implementing this policy, the Superintendent or designee shall help ineligible students regain eligibility.

The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.

*(cf. 5144 - Discipline)*

*(cf. 6145.2 - Interscholastic Competition)*

The Superintendent or designee shall facilitate the opportunity for transitioning military children's participation in extracurricular and cocurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

*(cf. 5119 - Children of Military Families)*

## **FIELD TRIPS**

Realizing the educational opportunities afforded by activities away from the school site, the Southeast Island School District Board of Education supports and encourages schools to plan for and involve students in educational field trips. If money is raised at school for the trip, the money is collected through a school or ASC account, the trip uses school personnel or vehicles, regardless of the time of year, the trip is considered a school trip and will follow all school expectations and guidelines. All field trips will involve educational objectives.

Absolutely no student will attend any field trip or activity away from the school unless the responsible teacher has the highest confidence in that student's ability to meet our behavioral expectations. We expect students to be aware that classroom behavior, self-discipline and attitude will impact their ability to travel. Consequences and expectations are the same as for any extra-curricular or co-curricular activity.

Students representing SISD are expected to behave in a mature manner, dress appropriately, and conduct themselves with grace and politeness. When a student is under the supervision of the school district, either while on school grounds or traveling, any allegation of misconduct will be thoroughly investigated. Students representing SISD are expected to obey all school rules and city, state, and federal laws.

Traveling students are not allowed to ride in automobiles except those provided by housing parents. Students must wear seat belts at all times. Students are not allowed

to drive a car in another town while traveling for the school district. Traveling students who violate laws or school rules may be sent home by the first available transportation, at their own expense. Students violating major school policies including drug and alcohol policies may lose travel privileges for up to a calendar year. Students may be disciplined for behavior prohibited by student discipline rules that occur on or off campus at any time of the year, if the behavior is either related to school, school activities, or while on school sponsored trips.

## **SCHOOL DANCES**

A certified teacher chaperone must attend school dances from the host school and sufficient chaperones for the number of students attending. If other SISD schools send students they must be chaperoned by an adult approved by their own lead teacher. All students must meet conduct requirements as established by their home school. The host school will determine the ages eligible to attend.

Dances must be scheduled three (3) days prior and approved by the lead teacher.

General Dance Rules:

- Students will not be allowed to leave and return while dances are in progress.
- A student that leaves the dance early may not return.
- Parents/guardians must contact the lead teacher in advance if they do not want their student(s) to be able to leave the dance early.
- Parents/guardians are responsible for making sure that their student(s) have entered the dance and are under school supervision, as staff may not be aware of students who have not entered the activity.

More details regarding dance rules are available from your lead teacher. All school rules and expectations apply to dances.

## **FUNDRAISING**

Continuing reductions in school funding has forced students into fundraising activities. General funds for student travel and activities are very limited. We use grants as much as possible to cover this gap. Students will still need to raise funds for a multitude of worthwhile activities. When solicitations are made on behalf of the school or on behalf of a charitable organization, the School Board particularly desires that no person be made to feel uncomfortable or pressured to provide funds. All staff members are expected to emphasize that donations are always voluntary.

The superintendent or designee may limit fund-raising activities in order to prevent interference with the instructional program or to protect students from dangerous or

unsafe situations. Lead teachers who are planning fundraising activities must first have the approval of the principal before proceeding with the activity. It is important to control fundraising to avoid duplication of sales between groups of students or student organizations and to keep from over-burdening the public.

A senior trip would occur during the school year and have an educational objective with behavioral expectations similar to any other school trip. Seniors taking a trip after the end of the school year are not on a school-sponsored activity. Such a trip is in no way connected to school and the ASC cannot manage fundraising accounts. Students raising money for school-sponsored activities have the priority if the fundraiser uses school facilities in any way.

Fundraising specific to Student Activities/Athletics are the responsibility of the Coach. Student athletes must work with their coach and the Advisory School Council (ASC).

## STUDENT CONDUCT

### Academic Dishonesty

Southeast Island School District values integrity, honesty, and personal responsibility in all academic work. Academic dishonesty—including, but not limited to, cheating, plagiarism, falsifying records, unauthorized collaboration, or using unauthorized materials—undermines these values and will not be tolerated. Students are expected to complete their own work and appropriately acknowledge the ideas and contributions of others.

Violations of this policy will result in disciplinary action in accordance with SISD Board Policy BP 5131.9 and may include loss of credit for the assignment or assessment, parent/guardian notification, and further consequences as outlined in the district's disciplinary procedures.

### School Culture and Social Norms

In order to learn and teach, students and teachers must be able to go to school knowing that they will be safe and respected. Our school community and school board have created social norms and expectations that protect and support the well-being of all students, teachers, and administrators.

Your school must explain the expectations and social norms created by the school community and the school board to you. This allows us all to do our part to take care of ourselves and to take care of others. Parents and guardians will also be notified in writing regarding the school board's expectations of students.

While we are all valued and respected equally in our schools, students must cooperate with teachers and administrators who are reminding students to comply with the expectations of the school community and school board.

Our schools encourage students to be themselves, express their individuality, to have fun, and to be social, but we cannot allow this to happen if a student is harming themselves or others in the process. For example, students should be able to be individualistic, but we cannot allow students to wear clothing with inappropriate language. We want students to have fun, but we cannot allow students to bully other students because it seems funny.

All of our choices have consequences. When we all know the expectations and social norms of this handbook, we make the choice to either follow or not follow them. Ultimately, we are the only person responsible for our individual choices and the consequences that come with them.

If students choose to disregard or defy the expectations of the school community or the school board, students will be choosing to accept the following consequences.

If students must meet with the principal because they have chosen to disregard expectations, a guardian will be contacted by either a phone call or a letter describing the student's actions and how they violated school community and school board policy.

If students continue to make choices that disregard the expectations of the school board, they may be subject to discipline, suspension, or transfer to a correspondence program or expulsion.

We want every student to be learning in a classroom, but we cannot allow students to be continuously disrespectful, unkind, or to behave in a way that is inappropriate for a school setting. Removing a student from the classroom so that other students can be safe, respected, and have a productive learning environment is a natural consequence. However, learning how to shift our behavior is always preferred over punishment.

## **Minor Offenses**

The teacher is expected to address classroom behavioral problems within the classroom setting. All minor offenses are handled on the spot by the teacher. This includes possible detention with the classroom teacher.

- Repeated minor offenses may be deemed a Moderate Offense. Refusal by the student to solve the problem at the lowest possible level will also escalate the consequence.
- Consequences may be escalated or repeated if warranted based on the severity or past history of behaviors.

## **Moderate Offenses**

- Physical / Verbal Abuse, threats, hazing, harassment, intimidation, or bullying.
- Defiance of authority, disrupting class, not following directions, (this includes: failure to follow a reasonable request from staff, or failure to attend detention or to comply with any level of the Discipline Policy for which a student is assigned)
- Truancy / unexcused absence.
- Disrespectful or abusive language (and gestures), profanity, and inappropriate response to correction.
- Repeated Moderate Offenses may be deemed a Major Offense.

### **Moderate Offense Consequences**

- Detention(s) as assigned by lead teacher
- In-School Suspension in a designated quiet place without distractions
- Out-of-School Suspension
- Possible long-term suspension or placement out of the regular school setting (This can include our correspondence program or some combination of all of our educational opportunities.)

## **Extreme Offenses**

- Physical / Verbal Assault / Fighting
- Possession or use of alcohol or other drugs (this includes tobacco products)
- Possession of a dangerous weapon (i.e. knives) or the use of an object to inflict bodily injury to another person.
- Persistent Defiance of School Authority / Gross disrespect.
- Damaging property, vandalism, and theft (may require restitution).

### **Extreme Offense Consequences:**

- One (1) to three (3) days of out of school suspension
- Four (4) to ten (10) days of out of school suspension
- Recommendation for expulsion or placement outside of the regular school program.

The penalty days counted for any school suspension will begin the full day following verification of the violation and will be in addition to the remainder of that school day on

which the violation is verified. The lead teacher has the option to suspend for the remainder of the day. Students who are suspended will not be allowed to attend school-sponsored activities until after the first full day of attendance following the completion of the suspension. Suspended students may not be on school property at any time before the re-entry conference on the morning of their return to school. Discipline Levels for both Moderate and Major Offenses may be skipped or repeated if warranted by the situation.

In addition to the above disciplinary actions, students who possess, use, buy, sell, or give alcoholic beverages or any other drugs at anytime during the school day or while participating in any school activity will be referred to police. Counseling, chemical dependency assessment and treatment may be required at student/parent expense.

### **Classroom Etiquette**

- Neither food nor drink will be allowed in the classroom unless the teacher makes special arrangements.
- Portable electronic devices including, but not limited to radio/cassette/disc players, gaming devices, iPods or mp3 players, and cell phones may not be used during school hours outside of lunch. Any music will be under the direct control of the teacher. Listening to music on a district assigned computer with headphones is at teacher discretion. Any use of music will be directly connected to positive student behavior.
- Students are expected to complete their own homework and other assignments. Cheating will not be tolerated and may result in loss of academic credit. This includes copying material from the Internet and claiming it as your own.
- Students must come prepared for class and on time.
- No behavior will be allowed which disrupts the learning of others.
- Students should be alert and active. It is expected at all times that students keep objects and body parts to oneself.

### **Hallway Behavior**

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

### **Suspensions**

- In-school suspension (ISS) is the removal of a student from the classroom and school activities by the principal, lead teacher, or designee, and assignment to a designated area within the school building. A student in ISS will take breaks when other students are not in the halls.

- Students in ISS will be counted as present
- Out of school suspension (OSS) will be used as a last resort for students unwilling to comply with ISS, or in the case of an event too serious to deal with in any other manner. For short-term suspensions, students will receive zeroes for missing work. For long-term suspensions, the lead teacher may make arrangements for the student to complete the work at home.

We believe the district discipline program should advance the learning of social and life skills and should be based on maintaining a safe and effective learning environment within an atmosphere of mutual respect. Students must feel safe while they are in our care. Age appropriateness, frequency and severity of the violation will be considered when dealing with behavior and consequences. School hours for a student are considered to be all hours between when the student leaves the house in the morning and until they return home in the evening. Actions taken during school hours involving another student will be considered a school offense.

### **In-school Suspension**

In-School Suspension (ISS) is offered as an opportunity for students to learn from their mistakes while keeping up on their studies. Included in their day will be a reading and writing assignment tailored to their particular issue. The ISS monitor will review and discuss this project with the student. Failure to meet the behavioral, writing, or reading assignment expectations will require an out-of-school suspension. In-school suspension does not require a conference before a return to the classroom, unless multiple days are required to fulfill a one-day commitment.

### **Out-of-school Suspension**

Out-of-school suspension is a last resort effort to change a behavior that can lead to more serious consequences unless changed quickly. A conference with parent/guardian, lead teacher, and student is required before the student returns to school after any out-of-school suspension or return from required placement in correspondence. The principal or designee will attend the re-entry conference along with other involved agencies or district specialists. This meeting will look at the event--or pattern of events--and problem solve for resolution. Repetition will result in escalating consequences, including removal from regular school attendance and an opportunity to do our correspondence program. An eventual return to school will require success with correspondence.

### **Expulsion**

Expulsion leaves us all disappointed. With the exception of uncommon acts of violence or other threats to the safety of other students or staff, this step will have been preceded

by countless interventions, and we will have left no stone unturned in our effort to find an alternative. However, all students deserve the opportunity to learn and to feel safe, and teachers need to be able to teach. Any student who makes this difficult for others is disrupting the educational process.

## **Weapons and Dangerous Instruments**

Students shall not possess or use weapons, explosive materials, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures and may be expelled for a period of one year. School employees will confiscate weapons or dangerous instruments on school grounds or at school-related or school sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff and the public. Knives of any size are not permitted.

The superintendent may, on a case-by-case basis, recommend a modification of this period of expulsion. Such modification recommendation shall involve consideration of all relevant factors, including those in aggravation and mitigation of the violation, and whether suspension is appropriate if the student has an individual education plan.

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 less than one year. (Federal Statute 18 U.S.C. 921) The term "firearm" is defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled, weapons or dangerous objects used in an act of aggression and stun guns.

## **SEARCH & SEIZURE**

### **BP 5145.12**

The following rules shall apply to search and seizure pertaining to students and school property assigned to them (e.g., lockers, desks, etc.):

### **School Property**

The School Board authorizes school officials to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. All lockers and other containers provided to students by the District are owned, supervised and controlled by

the District. Lockers and other District-provided containers are subject to search by the Superintendent, or designee, who may authorize a District employee to search them at any time.

In determining whether reasonable cause for a search exists, school officials shall consider:

- The student's age and previous behavior patterns.
- The prevalence and seriousness of the problem to which the search was directed.
- The urgency, requiring the search without delay (e.g. odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker).
- The substantiate value and reliability of the information used as a justification for the search.
- The location of the student at the time of the incident that gave rise to reasonable suspicion.
- There are reasonable grounds or suspicion that the search will disclose evidence of illegal possessions or activity.

School Board Policy does not authorize any school employee to conduct a strip search of a student. Student permission to search possessions is not required. Permission will be requested and when possible a parent or guardian will be present for any search of an individual. Searches are not to be considered lightly and any search will be conducted by or under the supervision of an SISD administrator.

## **PUBLIC DISPLAY OF AFFECTION**

There will be no body-to-body contact, intertwining body parts, handholding, or kissing. Students are to be supervised at all times. Attempts to find inappropriate privacy will have escalating consequences. The school is not the place to show intimate affection.

## **VANDALISM, THEFT AND GRAFFITI**

Any district student who commits an act of vandalism shall be subject to disciplinary action, must make reparation for damages, and also may be reported to the appropriate authorities for legal prosecution. If reparation of damages is not made, the district also may withhold the student's diploma and/or transcripts.

## **ALCOHOL AND OTHER DRUGS**

### **BP 5131.6**

Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion. Coming to school, school functions, or field trips under the influence carries the same consequence.

The principal or designee may search students and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law. Any search must comply with School Board Policy on Search and Seizure BP 5145.12(b). No search will be made without direct permission from the superintendent or principal. When any student comes to school under the influence, possesses alcohol or illegal drugs at school or while under school jurisdiction, the following shall result:

- Parent/guardian contact.
- One- to five-day suspension.
- Contact of law enforcement authority within one school day of the suspension.
- Impose extra-curricular, co-curricular travel restrictions for as long as the remainder of the school year.
- If any access to field trips, or sports is eventually permitted, the student will be closely monitored and will be in sight of a chaperone at all times.

### **Drug/Alcohol Free Zone**

Federal and State statutes provide for penalties for the distribution of drugs within 500 feet of a school, the "Drug Free School Zone", subject to the following conditions: does not require knowledge of the proximity of a school, does not require evidence that children are currently or likely to congregate, does not require proof that the sale of drugs had a detrimental effect on children.

### **Tobacco Free Zone**

#### **BP 5131.62**

In accordance with law and to promote the health and safety of all students and staff, School Board Policy prohibits smoking, the use, or the possession of tobacco products anywhere and anytime in district vehicles, at athletic events and meetings, while under the supervision of a district employee, or on district property. This zone includes the lands surrounding district buildings.

## **DRESS AND GROOMING**

### **BP 5132**

Student attire should be appropriate for school and not disruptive or a distraction to the educational process. The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment and good school spirit, and will be non-disruptive of the educational activities and processes of the school.

Profanity, nudity (real or in caricature), depiction of sexually inappropriate behavior, promotion of drugs, alcohol, and tobacco products are inappropriate attire. Clothing worn that is inappropriate for a school environment will result in the parents being notified and the student will be required to change into appropriate clothing. Turning a shirt inside out can solve the problem for that day. Problem items are not expected to reappear that day or any other day. Hats are allowed only with lead teacher permission or are left in the locker. Sunglasses are not permitted while indoors. Repeat offense with the same item may result in ISS or removal from school. The lead teacher will have the final word on dress. All teachers at a site will reach a consensus on the standard at the school and any staff member can ask a student to comply. Parents and guardians are encouraged to contact administrators if there is a conflict between what they believe and what the school believes is inappropriate. General guidelines for appropriate dress are below. This list is not exhaustive.

- Shoes shall be worn.
- Clothing that would expose the entire shoulder, including shoulder straps that are less than one-inch wide, may only be worn with additional clothing that covers the area (blouse, dress shirt, shirt).
- Clothing exposing the torso, cleavage, or the midriff, either front, back or sides, shall not be worn. Underwear shall not be visible. Zippers will remain up. Consequences will escalate when repeated.
- Head coverings shall not be worn without express permission from the lead teacher.
- Hemlines shall be no shorter than mid-thigh for all shorts, skirts, and dresses.
- Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.

# DIGITAL CITIZENSHIP

Our school district uses many digital tools in its curriculum. In order to maximize the learning experiences gained with these tools, it is important to practice the skills needed to be an active and productive member of our school's digital citizenry. There are many qualities and attributes of a model digital citizen. Here are a few examples:

## **1. Protect Your Personal Information**

Think before you post, avoid oversharing, protect your privacy, and check for sources of information. Do not give any personal information to anyone from a school computer unless you have verified that they are a school or district employee. Avoid malware or phishing attacks aimed at stealing your personal information.

## **2. Use Good Judgment**

Always evaluate the credibility of online information and be aware of potential scams. When using Artificial Intelligence (AI) tools, such as chatbots or image generators, understand that the content produced may not always be accurate, complete, or unbiased. Cross-check AI-generated information with reliable sources before using it in school assignments or communications.

## **3. Treat Others with Respect**

Cyberbullying is a growing problem in the United States that often leads to negative consequences for those bullying and those being bullied. Be kind, respectful, and school appropriate in all online interactions, whether with classmates, teachers, or AI-powered communication tools. Remember that what you write or share online can impact others just as much as in-person words or actions.

## **4. Be Aware of Your Digital Footprint**

Your digital footprint (all of your communication, searches, AI interactions, and activity) generally remains forever and cannot be taken back. Keep your personal digital activities separate from your school devices—especially with social media and AI tools. Be aware that even AI prompts and outputs may be stored and reviewed.

## **5. Use AI Responsibly**

When using AI to support learning—such as generating ideas, summarizing articles, or checking grammar—be sure to:

- Give proper credit for AI-assisted work when required.
- Avoid asking AI to complete assignments entirely for you; instead, use it to enhance your own understanding.

- Keep in mind that AI can make mistakes or include bias, so human review is essential.
- Never use AI to create or spread harmful, misleading, or inappropriate content.

If we work together, we can ensure that our digital and AI-powered activities enhance the school experience and strengthen our learning community.

## LEAVING SCHOOL PROPERTY FOR LUNCH

No school or class may be dismissed before the regular hour for dismissal without the approval of the superintendent or designee except in case of an emergency. Students shall remain on the school premises during the hours school is in session, including the lunch break, unless specifically authorized by the lead teacher or principal to do otherwise. Leaving campus for lunch is a privilege and is not considered a right. Ultimate responsibility for the decision of an open campus rests with the local administrator.

## TRANSPORTATION

Bus and District vehicle transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the vehicle. Riders shall be courteous to the driver and to fellow passengers. 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. In regards to field trips, the supervising teacher may deny access to students with classroom behavior problems.

### Bus Conduct

Because passengers' behavior can directly affect their safety and the safety of others, the following basic safety rules apply at all times when students are riding a school van or bus, including field trips and other special trips. Problems will be reported to the lead teacher, and the parent/guardian will be notified of problem behaviors before removal from the bus whenever possible.

- Riders shall follow the instructions and directions of the driver at all times.
- Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for entering the vehicle. Riders should be alert to traffic. Riders shall enter the vehicle in an orderly manner, go directly to their seats, fasten their seatbelts if

**their use is required**, and remain seated while the vehicle is in motion. They shall not obstruct the aisle with their legs, feet, or other objects. Riders shall remain seated until the vehicle stops. When entering and exiting, riders should be alert for traffic.

- Serious safety hazards can result from inappropriate behavior that distracts the driver. Such behavior may lead to suspension of riding privileges.
- No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the vehicle.
- Riders shall help keep the bus clean. Riders shall not damage nor deface the vehicle or tamper with bus equipment.
- No animals are allowed on the bus.
- Bus riders caught vandalizing the bus will have privileges suspended and be required to pay for damages.
- Students are expected to remain on school grounds after arriving on the bus.

Riders who fail to comply with the above rules shall be reported to the lead teacher, who shall determine the consequence. Consequences may include short-term denial of bus privileges. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice. In the case of a severe violation or repeated offenses, the principal may deny transportation for a period of time as long as the remainder of the school year. The driver will not assign consequences. Only students and chaperones may be on the bus. The use of food and beverages.

## **DUE PROCESS AND APPEAL**

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 Administration. The “Due Process” steps below outline a procedure for a student and his or her parents to follow in appealing decisions relating to rule infractions. It is understood that the student and parents will be expected to follow the “Due Process” procedures to ensure that all student rights are acknowledged under the law.

It is the role of the School Board to serve as the supreme and impartial authority for the school district during a formal hearing. The School Board will consider all facts and information. The decision of the School Board will be final. The student parent/guardian/caretaker will be notified in writing within three school days of the decision of the School Board.

For the sanctions of in-school suspension (ISS) and/or detention assigned by the lead teacher, any student will have the opportunity to explain his/her conduct to the principal.

An additional conference/hearing with the principal can be requested. Until the ISS is served, or the appeal is won, there will be no school attendance. There is no appeal beyond the principal for ISS or detention.

For the sanctions of short-term school suspension (10 days or less) assigned by the lead teacher, the student will have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. If not successfully resolved, an informal hearing will be held within 24 hours. The principal will order a short-term suspension from school to begin immediately and it will remain in effect until the appeal hearing.

Students/parents dissatisfied with the imposition of discipline following a hearing with the principal may request a hearing before the superintendent by submitting a written request within one (1) school day of the imposition of discipline. (This step is not available to challenge ISS or lesser detentions.)

Students/parents dissatisfied with the imposition of discipline following a hearing with the superintendent may request a hearing before the School Board, by submitting a request within three (3) days of the superintendent's decision.

Long-term suspension (more than 10 days) and/or expulsion may be ordered only by the School Board after a formal hearing. A return to school is contingent upon the School Board's satisfaction that the cause for long-term suspension or expulsion has been remedied. All procedures in School Board Policy are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

## **VISITORS**

Visitors to the school must check into the office or with the Lead Teacher. In general, student visitors are not allowed. Parents, guardians and volunteers are welcome and encouraged. At sites without an office, other visitors should plan to visit when classes are not in session. Exterior doors at school sites without an office are locked during school hours for the protection of students and staff.

# **PARENT SECTION**

## **PARENTAL INVOLVEMENT**

Parent/Guardian involvement in school is widely seen as one of the most important factors in ensuring student success. It increases the communication between the home and school, enriches the school community and culture, and also increases the academic achievement of students. We encourage parents/guardians to get involved and volunteer before, during, or after school if possible. Contact your school for more information on volunteer opportunities. We also encourage parents/guardians to contact lead teachers or principals for more information regarding the opportunity to serve on your school's Advisory School Council (ASC).

## BUILDING SECURITY

For the safety and protection of all students and staff, school sites maintain strict access protocols during school hours.

Exterior doors at school sites without an office are locked during school hours. This policy ensures a secure learning environment and limits access to authorized personnel and visitors only. Visitors must follow established procedures for entry, which typically include checking in at the main office or designated entry point.

## VISITORS

Visitors to the school must check into the office or with the Lead Teacher. Rules for visitation vary by site. In general, student visitors are not allowed. Parents, guardians and volunteers are welcome and encouraged. At sites without an office, other visitors should plan to visit when classes are not in session.

## SOUTHEAST ISLAND SCHOOL DISTRICT CONTACTS

### Administration

Superintendent.....	Rod Morrison
Special Education/Assessment Director .....	Robbin Perkins Askew
Curriculum Team.....	Rod Morrison/Shaine Nixon/Robbin Perkins Askew
Area Principal.....	Shaine Nixon
Executive Assistant/Human Resources Director.....	Chris Page Haufe
State and Federal Programs/Grants/Migrant Ed.....	Astrid Richard-Cook
Technology Director.....	Everett Cook
Maintenance Director.....	Scott Randall
Activities Director.....	Jennifer Andis
Business Manager.....	Lucienne Smith

Agricultural/Greenhouse Program Manager.....	Brandy Schmitz-Prefontaine
Payroll/Accounting/Fixed Assets.....	Karen Clark
Travel/Purchasing/Accts. Payable/Vehicles.....	Terri Kohn
Amazon Purchasing/Maintenance Data/Migrant Recorder.....	Theresa Randall
Child Nutrition Program.....	Mariia Taylor
Thorne Bay School Secretary/Immunizations/ District Registrar.....	Amy Jennings
Title VI of the Civil Rights Act of 1964.....	Rod Morrison
Title IX of the Education Amendments of 1962.....	Rod Morrison
Section 504 of the Rehabilitation Act of 1973.....	Robbin Perkins Askew
Title II of the Americans with Disabilities Act of 1990.....	Robbin Perkins Askew

## **ENTRANCE AGE BOARD POLICY 5111(B)**

Our schools provide educational experiences for all students who are developmentally ready to enter school. Students enter into our school system at kindergarten and progress through our curriculum model as is developmentally appropriate.

A child five years of age on or before September 1 may be admitted to kindergarten.

Students with an Individual Education Program (IEP) can receive services as three-year-olds. Students under school age who were previously enrolled in public school shall be admitted to school at the level determined by the superintendent or designee. Admission requires superintendent or designee approval. There will be no consideration for early entry of four-year-olds after the third week of September.

## **PROGRESS REPORTING**

Aside from the many phone calls, notes, and class work folders being sent home, written progress reports are sent home at the end of each quarter. If a parent or teacher feels that a conference is necessary, it should be arranged as soon as possible so that we will be able to work together to help your child. If you have any questions pertaining to your child's progress or the instructional program in which he/she is involved, please do not hesitate to contact the teacher and request a conference. In addition to regular progress reports and conferences, teachers are expected to make contact with the parent/guardian when passing a class is in peril and when behavior is affecting performance. There should be no surprises. The district strives for clear and open communication.

## Retention

The School Board recognizes that research indicates very few children benefit from being retained. The superintendent or designee shall promote alternatives to retention. Early intervention, cooperation between the teacher and the parents, and regularly scheduled reviews of attempted interventions are our best defense against a step that seldom improves achievement. The exception can be with students who enter early as four year olds. These students are admitted with the expectation that they can perform with students a year older. These students will be monitored closely and evaluated each April.

A teacher believing that retention is necessary will facilitate a meeting to consider the child's academic, social, and emotional performance. This meeting will take place during the first week of May and must be resolved before the last day of student attendance. In attendance will be the parent/ guardian, principal or designee, lead teacher, and primary teacher. A Special Education teacher or other agency representative involved in the student's education, may also be present. Before retaining a student, the principal or designee shall determine that:

- The student has not met grade-level standards of expected student achievement;
- Remedial help for the student has not sufficiently prepared the student for advancement;
- An effective plan is in place to meet the student's needs in addition to retention; or
- Retention will serve some purpose beyond punishment and improve the chance of school success.

Parental agreement is necessary for any change of placement, with the exception of the high school year (freshman, sophomore, junior and senior). These labels are dictated by the total credits earned, and may impact testing and graduation dates. For instance, remaining a freshman due to a lack of credits is not considered retention. See high school graduation requirements for further detail. Where attendance is a primary factor, a review of past interventions and a consideration of more assertive measures will be considered.

## STATE TESTING

While regular attendance is always important for your child's education, one critical time to make sure your child is in school is during our State testing. Testing window dates are listed below and on the Department of Education and Early Development website:

## 2025-26 Assessment Calendar

	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo										
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<b>May</b>										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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																								mCLASS EOY																

If all students participate in the State testing, it makes a significant difference for the district in funding a variety of programs and performing to a level indicating Universal Support. Therefore we ask that all students be present during these testing weeks.

### DISPLAY OF FLAGS/PLEDGE OF ALLEGIANCE AS 14.03.130

United States and Alaska flags shall be displayed and the pledge of allegiance will be recited regularly. A person may recite the following salute to the flag of the United States of America or maintain a respectful silence. "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

A school district shall inform all affected persons at the school of their right not to participate in the pledge of allegiance. The exercise of the right not to participate in the

pledge of allegiance may not be used to evaluate a student or employee or for any other purpose.

## **FOOD SERVICE/CHILD NUTRITION PROGRAM**

During the school year, we offer breakfast and lunch free of charge for all students attending schools that offer these meals in our district. Currently, we do not turn away any students from this program; however, we do need all parents to complete the necessary income declaration paperwork. The statistics gathered from this paperwork are crucial if we are to keep the grants we have and if we hope to get other grants that require those numbers. We encourage your feedback on the program so that we can better meet the needs of our students and keep the program. Do not hesitate to contact Food Service staff or the Director if you have questions or concerns. We appreciate and encourage your cooperation.

## **CRISIS INTERVENTION**

During a school crisis (suicide attempts or other traumatic community event), schools will follow direction given in the district and school Crisis Plans. You can review the district Crisis Plan by checking in with your lead teacher or Principal.

## **CHILD ABUSE REPORTING**

**AS 47.17.010-070.**

School employees have a legal obligation to report known or suspected child abuse immediately to the nearest office of the Department of Health and Social Services. The reporting duties cannot be delegated to another individual. The District acknowledges its statutory obligation to report and cooperate in the investigation of possible cases of child abuse or neglect. Failure to report puts staff at risk of losing their job and career. It is not the responsibility of staff to research issues, and they do not seek to verify any allegation. The law is clear and other agencies have the right to investigate or to ignore once we file a report. Regardless of any doubt they might have, staff is expected to report what they know immediately.

## **ANTI-HARASSMENT POLICIES**

SISD is a diverse school district with our residents representing various ethnic, cultural, and racial backgrounds. We take great pride and celebrate this diversity and believe it

adds to our strength as a school district. We believe strongly in mutual respect for all people. Any actions of discrimination, prejudice, or harassment will not be tolerated at 44 any level of the school district. The superintendent serves as the Title IX officer, and is responsible to investigate any allegations of discrimination.

## **Harassment**

The district is committed to maintaining a learning and working environment free from all forms of harassment. The district prohibits sexual harassment in any form by employees, students, volunteers, and others involved in school district activities. Sexual harassment shall include issues of sexual orientation and gender identity.

Harassment occurs when:

- Submitting to the harasser's demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of demands is a factor in an academic, work or other school-related decision affecting an individual; or
- Unwelcome conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Harassment can occur when an adult harasses a student, a student harasses an adult, a student harasses another student, an adult harasses another adult, and harassment can occur between individuals of the same gender as well as individuals of differing genders.

The district will take prompt and reasonable corrective measures to eliminate harassment and prevent its recurrence. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services. When deemed appropriate by the district, the district shall provide reasonable support and/or assistance for individuals who have been subjected to harassment in the district's educational or work environment.

Engaging in harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Such disciplinary action will be consistent with any applicable collaborative agreement, district policy, and state and federal law. Complaint procedures are available from your lead teacher or through the district office.

No person shall be retaliated against for making a report of harassment or for providing testimony or assisting in the investigation of such a report. Retaliation will lead to disciplinary action against the offender.

It is also a violation of this policy to knowingly report false allegations of harassment. Persons found to knowingly report false allegations will also be subject to disciplinary action.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing school rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

## Bullying

**Bullying** is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can harm a person's physical, emotional, or social well-being.

To be considered bullying, the behavior typically includes:

1. **Intentional harm** – The actions are deliberate, not accidental.
2. **Power imbalance** – One person uses strength, popularity, access to information, or other advantages to control or harm another.
3. **Repetition** – The behavior happens more than once, or is likely to happen again.

Bullying can occur in many forms, including but not limited to:

- **Verbal:** Name-calling, insults, teasing, intimidation, or threatening statements.
- **Physical:** Hitting, kicking, pushing, damaging property.
- **Social/Relational:** Spreading rumors, excluding others on purpose, encouraging others not to be friends with someone.
- **Cyberbullying:** Using digital devices, social media, or online platforms to harass, threaten, or embarrass.

Bullying is not the same as occasional conflict, disagreement, or friendly teasing. It is a pattern of behavior meant to cause harm or distress.

## Cyberbullying

All forms of harassment, intimidation or bullying via electronic means, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to threaten, harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages,

digital pictures or images, or Web site postings, including blogs and social media. An individual who redistributes a cyberbullying communication can be found in violation of this policy, even if the individual did not author or create the original communication or image.

## **USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BOARD POLICY 3515.6**

The School Board authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passenger in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students. In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

### **Use**

Video surveillance cameras may be used to monitor and/or record in locations authorized by the School Site Administrator or the officials of the school district. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

## **APPENDIX A: AHERA (ASBESTOS NOTIFICATIONS)**

### **2024-2025 ASBESTOS NOTIFICATION: Coffman Cove, Edna Bay, Hollis, Naukati, Port Alexander, Port Protection, Thorne Bay, and Whale Pass**

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation was required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials.

In 1988 and in accordance with the EPA final rule of the Asbestos Hazard Emergency Response Act 40 CFR Part 763, the Southeast Island School District conducted inspections of its school facilities. The inspection indicated that there was no friable or non-friable asbestos located within the schools in the communities of Coffman Cove, Edna Bay, Hollis, Naukati, Port Alexander, Port Protection, Thorne Bay, and Whale Pass.

A copy of the school's AHERA Inspection/Management Plan is available for public review. The plan is located in the office of the school and the District office of Southeast Island School District. Please call ahead in the event you wish to review the plan.

### **2024-2025 ASBESTOS NOTIFICATION: Kasaan**

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation was required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials.

In 1988 and in accordance with the EPA final rule of the Asbestos Hazard Emergency Response Act 40 CFR Part 763, the Southeast Island School District conducted inspections of its school facilities. In April 2009 the school's triennial inspection was conducted by Matthew Cox of Environmental Management Incorporated. Periodic surveillance and operations and maintenance have been ongoing. The triennial inspection indicated that there was friable and non-friable asbestos located within the Kasaan school library. No friable or non-friable asbestos was found in the Kasaan K-12 school building.

BGES, Inc. Environmental Consultants completed a property assessment and asbestos cleanup plan in December 2019. In June 2020, the Alaska Department of Conservation drafted an Analysis of Brownfields Cleanup Alternatives for the Kasaan Library and finalized it in August 2020. In February 2021, Sartori Group, Inc., completed asbestos abatement activities at the Kasaan Library.

## APPENDIX B: NOTICE OF NON-DISCRIMINATION

### Notice of Nondiscrimination

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Southeast Island School District shall not discriminate on the basis of gender, age, race, color, national origin, religion, or handicap in its educational programs or activities.

It is the intent of the Southeast Island School District and all district schools to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures in accordance with Title IX and Section 504 have been established for students, parents, and agency employees who feel discrimination has been shown by the Southeast Island School District.

Specific complaints of alleged discrimination due to gender, race or disability should be referred to:

Rod Morrison  
Name of Title IX Coordinator

Robbin Perkins Askew  
Name of Section 504 Coordinator

Thorne Bay, Alaska  
Office Location

Naukati, Alaska  
Office Location

907-828-8254  
Phone

907-629-4121  
Phone

907-828-8257  
Fax

907-629-4122  
Fax

[rmorrison@sisd.org](mailto:rmorrison@sisd.org)  
Email

[rperkins@sisd.org](mailto:rperkins@sisd.org)  
Email

Title IX complaints may also be filed with the U.S. Department of Education Office for Civil Rights:

U.S. Department of Education  
Office for Civil Rights  
330 C Street SW  
Switzer Building, Room 5054  
Washington, DC 20201-2516  
Phone: (202) 205-9496 Fax: (202) 260-3040

Students attending Southeast island School District schools may participate in education programs and activities, including, but not limited to health, physical education, and career & technical education, regardless of gender, gender identity, sexual orientation, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability

## **APPENDIX C: NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

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

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal, lead teacher, or secretary a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask the school to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor,

instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA

regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to:  
(a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## APPENDIX D: NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

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

**Receive notice** and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

**Inspect**, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. We will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

# APPENDIX E: ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

## Student Agreement

As a student of one of the SISD Schools, I acknowledge that I have received a copy of the Student/Parent Handbook for the 2025-2026 school year. I understand and agree to abide by the procedures, guidelines, specific rules, and regulations included 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 action (which may include disciplinary action), in light of the school's Mission Statement, state and federal laws and regulations, and School Board Policies. I further acknowledge, understand, and agree that I will be held accountable for my behavior.

**Name of Student:** \_\_\_\_\_

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

**Signature of Student:** \_\_\_\_\_

## Parental Agreement

As a parent(s)/guardian(s), I (we) acknowledge that I (we) have read the SISD Student/Parent Handbook for the 2025-2026 school year and I (we) agree to assist my child to obey the procedures, guidelines, specific rules, and regulations included in this Handbook while he or she is enrolled in and attending any SISD School. I (we) further acknowledge that I (we) understand the penalties for violations as noted in the Handbook. 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 action (which may include disciplinary action) in light of the school's Mission Statement, as well as state and federal laws and regulations, and School Board Policies. I (we) further acknowledge, understand, and agree that my child will be held accountable for his or her behavior.

**Name of Parent/Guardian:** \_\_\_\_\_

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

**Signature of Parent/Guardian:** \_\_\_\_\_

Please complete, sign, and return this form within 10 days of receipt of the Student/Parent Handbook. A signature is necessary before participation in any activity beyond the classroom.

# Southeast Island School District

1010 Sandy Beach Road  
Thorne Bay, Alaska 99919  
(907) 828-8254

# Teacher Handbook



**2025-2026**

## **VISION STATEMENT**

Students are equipped to achieve their dreams and aspirations.

## **MISSION STATEMENT**

Set a foundation by cultivating experiences for students to develop goals and thrive in an ever-changing world.

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## **Southeast Island School District Administration**

Superintendent	Rod Morrison
SISD Principal and Dean of Students	Shaine Nixon
Special Education Director	Robbin Perkins-Ashew
Executive Assistant/Human Resources Director	Chris Page Haufe
Business Manager	Lucienne Smith
Payroll Manager/Accounting/Fixed Assets	Karen Clark
District Office Admin Assistant: Travel/Purchasing/ Accts. Payable/Vehicles	Terri Kohn
District Office/Maintenance Data/Migrant Recruiter/Recorder	Theresa Randall
Maintenance Director	Scott Randall
Technology Director	Everett Cook
Curriculum/Scheduling Department	Shaine Nixon/Robbin Perkins/Rod Morrison
District Registrar/Immunizations	Amy Jennings
State and Federal Programs Director/Grants Coordinator	Astrid Richard-Cook
Student Services and Testing Coordinator	Robbin Perkins-Askew
Activities Director	Amanda Blankenship
Title VI of the Civil Rights Act of 1964	Rod Morrison/ Chris Page Haufe
Title IX of the Education Amendments of 1962	Rod Morrison
Section 504 of the Rehabilitation Act of 1973	Robbin Perkins-Askew
Title II of the Americans with Disabilities Act of 1990	Rod Morrison

## DISTRICT OFFICE PERSONNEL

P.O. Box 19569; 1010 SANDY BEACH ROAD  
THORNE BAY, AK 99919

DEPARTMENT/STAFF	POSITION	PHONE*	FAX
<b>ADMINISTRATION</b>		<b>828-8254</b>	<b>828-8257</b>
Rod Morrison	Superintendent	907-617-4755 (cell)	
Shaine Nixon	SISD Principal/Dean of Students	828-3921	828-3901
Robbin Perkins	Assistant Dean of Students	629-4121	629-4122
Chris Page Haufe	Executive Assistant/Board Secretary	907-401-3126 (cell)	
<b>BUSINESS</b>		<b>828-8254</b>	<b>828-8257</b>
Lucienne Smith	Business Mgmt. Contractor	301-5050	888-241-8081
Karen Clark	Payroll & Accounting Manager/Accounts Receivable/Fixed Assets		
Terri Kohn	District Administrative Assistant (Travel/Purchasing/Accounts Payable/Vehicle Coordinator)		
Theresa Randall	Administrative Assistant (Maintenance Data, Amazon, Purchasing/AP Backup)		
<b>FACILITIES, MAINTENANCE, AND FLEET</b>		<b>828-3411</b>	<b>828-8815</b>
Scott Randall	Maintenance Director	828- 8254 254-3411 (cell)	828-8257
Toby King	Maintenance Technician		
Josh Hayes	Maintenance Technician		
Alex Hert	Fleet Mechanic	254-3106 (cell)	
<b>DISTRICT WIDE SERVICES</b>			
Robbin Perkins	Special Services/Testing Coordinator & Special Education Director	629-4121	629-4122
Astrid Richard-Cook	State & Federal Programs/Grants	828-8254	828-8257
Theresa Randall	Migrant Education Recruiter/Recorder	828-8254	828-8257
Everett Cook	Technology Director	828-8254 x217	828-3901
Jennifer Andis	Activities Director	ablankenship@sisd.org	
John Stevens	Archery Director	jstevens@sisd.org	
Amy Jennings	Registrar/Student Records/Immunization Coordinator	828-3921	828-3901
Maria Taylor	Child Nutrition Program Director	828-8254	828-8257
Chris Page Haufe	Human Resource Director	401-3126	828-8257
Brandy Schmitz-Prefontaine	Greenhouse & Agriculture Program Manager	828-8254	828-8257
Ginger White	SUCCEED Teacher	828-8254	828-8257
Tristy Morrison	Homeless Program, SpEd Assistant	828-8254	828-8257
<b>BOARD MEMBERS</b>			
Ben Blair		benblair@sisd.org	
Debbie Fehr		dfehr@sisd.org	
Molly Kimzey	Board Clerk	mkimzey@sisd.org	
Tony Lovell	Board President	alovell@sisd.org	
William Tyrell		wtyrell@sisd.org	

\* Department phone number (if any) listed in gray heading. If no number is listed next to an employee, call the department number. All phone number have 907 area code unless otherwise noted.



## SISD Schools and Demographics

School	# of Teachers	Est # of Students (includes Pre-K)	Interesting Facts!
Thorne Bay	4	56	Largest school in the district Greenhouse and Wood-Fired Boilers
Howard Valentine Coffman Cove	2	16	Wood boilers, Largest Greenhouse, Orchard & Chicken Coop
Naukati	2	16	Wood boilers, Greenhouse
Hollis	2	11	Nearest to the Ferry, Chicken Coop, Greenhouse, Wood boilers
Barry Craig Stewart Kasaan	2	16	Only Native Village in the District, Greenhouse, Wood boiler, Chicken Coop
Port Alexander	1.5	22	Located on Southern tip of Baranof Island, Accessible only by Float Plane or Boat
Whale Pass	2	12	Wood boiler, Greenhouse, Chicken Coop
AK-TRAILS Correspondence/Home School Program	1	42	Provides Individualized Instruction/Support for Students and Families
Special Education	3		Serves all the SISD Students

## 4-day School Week & Teacher Work Hours

SISD will operate a 4-day school week with additional teacher workdays and inservice days during the 2024-2025 school year. Teachers are contracted to work the following days:

Type	# Days	Contracted Hours
Student In-session Days	146	7.75
Workdays	18	6
Inservice Days	8	7

### **Working hours for student in-session days for teachers:**

7:30 am - 3:45 pm with a 30-minute duty-free lunch

**Working hours for Workdays:** 9:00 am - 3:30 pm with a 30-minute duty-free lunch

**Working hours for Inservice Days:** 9:00 am - 4:30 pm with a 30-minute duty-free lunch

\*Workday and Inservice Day hours are subject to change as needed to accommodate special meetings/in-services, etc. Changes to the working hours schedule may be approved by the principal.

## SISD Curriculum Model

SISD standards are based on State of Alaska Standards

With the exception of Thorne Bay, all SISD schools have one to two teachers for most subjects. Integration of content areas is a necessity for effective learning and planning.

**Direct Instruction  
Practical Application  
Simulation  
Real Life Connections**

We have textbooks and ancillary resource materials in the majority of content areas. These resources are centralized and located at Thorne Bay School. The Curriculum Department [curriculum@sisd.org](mailto:curriculum@sisd.org) handles staff requests for curricular materials. (907) 828-8254

Students must master content in seven areas: math (state tested), reading (state tested), writing (state tested), science (state tested), social studies, health/physical education, work skills, and technology. Other subjects may be taught as well such as high school electives, art, music, shop, etc.

For more detailed information go to <https://www.sisd.org/page/curriculum>

### **Retention**

The School Board recognizes that research indicates very few children benefit from being retained. The superintendent or designee shall promote alternatives to retention. Early intervention, cooperation between the teacher and the parents, and regularly scheduled reviews

of attempted interventions are our best defense against a step that seldom improves achievement. The exception can be with students who enter early as four year olds. These students are admitted with the expectation that they can perform with students a year older. These students will be monitored closely and evaluated each April.

A teacher believing that retention is necessary will facilitate a meeting to consider the child's academic, social, and emotional performance. This discussion with the admin and parents will begin in January. The retention meeting will take place no later than the first week of May and must be resolved before the last day of student attendance. In attendance will be the parent/guardian, principal or designee, lead teacher, and primary teacher. Also present may be a Special Education teacher or other agency representative involved in the student's education. Before retaining a student, the principal or designee shall determine that:

- The student has not met grade-level standards of expected student achievement;
- Remedial help for the student has not sufficiently prepared the student for advancement;
- An effective plan is in place to meet the student's needs in addition to retention; or
- Retention will serve some purpose beyond punishment and improve the chance of school success.

Parental agreement is necessary for any change of placement, with the exception of the high school year (freshman, sophomore, junior and senior). These labels are dictated by the total credits earned, and may impact testing and graduation dates. For instance, remaining a freshman due to a lack of credits is not considered retention. See high school graduation requirements for further detail. Where attendance is a primary factor, a review of past interventions and a consideration of more assertive measures will be considered.

### **SISD Student Records Database**

Student records are tracked on the PowerSchool database. Teachers access this database through their laptop computers. Teachers are required to use PowerTeacher Pro to record attendance daily and update grades on a bi-weekly basis at a minimum. This database generates crucial state reports. It is imperative that the student records are always up-to-date. State funding for count, special education funding, and other state determinations are based on the reports generated from this database.

\*Please respond promptly to requests for information and due dates for data in a timely manner. By working together, we can assure our state reports are accurate and submitted on time.

### **PowerSchool/PowerTeacher Pro Student Information System (SIS)**

#### **Responsibilities**

**Teachers:** attendance, grade books, and report cards.

**Lead Teachers:** enrollment forms, gathering forms and data for Indian Education, migrant education, lunch program, and more.

**Student Records** (Amy Jennings): New student state identification numbers, and transcript requests in the summer

**Student Records** : All other data found in the PowerSchool/PowerTeacher Pro Student Information System (SIS). All questions about the database should be directed to the district office first. Transcript requests go to the registrar (Amy Jennings) during the school year and the district office during the summer. Please follow the organizational outline found in the student record folders.

**State Reports** (Rod Morrison, Astrid Richard-Cook, Chris Page Haufe, Robbin Perkins-Askew, and Everett Cook, Amy Jennings)

**Curriculum Department** (Rod Morrison, Shaine Nixon, Robbin Perkins-Ashew, and Lead Teachers.

\*Note: Refer all enrollments and transfers to the lead teacher or principal.

\*Note: Student records staff - The District Office and Registrar are the only ones who can print off official transcripts. The teacher using the database may print unofficial transcripts at any time.

Amy Jennings – (907) 828-3921  
Chris Page Haufe - (907) 401-3126  
DO – (907) 828-8254

Access to the PowerSchool/PowerTeacher Pro Student Information System (SIS) will depend on your responsibilities. This protects the integrity of the database by avoiding mistakes or duplicate data entries.

## ***Report Cards***

Report cards are an integral section of the SIS. At four regular intervals report cards are completed and sent home. Parent-teacher conferences are then held the week after the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Optional parent teacher conferences can be scheduled at any time during the school year on an as needed basis.

SISD recognizes grades chronologically for state reporting purposes. Students must achieve a minimum proficiency of at least a 60% to pass a grade level unless otherwise specified in their IEP. Summer school opportunities may be offered to students who fail to meet their current grade level standards or are at risk of not meeting their future grade level standards.

## **Incomplete Scores**

We strive to give students every opportunity to succeed. Students failing a 9 or 18-week course will only have additional time to correct the problem if there are documented health concerns or other unusual and excusable circumstances that have impacted recent attendance or performance.

The maximum allowable extension is 10 calendar days. If work is not satisfactorily completed within the allowed time, the grade will revert to what it would have been without the time extension. There will be no further opportunity to improve the grade. Failure to complete assignments is not acceptable as a reason for an incomplete. Not every course is offered every year. The older the student, the more essential that the course be passed the first time, as failure may require additional time in school or the purchase of acceptable replacement courses. No outside course will be accepted for credit without prior permission from the principal. The district takes no responsibility for the cost of these courses.

### ***High School and Graduation Requirements***

SISD requires 24 credits for our students to graduate. AK-TRAILS Correspondence/Homeschool Program requires a total of 21 credits to graduate. We have semester-based classes. Students must maintain a 60% average. Below 60% is not passing.

We have highly-qualified teachers instructing many high school subjects through distance education (Zoom, Google Meets, Edgenuity, etc.). Spanish, Sciences, upper level language arts & math classes as well as other courses are offered according to student needs across the district. These needs are determined through the **High School Grad Plan** (see below) updated and reviewed by the site lead teacher and site principal at the end and beginning of each school year.

By the end of the first quarter of a student's freshman year, a team composed of the Principal, and Lead Teacher, parents, students, and staff will meet to create the student's HS Grad Plan. This plan will identify student goals and a timeline to ensure graduation requirements will be met by May 1<sup>st</sup> of the graduation year. The primary teacher and the student will review the HS Grad Plan annually.

During the student's senior year, the plan will be reviewed quarterly with the Lead Teacher and student. Parents will be notified if the student is not on track for a timely graduation at the point the child falls behind schedule.

Teachers are required to work with the lead teacher or principal to ensure high school student schedules are sent to [scheduling@sisd.org](mailto:scheduling@sisd.org) a minimum of:

- one month prior to the end of the previous school year for 1st semester
- one month prior to the beginning of the 2nd semester.

Students with an IEP or a 504 Plan may have accommodations or modifications to meet these requirements.

**Graduation Requirements for Students Enrolled in All Schools Except AK-TRAILS Statewide Correspondence/Homeschool**

Subject	Units of Credit
Language Arts* Composition – 1 credit World Literature – 1 credit American Literature – 1 credit British Literature – 1 credit * with prior approval, one of the courses may be replaced with a college-level English/Language Arts course	4 credits
Social Studies U.S. History – 1 credit World History – 1 credit Civics/Government - .5 credits Alaska History - .5 credits **	3 credits
Math Algebra 1 – 1 credit	3 credits
Science	3 credits
Physical Education	0.5 credit
Health	0.5 credit
Electives Strong recommendation to take at least one credit of World Language	8 credits
<b>Total</b>	<b>22 credits</b>

**Graduation Requirements for Students Enrolled in AK-TRAILS Statewide Correspondence/Homeschool Program**

<u>Subject</u>	<u>Unit of Credit</u>
Language Arts	4 credits
Social Studies	3 credits (0.5 credit AK History / see **Note below)
Math	3 credits
Science	2 credits
Health	0.5 credits
Physical Education	0.5 credits
Electives	8 credits
<b>Total</b>	<b>21 credits</b>

**Middle School**

Middle school is divided into 7<sup>th</sup> and 8<sup>th</sup> grade.

Middle school students are encouraged to take challenging courses enabling them to advance beyond the minimum expectations for graduation. In most cases, high school credit is not awarded for courses completed during middle school. No student will be denied access to challenging work regardless of age, and it is possible that middle school students may be in classes with high school students.

Students are not permitted to earn high school credit while in middle school. There may be exceptions, which must be approved by the Teacher, Principal and the Superintendent.

Students taking courses with high school students will not necessarily receive high school credit.

### **Elementary School**

Elementary includes grades Pre-K through 6.

Students will be assessed throughout the school year in multiple ways. Formative assessment techniques will be used when determining if a student is Developing (D), Needs Improvement (N), Proficient (P), or Outstanding (O). Students with special education services may be held to a different standard according to their IEP.

Students progress at different rates. For this reason, teachers have checkpoints to determine where a student is in a content area compared to their chronological age. Check point meetings with parents will occur at least at the end of the first and third quarter. During this time an in-depth look at the student's assessments, performance on exams, classroom work and ability should be reviewed.

### ***Assessments***

Teachers are expected to use multiple types of assessment in their daily instruction. We use multiple and authentic assessments to determine if students have learned the standards they are taught. There are three principle types of assessment: skills, analytical, and contextual.

Many students show a preference for the type of assessment to which they are most suited. While it is beneficial to assess students in their comfort zone, it is also important to increase their ability to show what they have learned in multiple formats. To this end, each teacher may choose the type of assessment they are to use for each target and each student, remembering to focus on each student's individual needs while still exposing them to multiple types of assessments.

## **Formative Assessment**

Formative assessment is a range of formal and informal assessment procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student attainment.

Additional information about assessments and those required by the AK Department of Education and Early Development can be found at this link:

<https://education.alaska.gov/assessments>

## **Summative Assessment**

The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.

These forms of assessment follow units taught within curriculum based courses.

## ***Grade Books***

Teachers are expected to track daily student progress. Teachers are required to use PowerTeacher Pro to record attendance daily and update grades on a bi-weekly basis at a minimum.

## **Curriculum Review Schedule**

(Updated June 2024)

<b>Subject</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
ELA	K-12			K-12	
Math		K-12			
Science			K-12		
Social Studies				K-12	
Health/PE			K-12		
Technology		K-12			
CTE		6-12			

- Review means a curriculum committee will review and recommend for adoption the following year.

## **District Related**

### **Prom**

Every spring SISD tries to host a district-wide prom. All schools are invited. Fly-in sites are not brought in solely for prom. The district makes an effort to line up academic events with prom so that all high school students are able to attend. This will not always be possible.

Local ASCs have historically been asked to contribute a small sum to assist with the cost of prom (varies from year to year). Fundraisers and tickets also help to fund the event. Volunteers are always needed.

High school students are permitted to attend prom. Each school site must provide transportation to prom and a chaperone for the dance.

### **Regular School Day Hours for 4-Day School Week**

Pre K - ½ day or site discretion

Kindergarten – 5 hours + 5 minutes of instructional time - does not include recess/lunch

1<sup>th</sup>-12<sup>th</sup> grades – 7.0 hours of instructional time - does not include lunch

Number of days in school year: 146 (152 including inservice days)

### **Suspension Data**

Please refer all incidents to your school's lead teacher and/or principal.

<https://docs.google.com/document/d/1alwJDigJTsrrV7vZVqu28omSVtpBYWc/edit?usp=sharing&ouid=100354284586388920459&rtpof=true&sd=true>

[Suspension/Expulsion Data Collection Handbook](#)

### **Travel**

Travel arrangements will be made through the district office (Terri Kohn) – (907) 828-8254. Each staff member is responsible to complete the top portion of the travel authorization form found on the SISD website. The staff member requesting travel is also responsible for obtaining their supervisor's signature on this form.

Each staff member can receive per diem for travel that requires an overnight stay. (Requires prior approval through district office)

If a plane is sent out to your site and is in route, do NOT cancel the flight due to weather. The companies charge us for flights if we turn them around for weather. If the pilot decides to turn around, we do not pay anything. In the event that the plane lands, parents will determine if their children fly.

## **District Vehicle Use**

District vehicles serve a dual purpose (a) as transportation for itinerant staff, including staff doing official district business and (b) to transport students to/from varied approved activities.

The following guidelines will clarify district vehicle use:

- All District vehicles are to be parked in Thorne Bay during summer vacation months (unless a prior plan is developed with the Maintenance/Fleet Director, Scott Randall).
- District vehicles are to be parked at the school, District Office, or bus barn overnight. District vehicles are not to be parked at the driver's home overnight without the Superintendent's approval.
- Itinerant employees will drive vehicles for work-related purposes only; side trips for personal or non-district related business are not permitted with the exception of the stop being in the route of the scheduled trip.
- Affixing permanent stickers or decals on any district vehicle is not allowed unless done by the maintenance department.
- Any safety or traffic violation will be the responsibility of the driver. District will not pay for any fines or violations that occur from irresponsible driving and or poor daily vehicle inspection.
- All individuals driving a district vehicle must be on the approved driver's list (current paperwork, 21 years of age, driver's license no less than 3 years [and current], must have Alaska driver's license within 90 days of residency in state).
- Accident reporting: must notify transportation director (Alex Hert) in writing within 24 hours (or next business day) of the accident (even if there was no damage to vehicle or persons).
- Cleanliness: school district vehicles must be kept in a reasonably clean state (free from trash, debris, etc.)
- Individuals driving district vehicles must abide by all state laws (speeding, seat belts, etc.).
- No firearms, drugs, and/or alcohol are to be in school district vehicles at any time. Smoking or the use of tobacco products is not allowed in any district owned or rented/leased vehicles.
- No animals are to be transported in district vehicles without prior superintendent approval.

- No students are to be transported in a district vehicle unless they are enrolled in SISD. This includes infants and toddlers (with the exception of pre-elementary children enrolled). Principal/Parent permission is required for the transportation of all students.

## **Travel to Trainings and Workshops**

### **When Employees Are Required To Attend In Person:**

Certified or classified employees will be required to attend training and workshops in person.

Certified employees who live on the Prince of Wales Island (POW) road system may use their own transportation to participate in required in-person trainings and workshops, but will not be reimbursed for mileage, or with the permission of the Superintendent or designee may drive a district site vehicle to these trainings.

The assigned district office staff will arrange all air travel from fly-in sites for employees to participate in required in-person training and workshops.

### **When Employees Are Not Required To Attend In Person:**

Employees working at fly-in sites will participate in district required training and workshops via video conference.

Classified and certified employees working at sites on the POW road system may participate in these trainings and workshops in person or via video conference (with administrator's approval), but will not be reimbursed for mileage.

The Superintendent may pre-approve exceptions to the guidelines listed above.

## **Physical Exams**

Teachers are required to obtain a physical by the end of the first month of employment with the district. Physical forms are located on the SISD web site at [www.sisd.org](http://www.sisd.org). Submit your physical forms to Chris Page Haufe at the district office. Forms are kept in each teacher's confidential medical file at the district office.

## **Leave Information**

An electronic leave application form must be completed in your TalentEd account prior to taking personal or admin leave. If sick leave is taken, this form must be filled as soon as the employee is able.

### **Personal Leave**

Each teacher shall be entitled to five (5) work days of leave with full pay during each school year, accumulating to a maximum of seven (7) workdays. A maximum of two (2) unused personal leave days may be carried over each year. Personal leave days will be cashed out as follows: up to two (2) personal leave days cashed out at the teacher's daily rate; the remaining days cashed out at \$300 per day.

Personal leave days will be prorated for teachers employed for less than the standard contract.

No more than two (2) days of personal leave may be used in conjunction with holidays or scheduled vacations. No more than four (4) personal leave days may be used consecutively during student in-session days. Personal leave may not be used during the first or last week in session of a school year, during beginning-of-year and end-of-year teacher work days, the day before or after winter break, during inservice days, during school-specific state-wide testing days, or during parent/teacher conference periods. Exceptions may be approved by the Superintendent in consultation with the teacher's supervisor.

### Sick Days

Each full time teacher receives 1.33 sick days per calendar month or each major portion of each calendar month of actual service. Sick leave may be used for personal injury or illness, for the serious injury, illness, or death of an immediate family member, for parental leave, and for reasons of personal necessity as defined in Board Policy 4161.2.

*Note: For employees in TRS Tiers 1 and 2, 180 sick days equals 2% additional salary in retirement years.*

### Emergency Leave

The DISTRICT agrees that teachers shall be provided with five (5) days of compensated emergency leave per year, including travel time, in the event of death, serious injury, or serious illness in the immediate family. Additional leave time will be charged to sick leave (up to ten (10) days), personal leave and then to uncompensated leave.

### Administrative Leave

With superintendent approval, staff may use administrative leave to attend workshops, conferences or other district business. This leave is not charged to the teacher's personal leave but must be kept track of on the BlackMountain certified daily timecard.

### Others

Jury, parental leave for adoption/birth, sabbatical, association, and various types of uncompensated leave are also available per the Collective Agreement. Additionally, Family & Medical Leave Act Leave and Alaska Family Leave Act Leave are available for eligible employees with qualifying leave.

## **Video Conferencing**

SISD uses video as a method of communication. Secondary courses can be taught over video equipment via distance delivery. The district office, committees and other groups may use the video equipment to hold meetings.

## **Continued Education**

Upon approval of the Superintendent, a teacher shall receive reimbursement (as set out below) for up to one thousand dollars (\$1,000.00) per year for courses, tests, and workshops taken.

### Reimbursements

- A. Reimbursed courses, tests, and workshops must be directly related to the educational goals of the teacher and the DISTRICT and attainment of Alaska State Standards.
- B. Reimbursement will be based upon documented costs, passing the course, or the test up

to the yearly contractual amount.

C.

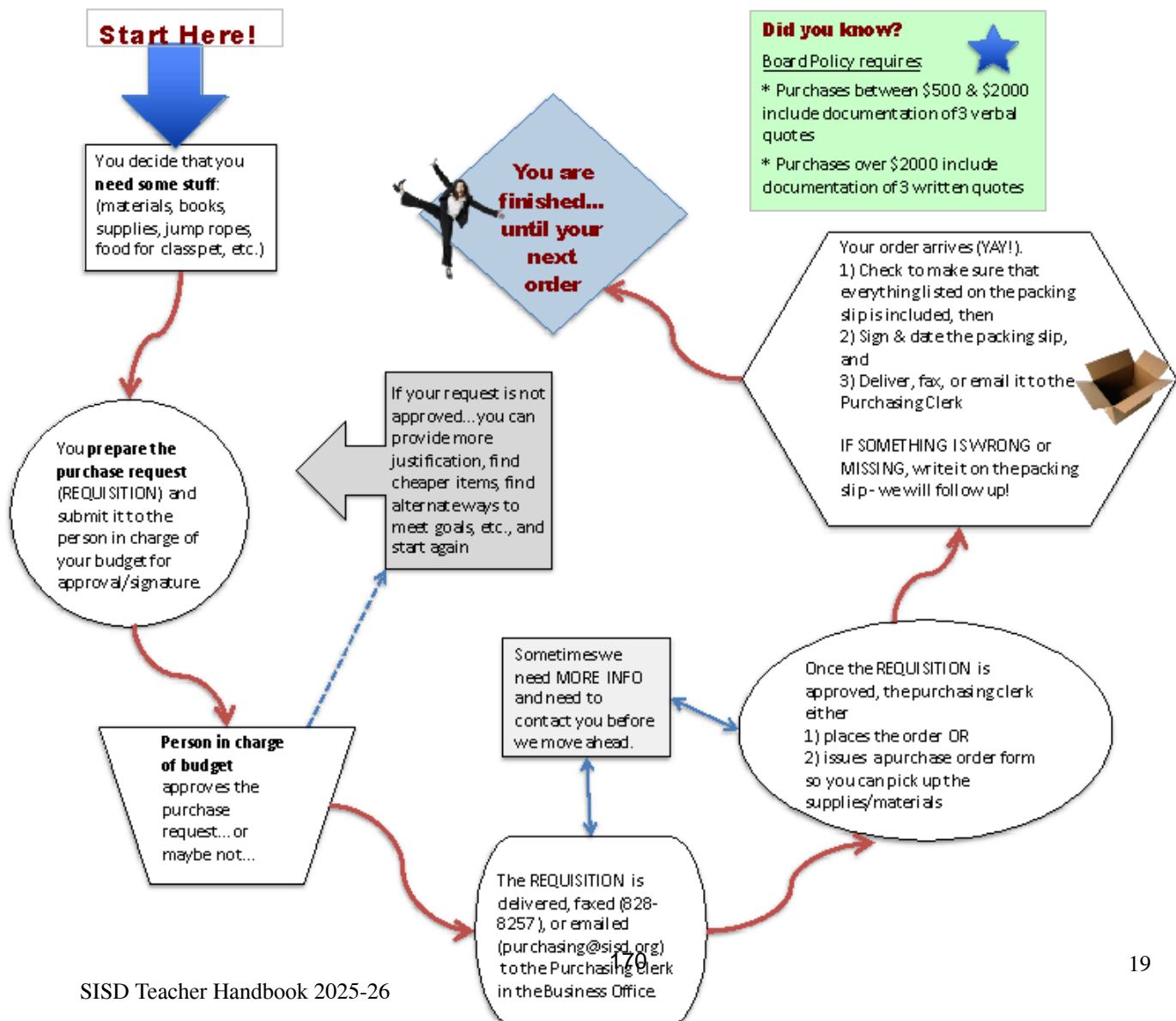
The process for receiving reimbursement is as follows:

- 1) Receive permission for the course using the course approval form in TalentEd Available Forms
- 2) Enroll in the course and complete it with satisfactory scores.
- 3) Submit receipts and a final report card/transcript to the district office for a reimbursement check.

### Lane Change

Each spring, teachers are required to submit a completed lane change form by June 1<sup>st</sup> if they expect to advance on the salary schedule. This form can be found in TalentEd Available Forms. The request for salary schedule advancement must be submitted to the district office (sent to HR – Chris Page Haufe) by October 1 along with all relevant official transcripts (or a copy of the request for such transcripts).

### Purchasing



### Some General Policies:

1. We require that all purchase requests be approved before anything is purchased. **If you buy something without a purchase approval, we may write a nice note thanking you for your personal donation to the kids in the district.**
2. **When something shows up, we need to know.** We are committed to paying our bills on time and in full. This builds credibility with our vendors and helps the local businesses pay their bills. **(Sometimes they will even donate things since we are such good customers....)** But we won't pay a bill unless we received what was ordered and the order was in good shape. Sending the packing tickets or shipping invoices is very important. If you lose the paperwork, don't worry! Just email /call or fax to let us know that you got what you wanted so we can pay the vendor!
3. **We may need more information, so please include your contact info on the Purchase Request.** We are not going to ask if you need it. Of course you need it. You wouldn't make the request if you didn't need it. We may need to know if something else would work just as good, or if you want to wait if the item is out of stock, or if a different color or size is OK. We also will try to find the best method of shipping. The more details you can give us on the request, the more we can help.

We want to do our part by making good business decisions and having a purchase system that is efficient, all while meeting our obligations for accountability and staying within our budgets. Any ideas you have to help make your jobs easier are worth talking about.

### Employee Meals

Southeast Island School District (SISD) requires that all meals eaten from the school cafeteria be either purchased in advance or subtracted from an employee's monthly paycheck. You can complete a form in TalentEd that authorizes SISD personnel to deduct from your paycheck the cost of any meals that you eat, which have not been paid for in advance.

### ASC/Community Relations

State statute mandates that Rural Education Attendance Areas (REAA's) establish Advisory School Councils (ASC's) in each community with more than 50 permanent residents. The role and function of ASC's is outlined in SISD School Board policy (Article 8000, which can be found at [www.sisd.org](http://www.sisd.org) by selecting the Board Policy button under the scrolling picture). To establish a positive and collaborative school/community relationship benefits student social growth and achievement.

### Certified Teacher Evaluation

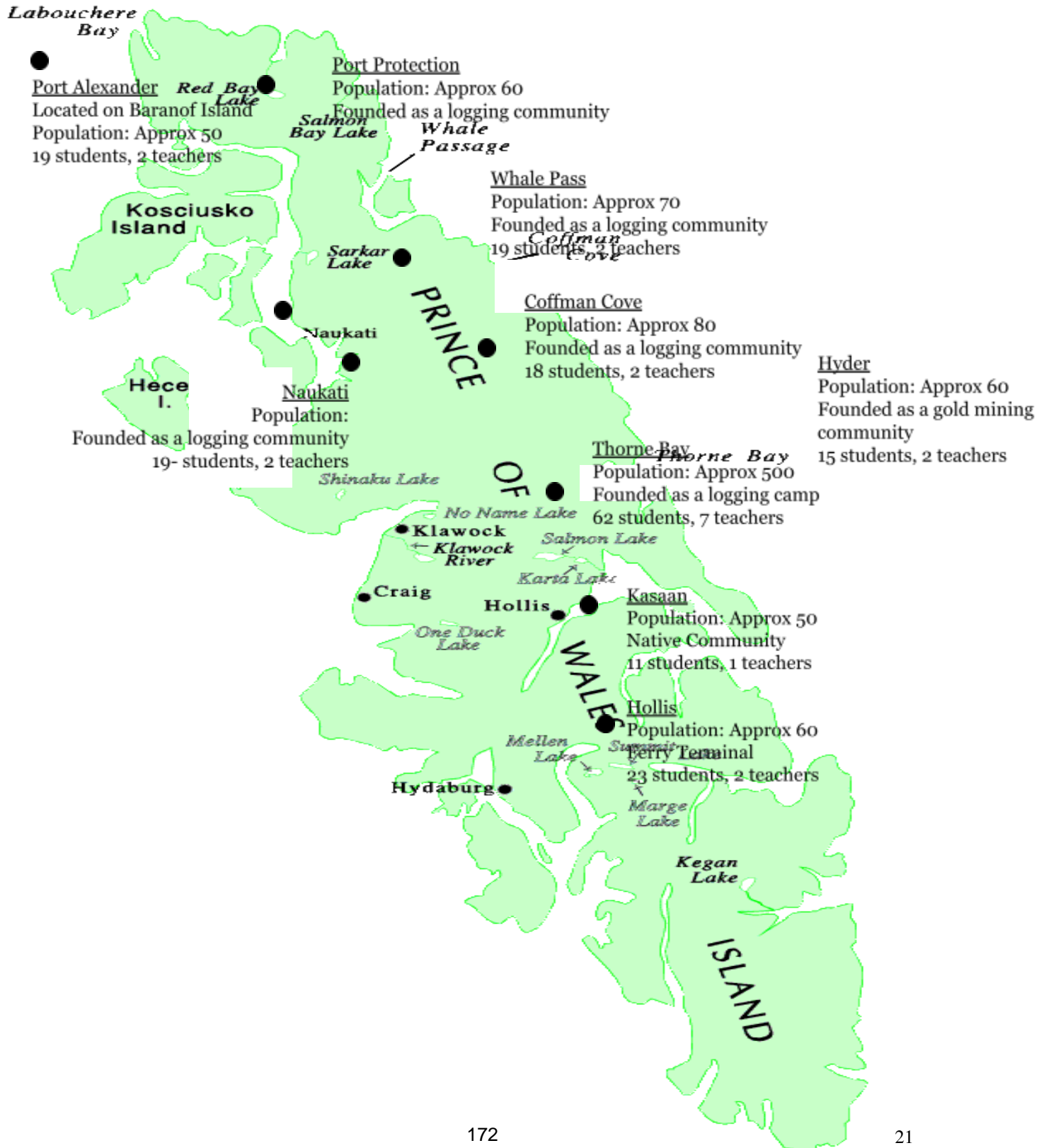
This document is found on the district website at [www.sisd.org](http://www.sisd.org) under "Quick Links" -"Forms and Files"

### Housing

If a teacher is living in a housing unit provided by the district, the appropriate rent amount is taken directly from the monthly check. SISD housing units range from \$200-\$850 a month depending upon the unit. See the 2024-2027 Collective Agreement for Rental Rates for more

details. Staff housing is not furnished and the district will not replace any furniture that was originally in the unit should it become non-usable. No district-provided furniture/equipment may be sold to others by the tenant and may not be discarded without prior approval from the maintenance director.

## Communities



## Appendix A: Notice of Non-Discrimination

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Southeast Island School District shall not discriminate on the basis of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration in its educational programs or activities.

It is the intent of the Southeast Island School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures in accordance with Title IX and Section 504 have been established for students, parents, and agency employees who feel discrimination has been shown by the Southeast Island School District.

Specific complaints of alleged discrimination due to gender, race or disability should be referred to:

Rod Morrison  
Name of Title IX Coordinator

Robbin Perkins-Askew  
Name of Section 504 Coordinator

Superintendent  
Title

Student Services Director  
Title

SISD District Office  
Office Location

Naukati School Office  
Office Location

907/828-8254  
Phone

907/629-4121  
Phone

907/828-8257  
Fax

907/629-4122  
Fax

rmorrison@sisd.org  
Email

rperkins@sisd.org  
Email

Title IX complaints may also be filed with the U.S. Department of Education Office for Civil Rights:

U.S. Department of Education  
Office for Civil Rights  
330 C Street SW  
Switzer Building, Room 5054  
Washington, DC 20201-2516  
Phone: (202) 205-9496 Fax: (202) 260-3040

Students attending Southeast Island School District may participate in education programs and activities, including, but not limited to health, physical education, and career & technical education, regardless of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration.



# Songahm Academic Program Parents' Handbook – 2025

Hello Parents/Guardians –

Thank you for supporting your child so far in the application process and preparations for the Songahm Academic Program Handbook. Please go over this handbook with your student(s). You may choose to print it out or save or flag for your records. Here is what will be covered in this document:

- Payment of Program Fee..... 3
- Travel..... 3
- About the Climate & Community..... 3
- Logistics of Visiting your Student..... 4
- Mail..... 4
- Chaperones..... 5
- Food..... 5
- Fishing..... 5
- Safety..... 6
- Curfew..... 8
- Online Classes / Internet / Phone Use..... 8
- Curriculum & Credits..... 8
- Weekends..... 9
- Fall Nationals..... 9
- Film and Video (Rights, and Usage)..... 9
- Contact Information..... 10



## Payment of Program Fee

The **\$1000 program fee is due June 30th (postmarked by that date)**. This has been extended to the 1st week of September. Must be paid in full at the time a student is picked up in Ketchikan. The program covers your student's lodgings in Whale Pass, travel from Ketchikan to Prince of Wales Island, Alaska to and back (ferry), for all meals for the duration of the program, the student's flight to Fall Nationals Tournament and all transportation, instruction and materials once here besides what is specified to bring (see Packing List.)

The fee of \$1000 can be paid with a **check made out to *Whale Pass ASC*** sent to: **Whale Pass ASC, P.O. Box WWP, Ketchikan, AK 99950**. If you requested a Needs-based Scholarship on your application, we will be communicating with you about this soon.

## Travel

The ferry tickets to get your student from Ketchikan, Alaska to Prince of Wales Island, Alaska and back are already reserved, but you must purchase your student's flights from your home airport to Ketchikan, Alaska and arrange to meet and pick up your student at Fall Nationals. Hotels and tournament entry fees are the responsibility of the student and their family unless additional arrangements have been made. We recommend that you make all reservations and pay the entry fees as soon as possible, as the prices may increase as it gets closer to the travel dates. If your student does not plan to attend Fall Nationals please coordinate with the program for return trips. Alaska Airlines is the only airline that flies into Ketchikan, AK, usually through Seattle from "down south," (as we call the continental U.S.).

The students each need to arrive in Ketchikan and meet at the Inter Island Ferry terminal Sept 12th between 12 and 2pm.

## About the Climate & Community

Whale Pass is located on Prince of Wales island in the Alexander Archipelago that makes up Southeast Alaska. It is nestled in the Tongass National Rainforest, which is part of the largest contiguous temperate rainforest in the world. Our climate is wet with moderate temperatures (temperatures anywhere from 30 to 70 degrees Fahrenheit might be experienced in the time frame of our program, but mostly temperatures of 40 - 65 degrees can be expected.) We may have a bit of snow in late October but mostly we'll have a mixture of sunny days, overcast/cloudy days, and a fair amount of rain... often for days, sometimes for weeks. The packing list details what is needed in our climate– please take it seriously.

Our town is situated around the edges of a protected bay. All students will be housed on the school property or in nearby cabins a short drive from the school. There

are no hospitals, gas stations, or restaurants. Any exploring in the surrounding natural areas will be done during school chaperoned activities only. In order to ensure their safety, students must realize the importance of staying in touch with chaperones and staff at all times.

For medical emergencies we can't handle, we are able to transport students in a school district vehicle or ambulance to the medical clinic in Craig (about 70 miles away) or by a helicopter sent from Ketchikan (as soon as weather permits.)

Currently in town we have about 50 year-round residents, so many of us wear many hats to keep things running– providing leadership opportunities for anyone willing! We are a tight-knit community made up of pretty self-sufficient individuals, but who also are there for each other whenever needed– a lot of hardy, “salty,” good souls. We have a small public library.

### Logistics of Visiting your Student

If you are curious about whether you or other family members can visit, the answer is yes– here are some of the logistics.

The ferry to Prince of Wales Island **leaves** Ketchikan at **3pm** to **Hollis**. It **arrives** in Ketchikan at **11am**. I recommend departing flights from Ketchikan leave around 1pm or later to account for delays and for the time it takes to get from the ferry to the airport. I have included the link to the Inter-Island Ferry for your reference. The ferry is an economical and pleasant trip with a nice cafeteria on board that serves excellent food.

<https://interislandferry.com/tickets/ketchikan-to-hollis/>

Also included is the link to the small airline that services Prince of Wales Island. If this is an option you choose, you would travel to the airport in Klawock, Alaska from Ketchikan. I have found the small airline to be useful when scheduling does not work well with flight and ferry times. It gives you additional options.

<https://islandairx.com/>

Rental cars can be arranged or you can coordinate with us for pickup.

A cabin can be arranged with us for \$50 night during the program (one available). Or we can provide links upon request to additional local options.

### Mail

For anything you wish to send to your student (belongings they don't want to travel with, letters or care packages from home, orders from Amazon, etc.) the following address can be used:

(Student's Name)  
% Whale Pass School

PO Box WWP  
Ketchikan, AK 99950

You can order things for your student –Amazon Prime ships Free to Ketchikan, when some places won't ship here at all.

Mail arrives twice a week on a float plane– it takes at least two weeks, generally, for things ordered or sent to arrive in Whale Pass. When things ordered say they have been “Delivered,” that really means they have reached Ketchikan. From there it may take up to a week to be transported to Ketchikan on the float plane.

### Chaperones

The boys will be housed with one male chaperone who is the Taekwondo instructor for the program. The girls will be housed with one of the Taekwondo moms who is accompanying her daughter for the program. Each chaperone, coordinator, and instructor for the program has (or will have) a fingerprint-based comprehensive background check completed.

Garrett Richards is the chaperone for the boys. He is a certified Taekwondo instructor and owner of his own martial arts academy. The location of the boys' housing is on school grounds. He will also be the full time Taekwondo instructor for the program.

The host parent for the girls is Christy Ealy, coming for the program with her daughter. She is well versed in the Taekwondo world and an excellent chaperone. She is a good cook and organized, as well.

### Food

Breakfasts, lunch and family style dinners for students will be provided by the school. They will have some bulk foods stocked up, but fresh items are ordered once a week from a grocery store in Klawock. If the students want to help cook a meal, I bet that would be welcomed! Feel free to send your student with a few recipes from home! Lunch on school days will be provided at the school by the school.

Your child will be provided with everything they need to eat, but if you wish to send any special foods or snacks you can do so via Amazon (for shelf-stable foods, free shipping with Prime so a better deal than the grocery store). Amazon orders take about 2 weeks to arrive.

### Fishing

While this is not a huge part of our program, we know some of the kids are excited about this and we are hoping to give each of them the opportunity to go out fishing on a

boat at least once. They are welcome to fish off the docks during downtime whenever it is okay with their chaperone. There will be some poles and tackle around that they can use.

In the state of Alaska, nonresidents who are 16 or older need a license to fish. (Nonresidents 15 and younger do not need a license.) For the day they are able to go out on a boat (if they choose to), a one-day nonresident license can be purchased for \$15 (extra fee for a King Salmon Stamp allowing you to keep a King Salmon.. but it's unlikely they will catch one.) We need to wait until we know what day your student is going to be able to go out, but when the time comes these can be purchased online here: [Welcome to the ADF&G Store - State of Alaska Department of Fish and Game Online Store](#)

## Safety

Whale Pass is safer than other places in a lot of ways with a limited number of people around (who are well known to us), smaller chance of viral contagions, and the kids will not have access to drugs or alcohol. We do have other hazards to take precautions about, however. Our top safety issues to consider include time on the water, black bears, and cold + wet conditions. We will discuss the rules we will have in place to mitigate those dangers. The students will need to sign an agreement to abide by which will be enforced with reminders and privileges lost if they are not followed. Please support us by encouraging your child to follow these rules as well.

**Water Safety**– The students will be required to wear a life jacket (provided) any time they are in a kayak or any kind of boat. There will be chances to go out on boats and to kayak with experienced adult guides.

**Wildlife Safety**– The students will be given training on what to do in the case of black bear or other animal encounters. Chances are they will not encounter dangerous wildlife around the school. In all other settings we will be traveling in groups and certainly be making enough noise to keep wildlife away.

**Wet + Cold Climate**– Part of avoiding the risk of hypothermia, are the rules listed above about where and how to explore, as well as the wearing of appropriate clothing for the weather conditions. The Packing List is specific enough to make sure that students will have the appropriate clothing for each activity if they follow it. Anything you/they are not able to find or purchase, can be rounded up by us on our end if you let us know. We have to be prepared for unexpected situations in Alaska (and anywhere, but you really feel the effects of being unprepared here, and sometimes it's a big deal) like being stranded somewhere, caught in stormy weather, etc. In-depth training on this topic–Cold-water and Wilderness Survival–will be given to the students toward the end of September, but they will be instructed as far as they need to know for the program during Orientation. Students should expect to be outside in wet weather and need to arrive with the needed clothing and gear for the climate, or having given notice of what

they still need with time for us to round it up (a month before the start of the program). Please make sure your student(s) have sturdy, tall, waterproof rain boots plus waterproof rain pants and coat.

**OPTIONAL: Medical Emergencies Medivac**  
(Options for Medivac Insurance-Coverage)

**Guardian Flight (AirMedCare Network)**

Price: Alaska 1-year \$125 (household); 21-day short-term \$50.

What it does: If you're flown by an AMCN provider, members owe no out-of-pocket costs for the flight.

Where: Statewide; Guardian operates a base in Ketchikan (serving the POW region).

Enroll: [airmedcarenetwork.com/landing/alaska](http://airmedcarenetwork.com/landing/alaska).  
AirMedCare Network  
[guardianflight.com](http://guardianflight.com)

**LifeMed Alaska**

Price: \$149/year (individual) + \$99/year per additional family member; 30-day visitor plan \$49.

What it does: When transported by LifeMed, they work with your insurer and accept reimbursement as payment-in-full (no surprise patient balance for members).

Where: Statewide critical-care air ambulance with multiple Alaska bases.

Enroll: [lifemedalaska.com](http://lifemedalaska.com) (Membership).

**Airlift Northwest (UW Medicine)**

Price: \$60/year per household (Southeast Alaska).

What it does: Secondary to your insurance—for emergency, medically necessary flights to the closest appropriate facility, only your insurer is billed; membership covers the patient-responsibility portion.

Where: Bases across Southeast Alaska and Washington.

Enroll: [uwmedicine.org/airliftnw/membership](http://uwmedicine.org/airliftnw/membership).

Notes for families: Memberships apply only if that provider performs the transport; dispatch is determined by EMS/medical staff and weather/availability. Always call 911 or your clinic first in an emergency.

## Curfew

Among the program rules is a curfew. The curfew for the students to be back at their own house for the night is 9 PM on school nights, and 10:30 PM on non-school nights, unless an exception is made beforehand by the Program Coordinator and chaperones for a special event or activity (low tide walk with flashlights or stargazing with an adult, for example.) The chaperone may set the curfew earlier at their discretion, but no later. Breaking the curfew will lead to disciplinary actions involving your student's chaperone, the program Coordinator, and possibly the School District, with consequences potentially including dismissal from the program and early return home if the problem continues.

## Online Classes / Internet / Phone Use

If your student needs to take a class that isn't offered here (we only have one teacher for their core classes, however math classes will most likely be offered at different levels online) they are able to take an online class, and could complete work for extra online classes outside of school time. They will have internet access and laptops for their use at the school, and if they bring their own laptop or other device they can use the internet outside of school time.

We do not have cell service in Whale Pass, but your child should be able to do wi-fi texting and calls from the school. Cell phone use will not be permitted during school hours or during required activities, except for taking photos or if using a certain app. for a class or in the field. Other rules for electronics use at home will be up to the discretion of the host parent.

## Curriculum & Credits

The breakdown of the classes and the credits that will be received are shown below. For the students' classes (apart from math), we will be offering place-based curriculum integrated with their other courses.

Target Credits: 3.5 total

- Alaskan Natural & Environmental Studies (Science) – 0.5 credit
- English (Journaling/English I or II) – 0.5 credit
- Math (via ALEKS) – 0.25 credit
- Alaskan Cultural Studies (Social Studies) – 0.5 credit
- Cinematography – 0.5 credit (Course Title: This is Who we ARE)
- Photography – 0.25 credit
- AI Technologies – 0.5 credit (Course Title: Iterative Classroom AI)
- Taekwondo/PE – 0.5 credit

(note, 0.5 credit = 80 hours of instruction)

## Weekends

Our regular program schedule follows a Monday–Thursday academic block format, which aligns with the broader Southeast Island School District calendar. Fridays and Saturdays offer structured outdoor adventures led by experienced local guides or program staff—this may include guided hikes, paddling excursions, foraging, or beachcombing, depending on weather and opportunity. If a particularly good weather day occurs earlier in the week, we may shift the adventure accordingly. Most Saturday evenings include a group dinner and game night.

Sundays are reserved for rest, personal time, and optional activities. For students who are interested, a small local church meets in the Whale Pass library. Students may also organize movie nights or informal gatherings if an adult chaperone is available.

## Fall Nationals

Attending the Fall Nationals in Pittsburg, Pennsylvania is the grand finale of the program. View their website here: <https://atamartialarts.com/events/fall-nationals/> Attending and Participating in the Fall Nationals is optional.

## Film and Video (Rights, and Usage)

Photos and videos from the Songahm Academic program will be used for self-promotion for different martial artists. The goal is to help martial artists learn to self-promote and tell unique stories about their journeys.

Photos, video, and images may be used for promotion of the program shared by the Southeast Island School District, ATA, international and Songahm martial arts club. It is important to also understand that the individual martial artist will have permission to use the content that they create and that your son or daughter may be included in other videos with the understanding of respectful usage of their likeness and us practicing discipline and respect that our core values of Taekwondo. SISD will make every opportunity to protect student privacy and safety, while modeling respectful, ethical, and legal usage of copy written material helping students gain an understanding of copyright and individual personal rights in the art of creating content. Industry professionals will be joining us as guest speakers, helping them gain a broader industry understanding of these topics.

There may be the opportunity for commercial promotions, these will be communicated separately from the overall programs release and usage of content. This will be in an effort to model for our students, the respect of their privacy, but also the opportunity of recognition.

# Songahm Academic Program

## Contact Information

**Whale Pass School:** 907-846-5320

**Songahm Academic Program Coordinator** – Michelle Dempsey: 907-617-5114 (cell)  
mdempsey@sisd.org

Mailing Address: P.O. Box WWP, Ketchikan, AK 99950

**Teachers of Classes for SAP Students** – Laurie Lapan: [llapan@sisd.org](mailto:llapan@sisd.org)  
Matt Gore : [magore@sisd.org](mailto:magore@sisd.org)

# SISD BOARD MEETINGS CALENDAR OF AGENDA ITEMS

<b>August</b>	<ul style="list-style-type: none"> <li>• Welcome Staff and Students</li> <li>• Crisis Response Plan Review</li> <li>• Student Handbook Review</li> <li>• Parent Involvement Policy and Handbook Review</li> <li>• Annual Public Notices to Parents</li> <li>• Six Year Capital Improvement Plan Approval</li> <li>• Board Policy Updates</li> <li>• Title I District and School-Wide Plans</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Site Enrollment</li> <li>• Review Student Assessment Data</li> <li>• Graduation Date Approvals</li> <li>• SISD Resolutions (AASB Call for Resolutions)</li> <li>• Plan AASB Leadership Conference Attendance</li> <li>• Annual Progress &amp; Summary Report for Student Nutrition and Physical Activity</li> <li>• Work Session: ASC Officer Election Certification; ASC Training &amp; School Year Goals/Objectives Development</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• New Board Member Orientation Work Session/Oath of Office</li> <li>• Board President and Clerk Elections</li> <li>• Appoint Legislative Liaison &amp; Advocate for AK Youth Liaison</li> <li>• Appoint Student Board Representative(s)</li> <li>• Review AASB Resolutions</li> <li>• Report Student Count</li> <li>• Board Public Opinion Survey</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Audit Review/Budget Revisions</li> <li>• Annual audit of student organization accounts (ASC)</li> <li>• AASB Conference</li> <li>• Review and Refresh Strategic Plan/timeline</li> </ul>
<b>December</b>	No Scheduled Meeting
<b>January</b>	<ul style="list-style-type: none"> <li>• Budget Revisions</li> <li>• Plan for February Legislative Visits</li> <li>• ID Lobbying Strategies &amp; Issues for Legislative Visits</li> <li>• Superintendent Evaluation</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Plan for AASB Spring Fly-In (if attending)</li> <li>• Board Self-Evaluation/Goal Update and Review</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Budget Development</li> <li>• Teacher Contracts</li> <li>• AK STEPP Needs Assessments</li> <li>• School Calendar Adoption</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Graduation Attendees</li> <li>• Budget Development</li> <li>• Teacher Contracts</li> <li>• Capital Improvement Plan/Facility Needs Report</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Budget Development</li> <li>• School District Report Card to the Public</li> <li>• Bruce Hill Scholarship</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Budget Adoption</li> <li>• Board Policy Updates from AASB</li> <li>• Disciplinary Action Data Review</li> <li>• Curriculum Quarterly Reports</li> </ul>
<b>Every Month</b>	<ul style="list-style-type: none"> <li>• Policy Review</li> <li>• Stipend and Mileage Forms <span style="float: right;">184</span></li> <li>• Exemplary Stakeholder Nominations</li> </ul>



# Naukati School

100 Heather Street  
P.O. Box NKI  
Naukati, Alaska 99950  
907.629.4121



## Advisory School Council (ASC) Meeting Minutes Special Meeting Monday, May 12, 2025

- I. **Call to order** at 3:52 p.m. by Cari Jones, President.
- II. **Members Present:** Cari Jones, Cassandra Christopherson, Tia Christopherson, Robbin Perkins, Sharlet Collins, Jay Mihal (online), Sadie Barajas, Shelly LaGrou and Debbie Fehr
- III. **Approval of the Minutes from 5/5/25 meeting:** Sharlet moved approval of the agenda and Shelly seconded, motion carried.
- IV. **Treasurer's Report:** as of 4/4/25 \$24,135.94, as of 5/2/25 \$27,878.78, Robin motion to accept, Jay seconded, motion carried.
- V. **Coaches Report:** Sharlet, Taekwondo District Meet, \$450 combined cost for kids, Rooms \$714, Rental Car \$425 each car for 5-days, 5 passengers each car, Ernie and Kady, Sharlet and Landon going  
Air fares approx.: \$1943 and Ferry rides approx. \$292.50, food for 5 days x's 4=\$1200, all expenses motion by Debbie for District Meet not to exceed: \$5,000, second by Shelly, motion carried.
- VI. **Discussion**
  - ASC Square and I-pad Purchase: Sharlet to continue working on with IT as point person.
  - Movie Nights: to table until next meeting, as a fund raiser, research last year done in Naukati and perhaps students would like to take on this event schedule and movie titles, Tia and Jay to check with other students and report about including Concessions (popcorn, drinks, pizza, hot dogs?). Perhaps rethink if students are not interested.
  - Concessions during open GYM: more discussion as we will need a new point person to coordinate with the school, so probably will discontinue through the summer, and start up again after new school year 2025-2026 starts.
  - Waterfall Resort Raffle and Firewood Raffle: Debbie to take the point and check with the State and work Gaming License through the non-profit POWI Food Bank, in order to donate proceeds to the Naukati ASC.
  - District Flower Sales – Flower Baskets: we need more data and we will continue discussion next meet, if we are able to build the baskets to sell, or if we can sell baskets for self-planting to Naukati residents or other interested parties.
  - Taekwondo District Fees: Discussion listed above, reimbursement upon presentation of receipts. Debbie made the above motion, Robin seconded and motion carried.

- Funding for sports: BBQ Fund raising in Craig 5/24 and car wash at the Fire Department. Special Father's Day BBQ on 6/14/25 at Naukati School-Burgers and hot dogs, 11am-2pm Car Wash for Taekwondo Worlds Event, needs additional discussion. Three Students may attend, Kayden, Landon and Joey?

VII. **Schedule Next Regular Meeting**: Monday, June 2, 3:45 p.m.

VIII. **Adjournment**: 4:52 p.m. Motion by Sharlet, second by Robin, carried.

Respectfully submitted,

Debbie Fehr  
Secretary

**Future Meeting Agenda Items:**

1. Mother's Day breakfast fundraiser report
2. AC Fundraiser dates (dates to Wanda) report
3. Flower Bulb Sale report
4. Square/I-Pad report
5. Concessions, Jay report Movie Nights per students
6. Raffle Gaming License, Debbie
7. Taekwondo District Event update, Sharlet
8. Taekwondo Worlds Event, update, Sharlet
9. Father's Day BBQ and Car Wash, update





# Naukati School

100 Heather Street  
P.O. Box NKI  
Naukati, Alaska 99950  
907.629.4121



## Advisory School Council (ASC) Meeting Minutes Special Meeting Monday, June 2, 2025

- I. **Call to order** at 3:58 p.m. by Cari Jones, President.
- II. **Members Present:** Cari Jones, Cassandra Christopherson (zoom), Robbin Perkins, Sharlet Collins, Jay Mihal, Shelly LaGrou and Debbie Fehr
- III. **Approval of the Minutes from 5/5/25 meeting:** Shelly moved approval of the agenda with corrections and Robin seconded, motion carried.
- IV. **Treasurer's Report:** as of 5/16/25 \$28,568.78, more to be deposited from fund raising, Shelly motion to accept report, Robbin seconded, motion carried.
- V. **Public Comments:** Robbin acknowledged the Special Event held for Skyler's advancement was a great success, and a Thank you to all who participated.
- VI. **Administration Reports**
  - Lead Teacher-** Cassandra's Congratulations for a wonderful year. Reported all students had improved on all levels of growth, and a special Thank you for the support of all the faculty, parents, Administration and the ASC members.
  - Coaches Report:** Sharlet, the chaperones are heading to the Taekwondo World Finals in Phoenix AZ on 7/22-28/25, for 3 kids and three adults (due to the size of the event there will be multiple tasks and matches going on through a large space, so we will need a chaperone per child, so no child is left alone during any of the events. **Motion: Not knowing the prices of tickets or other expenses the motion is for the ASC to approve a minimum of \$5000 toward financial support to cover preliminary expenses to send three students and three chaperones, to attend and compete in the Taekwondo World Event in Phoenix Arizona. Additional expenses can be further approved by calling a Special Meeting for this purpose prior to the Fundraising Committee Meeting scheduled on 6/30/2025, Monday at 3:45pm. Debbie made this motion and Shelly seconded the motion, we voted and the motion passed.**
  - ASC President:** Thank you to everyone for their participation
  - State & Federal Funding Update:** We received a \$15K, used to purchase tables and chairs per Robbin.

## VII. Old Business Discussion

- ASC Square and I-pad Purchase: Sharlet is continuing to work on with IT as point person.
- Previous Fund-Raising Events – Fund raising has provided significant funds for kids and the activities were Mother’s Day Breakfast and flower bulb sales approx: \$358, Car Wash in Craig approx: \$302, Craig A/C BBQ approx: \$289.47, Pizza Sales approx: \$937.50, Flower Bulb sales approx: \$243. Bazaar \$549, Coffee Sales approx: \$650
- Movie Nights: Update, **Jay will talk to the High School Kids in September**, to see if they have any interest in running a weekly Movie Night with Concessions (popcorn, drinks, pizza, and hot dogs) in the fall and spring.
- Concessions during open GYM: **We will visit this fund-raising topic again in September**, as we will need a new point person to coordinate with the school.
- Waterfall Resort Raffle and Firewood Raffle: **Debbie to meet 6/30/25** with anyone interested in working with the POW Island Food Bank’s Gaming License to work this Raffle and other Raffle with proceeds going to the ASC. She will have more information at that meeting. Raffle ideas included two available picnic tables,
- District Flower Sales – Flower Baskets: **we still need more data** and we will continue discussion next meeting, if we are able to still build the baskets to sell, or if we can sell baskets for self-planting to Naukati residents or other interested parties.
- **Funding for sports: Special Father’s Day BBQ** on 6/14/25 at A/C Klawock-Burgers and hot dogs, 11am-2pm Car Wash for Taekwondo Worlds Event, needs additional discussion. Three Students may attend, Kayden, Landon and Joey?

## VIII. NEW BUSINESS:

- A. Election of Officers for 2025-2026 school year, (Nominations, Debbie- motion to accept the Nominations and vote, all in favor, unanimously 2025-2026 ASC Board.
  - 1 President – Cari Jones accepted
  - 2 Vice President – McKenzie Denham
  - 3 Secretary – Debbie Fehr
  - 4 Treasurer – Jay Mihal
- B. Discussion to approve Snack budget for 2025-2026 school year, Sharlet explained the previous budget has been approx: \$900, these are morning and afternoon snacks for grade schoolers, and afternoon snacks for older kids, (example: popcorn). Shelly motions we continue to provide \$900 for the school year, in order to have snacks. for kids, Jay seconded, voted, passed.
- C. Advance Planning – Sharlet agreed to work on a 2025-2026 combined Fund Raising/Event Calendar
- D. Request: Motion for the NASC to pay TBASC for Colton and Justice’s sports activities out of the boys NASC fund-raising account, in the amount of \$719.66, Shelly motioned, and Robbin seconded, motion passed.

E. Heads up going into 2025-2026 school year, Naukati will have eight Graduating Seniors Michael, Seth, Carson, Olivia, Colton, Justice, Levy and Tia

IX. **Schedule Next Regular Meeting:** Monday, June 2, 3:45 p.m.

X. **Adjournment:** 5:28 p.m. Motion by Sharlet, second by Robin, carried.

Respectfully submitted,

Debbie Fehr  
Secretary

**Next Meeting:** Requested SPECIAL MEETING TO APPROVE ADDITIONAL FUNDING

Taekwondo World Event – Pre-Approved \$5000, Need Approve Additional Expenses Listed

Tournament Fees - \$670, Airline Tickets - \$3500, Ferry Trips - \$525, Hotel- \$1000,

Rental Car -\$1000, Event Parking- \$20x6 days =\$120, Food- \$60x6x8= \$2880

total: \$9675.00 – (pre-approved \$5000) = **\$4675 needs approval**

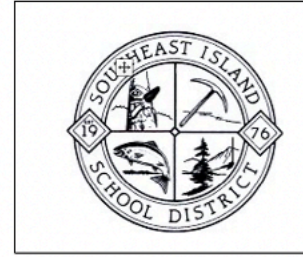
**Future Meeting Agenda Items:**

1. Square/I-Pad report- Sharlet
2. Concessions and Movie Nights for students- in September- Jay
3. Raffle Gaming License, Debbie
4. Taekwondo District Event update, Sharlet
5. Taekwondo Worlds Event, update, Sharlet
6. Father's Day BBQ and Car Wash, update - Sharlet



# Naukati School

100 Heather Street  
P.O. Box NKI  
Naukati Bay, Alaska 99950  
907-629-4121



## Advisory School Council Special Meeting Minutes

Thursday, June 19th, 2025

2:00 pm

### Google Meet Joining Info:

Video call link: <https://meet.google.com/qrz-oanh-osw>

Or dial: (US) +1 260-333-5740 PIN: 696 905 170#

Members Present: Robbin Perkins, Cassandra Christopherson, Shelly Lagrou, Sharlet Collins, Jay Mihal (online)

#### 1. Additional funding for Taekwondo Worlds Tournament

A. Up to \$5,000 was previously approved

B. \$4,004.07 currently in Taekwondo ASC account

C. Plan to earn approximately \$1,020 more by July 5th by: egg sales (\$120), volunteering for 4th of July booths in Craig (\$600), & AC customer appreciation cookout (\$300+)

D. Breakdown of updated trip costs:

- rental of a 7-8 passenger van-\$1,000
- Food-up to \$60 per day per student
- Hotel-\$1,000+
- Ferry-\$525
- Fees for entry-\$670
- 3 adults & 3 students traveling
  - Airfare for Landon/Kayden-\$1,001.83
  - Airfare for Ernie & Joey-\$1,670.80
  - Airfare for Mackenzie-\$761.80

E. Shelly moved to amend the earlier cap of \$5,000 to allow up to \$7,000 to be spent on all associated costs of the Taekwondo Worlds tournament, including travel, hotels, vehicle rentals, entry fees, food, etc. Robbin seconded. Motion carried.

F. Motion to adjourn by Sharlet @ 2:48 p.m.

# Special Meeting Monday, June 30, 2025

- I. **Call to order** at 4:00 p.m. by Cari Jones, President.
- II. **Members Present:** Cari Jones, Cassandra Christopherson on phone, Sharlet Collins, Shelly LaGrou and Debbie Fehr
- III. **Approval of the Minutes from:**
  - May 12<sup>th</sup> Special Meeting – Debbie moved approval, Shelly seconded, approved
  - June 2<sup>nd</sup> Regular Meeting- Debbie moved approval, Shelly seconded, approved
  - June 19<sup>th</sup> Special Meeting – Shelly moved approval, Sharlet seconded, approved
- IV. **Discussion**
  - Gaming License Update - Debbie stated the Food Bank is too small to qualify for a gaming license with the State of Alaska, so she suggested for Sharlet to check another source that already has the necessary State of Alaska License. Sharlet will be working with Whale Pass to use their License for our four raffles starting in August 2025, and ending after the fall, dates to be announced.
  - Fundraising – Debbie suggested we think about a couple of single promotional items that we could fund the printing on, as a sale item to the general public, not just featuring Naukati, or the SISD, but POW Island, so residents and visitors could purchase as travel gifts. Suggested a deck of cards with our most common wildlife photo printing, or a computer mouse pad, etc.
  - Current items Picnic table (1), a load of firewood (2), Waterfall Resort (3), A.C Gift Card (4). Shelly motion, Debbie 2<sup>nd</sup>, approval.
  - Art In the Cove – Coffman Cove 8/8-9/2025. Costs of renting a table – inside \$65 +\$15 for power, outside- \$40+\$15 for power. Will sell Nachos, Soda, Water bottles, raffle tickets. Shelly motion, Debbie seconded, approved.
  - Sharlet suggested the Craig Christmas Bazaar, \$500 table fee for two days. Will table for now to more discussion.

- Movie Nights: to start in September, Jay was going to talk with the HS Students, so they can give ideas of movies and open concessions (popcorn, drinks, pizza, hot dogs?). Shelly motioned, Debbie seconded, approved. Just need to set a date, time and pick a movie, have a schedule ready for the kids to take notes home when school starts again.
- Concessions during open GYM: more discussion as we will need a new point person to coordinate with the school, so probably will discontinue through the summer, and start up again after new school year 2025-2026 starts.
- Taekwondo Fall: Discussion listed, how can we try to cover these fees special out-of-state tournament fees and travel?
- Funding for sports: Need more ideas. First Date of School 8/25/25

V. **Schedule Next Regular Meeting**: Monday, July/7/25, 3:45 p.m.

VI. **Adjournment**: 5:22 p.m. Motion by Shelly, second by Sharlet, carried.

Respectfully submitted,

Debbie Fehr  
Secretary

**Future Meeting Agenda Items:**

1. AC Fundraiser- future dates
2. Concessions, Jay report Movie Night
3. Taekwondo Fall Event update-Shalet
4. Fall/Winter Festival Dates
5. Update on multiple ticket sells

**Thorne Bay School**  
**ADVISORY SCHOOL COUNCIL Minutes**

Date: May 19 2025

- I. Call to order: 5:48 pm
  - A. Pledge of Allegiance
  - B. Individuals present: Tony Lovell, Sarah Garrison, Amanda Blankenship, Anne & Phillip Lusted, Amy Killian, Melissa Dougherty, Brandy Aurora Schmidt Prefontaine, Shaine & Christi Nixon, Sonya Cook.
  - C. Approval of agenda:
    1. Motion to approve: for today's meeting. Sarah G made a motion to approve the agenda.
    2. Seconded: Melissa D.
    3. Any Discussion? There were 2 last minute requests to be added to the agenda. One for a classroom request and one for a student request. They will be added to the agenda as items C. and D.
    4. All in Favor? Yes
    5. Any Opposed? no
    6. Motion Passed? (yes or no) YES
- II. Approval of minutes from prior meeting:
  - A. Motion to approve: Sarah G. made a motion to approve the minutes from the prior meeting.
  - B. Seconded: Amanda B.
  - C. Any Discussion? Melissa Dougherty noted that her name was misspelled in the list of attendees. Amanda noted and fixed that on the digital copy.
  - D. All in Favor? Yes
  - E. Any Opposed? no
  - F. Motion Passed? (yes or no) YES
- III. People to be Heard/Public Comment
  - A. Mr. Morrison would like to extend his sincere gratitude to the ASC leadership for their service over the past year—and in many cases, beyond. Thank you for your commitment, your willingness to learn along the way, and for doing a great job supporting your school community. Your efforts have truly made a difference.
- IV. Administrative Reports:
  - A. Principal Report
    1. Wow—what a busy week! We had a fantastic Black & Gold Awards Night, followed closely by the Hollis graduation. Then on Friday, we celebrated another successful graduation in Thorne Bay. This week offers a brief reprieve before we jump back into a full schedule next week. All programs are going well, and we're wrapping up the year on a strong note. We are considering some possible changes to the format of the Black & Gold Awards Night in the future, as it has become a very full evening. While it makes for a long night, it also highlights how much our students are involved in—and excelling at—so many things. That's something to be proud of. A special

thank you and kudos to the Open Gym Volleyball group for taking the initiative to clean up after graduation. Your efforts did not go unnoticed and are very much appreciated!

**B. Superintendent/Federal Programs**

1. It's been a busy and celebratory time across the district. We recently held two successful graduations and a memorable Black & Gold Awards Night. Naukati's graduation is coming up soon, and I'm personally hoping to find a little time to get out fishing this weekend. On the operations side, several grants are progressing. We're currently awaiting approval for three new housing units. The initial RFP came in too high, so we've resubmitted at a more competitive rate and are optimistic about the outcome. On the legislative front, we were disappointed to see the Governor veto Senate Bill 52, which would have increased education funding. We remain hopeful that there will be enough support to override the veto. Without that funding, our district could face extremely difficult decisions—including the potential reduction of up to five teaching positions and even the closure of some schools due to budget constraints. On a brighter note, the Whale Pass Martial Arts Magnet Program is showing promising momentum, with some student applications already received for the fall.

**C. Treasurer Report**

1. Period for which report covers: 4/1/25 to 4/30/25
  2. Cash balance at beginning of period: \$107,312.19
  3. Income received during the period: \$3,365.42
  4. Expenses paid during the period: \$951.04
  5. Cash balance at end of period: **\$109,726.57**
    - a) CD Certificates:
      - 1yr Cert (4.00%): \$12,213.09 (matures 6/4/25)
    - b) Rate Watchers Cert (4.250%): \$21,469.64 (matures 7/21/25)
- Note the SISD / Thorne Bay school webpage has been updated to include a place for online donations to individual teams.  
<https://www.sisd.org/o/thornebay/page/advisory-school-council>
  - Can we have a printed letter template for donations as tax deductible? Amanda will work on getting this.

**V. Old Business:**

A.

**I. New Business: ASC Elections**

A. Elections for Chair, Vice Chair, Secretary & Treasurer

1. Nominations

- a) Chair - Melissa D nominated Brandy SP. Brandy accepts the nomination pending the other roles being filled as well.

- b) Vice Chair - Rod M nominated Amy K. Amy accepts the nomination with the understanding of being able to participate virtually.
  - c) Treasurer - Rod nominated Tristy M. Tristy accepts the nomination with the understanding of the accounts not being managed with individual accounts, but rather activity accounts.
  - d) Secretary - Christy N. nominated Melissa D. Melissa accepts the nomination
2. Motion to approve: Amanda B made a motion to approve Brandy Schmidts Prefontaine as Chair, Amy Killian as Vice Chair, Tristy Morrison as Treasurer, and Melissa Dougherty as Secretary of the Thorne Bay ASC.
  3. Seconded: Sarah G.
  4. Any Discussion? Current officers will finish out duties this month and work with their new counterparts to hand over the notes information so that they may begin with the new school year. The School board will be reviewing the updated 8000 board policy and once we have approved new policies they will be shared with all ASCs. There will also be an opportunity for ASC training.
  5. All in Favor? Yes
  6. Any Opposed? no
  7. Motion Passed? (yes or no) YES
- B. Discussion Items
1. **ASC/City Relationship**  
We could improve communication with the City. One idea is to have an ASC representative attend City meetings and workshops to strengthen collaboration. The City has a budget line for community support—could we suggest ways to use those funds to benefit students and families, such as contributing to the Community Christmas Dinner or supporting open gym time?
  2. **ASC Policy**  
The School Board is currently updating the 8000 series board policies. The first reading is scheduled for this week's meeting.
  3. **Summer Events**  
The City hasn't yet released plans for the Fishing Derby, Pig-nic, or Thorne Bay Days. Once they do, the ASC might consider ways to support or participate in those events.
  4. **Open Gym**  
Could ASC consider providing a stipend for someone to help keep the gym open more regularly? Hosting gym time and community events currently costs the district about \$20,000 per year. We want to ensure continued access and explore ways the City might help fund this. Ideally, we'd have someone available to open the gym daily for community use.

- C. Class Request -Aurora S.P., a student from Mrs. Cook's class, attended the meeting to request \$150 from the ASC to support their upcoming class field trip to the Boardwalk Lodge. The funds would be used to purchase food supplies, as the students will be cooking their own dinner during the trip.
1. Motion to approve: Amy K. made a motion to approve \$150 for the purchase of food for this field trip.
  2. Seconded: Sarah G.
  3. Any Discussion? They will use a PO for the TB market.
  4. All in Favor? Yes
  5. Any Opposed? no
  6. Motion Passed? (yes or no) YES
- D. Student Request: From Teagen Taylor: I recently got Student of the Year with an \$800 scholarship. I have found an iPad and a pencil along with the protection case for the iPad. I am wondering if I was able to use the scholarship for this because this is where I would keep all my notes and documents for the upcoming school year, where I will be taking college classes. The total is \$377.07, and taxes are added on during checkout. This would be very helpful to me so that I can stay organized and on track through my college classes.
1. Motion to approve: Sarah G. made a motion to approve the purchase of an iPad and accessories up to her total Scholarship amount of \$800.
  2. Seconded: Amy K.
  3. Any Discussion? Mr. Morrison suggested she work with Everett to see if they can use the school account for the purchase and maybe even engrave her name on it. Multiple people commented to be sure she is getting a device that will meet her needs for college classes and it was noted that she had already reached out to 3 staff members to get advice. Amanda will work with her to use the ASC Debit card to make the purchase.
  4. All in Favor? Yes
  5. Any Opposed? no
  6. Motion Passed? (yes or no) YES

VI. Schedule Next Meeting:

- A. The next meeting is the same week as the Back to School BBQ- there will be no meal. .
- B. Next ASC meeting is scheduled for the third Monday of August 18th at 6 pm. There will be a virtual Google Meet available.
- C. Adjournment: 7:20 pm.

## **BB 9323 Meeting Conduct**

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

### **Parliamentary Procedure**

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

### **Quorum**

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

### **Abstentions**

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. A member may only abstain due to a publicly declared conflict of interest. When a member abstains because of a conflict of interest, the abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

*(cf. 9270 - Conflict of Interest)*

### **Public Participation**

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. They shall then identify themselves and proceed to comment as briefly as the subject permits.
4. The President may establish rules to govern the procedure whereby persons address the Board.
5. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
6. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

*(cf. 1312.1 - Complaints Concerning School Personnel)*

*(cf. 9312 - Executive Sessions)*

7. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

*(cf. 9320 - Meetings)*

*(cf. 9322 - Agenda/Meeting Materials)*

*Legal Reference:*

ALASKA STATUTES

[29.20.020 Meetings public](#)

*Review 1/04, 1/05*

*Revised 6/11*

Adoption Date: 04/09/98

**Southeast Island School District**

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