

Sitka School District Mission:
The Sitka School District will intentionally develop
Haa Latseení
(Our Strength of Mind, Body, and Spirit)
to inspire and prepare students to be compassionate, empowered,
and equipped critical thinkers within a global community.

School Board Meeting

Wednesday, August 12, 2026 | 5:45 PM | District Office Board Room, 300 Kostrometinoff Street, Sitka,
AK 99835

Proposed Agenda

1. **Recognitions - 5:45 - 6:00 p.m.**
 - 1.a. Cindy Duncan - KGH Microsoft Pathway School
 - 1.b. New Teaching Staff
2. **Call to Order - 6:00 p.m.**
3. **Flag Salute**
4. **Land Acknowledgment**
5. **Roll Call**
6. **Approval of the Proposed Agenda and Consent Agenda**
 - 6.a. Minutes from June 16, 2026 (MEETING CANCELLED)
 - 6.b. Minutes from June 30, 2026
 - 6.c. Personnel Report
 - 6.d. Review Student Handbooks
7. **Persons to be Heard**
8. **Special Reports: Government to Government**
9. **School Highlights - Summer District Programming**
10. **Reports and Presentations**
 - 10.a. District Grading Presentation
11. **Board Member Reports**
12. **Administrative Reports**
 - 12.a. Business Manager Report
 - 12.b. Superintendent Report
13. **New Business**
 - 13.a. Approve 2026 Tech Refresh Plan
 - 13.b. Increase Substitute Pay Rate
14. **Future Agenda Items/Upcoming Events**
 - 14.a. August 19, 2026 - First Day of School
 - 14.b. September 2, 2026 - School Board Work Session | 4:30 p.m. | Sitka High School Library
 - 14.c. September 2, 2026 - Next Regular School Board Meeting | 5:45 p.m. | Sitka High School Library
 - 14.d. September 9, 2026 - Policy Committee Meeting | 5:00 p.m. | DO Boardroom

15. **Final Comments from the Public**
16. **Final Comments from the Board**
17. **Adjournment**

Note: All items listed under Agenda & Consent Agenda are considered routine by the School Board and will be approved in one motion. Items may be removed at the request of a School Board Member.

Note: Meetings will adjourn by 10:30 p.m. Alaska Standard Time (or Alaska Daylight Standard Time) unless by a majority vote of the board the meeting is extended 30 minutes to 11:00 p.m. Further 30-minute extensions will require each a separate motion that will require a unanimous vote of those members present and constituting a quorum.

Note: The School Board reserves the right to go into executive session as and to the extent permitted by AS 44.62.310 and Board Bylaw 9321. An executive session may be called to consider the following subjects: (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and (4) matters involving consideration of government records that by law are not subject to public disclosure. The motion to go into executive session must clearly specify the subject of the proposed session without defeating the purpose of addressing the subject in executive session.

**SITKA SCHOOL BOARD
SPECIAL MEETING
June 30, 2026 – 5:00 p.m.
District Office Boardroom**

Sitka School District

Superintendent: Dr. Deidre Jensen

1. CALL TO ORDER

The meeting was called to order at 5:04 p.m. by School Board President Phil Burdick.

2. FLAG SALUTE

**3. LAND
ACKNOWLEDGMENT**

4. ROLL CALL

In attendance were Courtney Amundson (via Zoom), Paul Rioux, and President Phil Burdick. The meeting was quorate.

**5. APPROVAL OF THE
PROPOSED AGENDA AND
CONSENT AGENDA**

Mr. Rioux moved, and **Mr. Burdick** seconded to approve the proposed agenda and consent agenda, as presented.

Following a roll call vote, the motion PASSED unanimously.

**6. BOARD MEMBER
REPORTS**

Mr. Burdick apologized for missing the June 16th meeting, which was cancelled due to lack of a quorum.

7. PERSONS TO BE HEARD

There were no persons to be heard at this meeting.

**8. ADMINISTRATIVE
REPORTS**

**a. BUSINESS
MANAGER
REPORT**

Business Manager Kathrynn Hollis-Buchanan reported to the board regarding the FY27 Budget and gave FY26 Revenue and Expenditure Summaries.

**b. SUPERINTENDENT
REPORT**

Superintendent Jensen updated the board on a number of issues, including:

- Professional Development
- Retirement Incentive Projects

- Capital Improvement Application (DEED)
- Food Service Update
- Additional State Funding
- Extending the Kindergarten Day

9. NEW BUSINESS

a. APPROVE TECH PURCHASE

Mr. Rioux moved, and **Mr. Burdick** seconded to approve the purchase of district technology, as presented.

Superintendent Jensen informed the board that the district is awaiting federal approval of congressionally directed funding specifically to be used for technology. The district will also be receiving additional state funding as a one-time BSA increase.

Mr. Burdick proposed an amendment to strike “as proposed” and add “in the amount of \$250,000.”

Following a roll call vote, the motion to amend PASSED unanimously.

Following a roll call vote, the amended motion to approve the purchase of district technology in the amount of \$250,000 PASSED unanimously.

b. VERKADA LICENSE RENEWAL

Mr. Rioux moved, and **Ms. Amundson** seconded to approve the three-year Verkada license renewal, in the amount of \$44,693.19, as presented.

Mr. Burdick moved, and **Ms. Amundson** seconded to amend the main motion to strike three-year Verkada license renewal, in the amount of \$44,693.19, and add five-year Verkada license renewal, in the amount of \$74,864.07.

Following a roll call vote, the motion to amend PASSED unanimously.

Following a roll call vote, the amended motion to approve the purchase of the five-year Verkada license renewal, in the amount of \$74,864.07 PASSED unanimously.

c. **NETWORK
EQUIPMENT
PURCHASE**

Mr. Rioux moved, and **Mr. Burdick** seconded to approve the Network Equipment Purchase in the amount of \$223,925.90, as presented.

Superintendent Jensen informed the board that the purchase of the network equipment is necessary to maintain connectivity. The purchase is good for five years and 70% of the cost will be reimbursed through E-Rate. The remaining \$67,177.71 is included in the FY27 budget.

Following a roll call vote, the motion PASSED unanimously.

d. **2026-2027 SCHOOL
BOARD MEETING
CALENDAR**

Mr. Rioux moved, and **Mr. Burdick** seconded to approve the 2026-2027 School Board Meeting Schedule, as presented.

Following a roll call vote, the motion PASSED unanimously.

e. **INTERVIEW
CANDIDATES FOR
VACANT SCHOOL
BOARD SEATS**

Matt Potter and **Kat Richards** were interviewed by the board.

f. **APPOINTMENT OF
SCHOOL BOARD
VACANT SEATS**

Mr. Rioux moved, and **Mr. Burdick** seconded to appoint **Matt Potter** to fill a vacant seat on the board until the results of the October 6th municipal election are certified.

Following a roll call vote, the motion PASSED unanimously.

Mr. Burdick moved, and **Mr. Rioux** seconded to appoint **Kat Richards** to fill a vacant seat on the board until the results of the October 6th municipal election are certified.

Following a roll call vote, the motion PASSED unanimously.

g. **OATH OF OFFICE**

The School Board Secretary administered the Oath of Office to **Matt Potter** and **Kat Richards**.

h. **SCHOOL BOARD
REORGANIZATION**

Mr. Rioux moved, and **Mr. Burdick** seconded to reorganize the Board, effective June 30, 2026.

The motion PASSED unanimously.

The election of board officers was led by Superintendent Jenson until a new President was selected.

School Board President:

Mr. Rioux made the motion to nominate **Mr. Burdick** to School Board President.

There were no further nominations.

Mr. Rioux moved to close nominations for the position of School Board President.

Mr. Rioux moved, and **Ms. Amundson** seconded to appoint **Phil Burdick** to the office of School Board President.

The motion PASSED without opposition. **Mr. Burdick** presided over the remainder of the meeting.

School Board Vice President:

Ms. Amundson made the motion to nominate **Mr. Rioux** to School Board Vice President.

There were no further nominations.

Mr. Burdick moved to close nominations for the position of School Board Vice President.

Mr. Burdick moved, and **Ms. Amundson** seconded to appoint **Paul Rioux** to the office of School Board Vice President.

The motion PASSED without opposition.

School Board Clerk:

Mr. Burdick made the motion to nominate **Ms. Amundson** as School Board Clerk.

There were no further nominations.

Mr. Rioux moved to close nominations for the position of School Board Clerk.

Ms. Richards moved, and **Mr. Burdick** seconded to appoint **Courtney Amundson** to the office of School Board Clerk.

The motion PASSED without opposition.

**10. FUTURE AGENDA
ITEMS/UPCOMING
EVENTS**

a. AUGUST 12, 2026 –
SCHOOL BOARD
WORK SESSION | 4:30
P.M. | DO
BOARDROOM

b. AUGUST 12, 2026
NEXT REGULAR
SCHOOL BOARD
MEETING | 5:45 P.M. |
DO BOARDROOM

11. ADJOURNMENT

The meeting adjourned at 7:15 p.m.

Phil Burdick, President

Courtney Amundson, Clerk

Sitka School District Personnel Report

as of 8/12/2026

Certified Employees Recommended for Employment		
Name	Current Position	Date Effective
Jessica Smyke	BMS Sciencece	8/13./26
Ashley Green	KGH SPED	8/13/26
Gregory George	SHS CTE	8/13/26
Zach Bastoky	KGH SPED	8/13/26
Kendra Rupp	SLP	8/13/26
Peter Vu	SHS Math (1 yr)	8/13/26
Mackenzie Rak	KGH	8/13/26
Maia Carter	BMS Math	8/13/26
Joel Hilborn	SHS (1 yr)	8/13/26
Matthew Hunter	SHS Math/Science	8/13/26
Certified Employees Left Employment		
Name	Current Position	Date Effective
Classified Employees Recommended for Employment		
Name	Current Position	Date Effective
Classified Employees Left Employment		
Name	Current Position	Date Effective
Employees Changed Positions		
Name	Current Position/New Position	Date Effective
Diana Fulton	SHS Counselor	8/13/26
Keith Shelton	Asst Superintendent	7/1/26
Beau Hedrick	Adding Activities Dir/BMS	8/13/26

Blatchley Middle School

“2026-2027”



Student/Parent Handbook

Welcome to BMS & the 2026/2027 Academic Year

Before and After School

- Bus Protocols
- Student Procedures Before the Bell
- Dismissal

During the Academic Day

- Schedule
- Materials and Supplies
- Movement/PE classes
- Electives
- Technology use/rules
- Grading
- Restroom Access
- Phone Rules
- Behavioral Expectations & Procedures
- Dress Code
- Students Who Become Ill
- Extracurricular Activities

Communication

- Communicating with the office
- Appointments
- Communicating with school staff

Attendance

- Call outs

Hello BMS Families,

The 2024-2025 school year presents us with new situations and challenges. Blatchley staff are excited to get this school year underway. If you ever have any questions or concerns, please feel free to call or email.

Principal Ben White:	whiteb@sitkaschools.org	621-8113 cell: 738-0956
Counselor Sydney Carter:	carters@sitkaschools.org	621-8137
Main Office:		621-8110

Start of Day

Riding the Bus

Prewitt's Enterprises/Island Bus will continue to provide bus service for the SSD and the families of Sitka. Island Bus is committed to working collaboratively with school administrators and parents to provide students with safe, dependable transportation between school and home. Island Bus is committed to working cooperatively with families and the administration of BMS to provide safe, convenient transportation for students. Bus rules and expectations have been developed by the District and Island Bus to conform to Alaska DEED guidelines. Students who are unable and/or unwilling to follow expectations will be contacted by the bus company and /or the school and may need to find alternative transportation.

Drop-off, Pick-up, and Traffic Patterns

- Students will be admitted to the building **beginning at 8:00**. **Students should not be dropped off early as there will be no supervision available.**
- Families can drop students at the front or pool entrances of the school.
- Students arriving after 8:30 should enter through the front doors. All other doors will be locked.
 - Students ARE NOT to open exterior doors for other students, staff, or community members.

Release Procedures

School releases at 3:20 Mon-Thurs. and at 2:10 on Fridays. Students should leave school grounds as soon as they are dismissed. Families can pick their students up at either the main or pool entrances.

During The Academic Day

Schedule

Monday - Thursday Schedule

First bell 8:25
Period 1: 8:30- 9:17
Period 2: 9:20 – 10:07
Period 3: 10:11 – 10:58
Period 4: 11: 01 – 11 :48
Lunch A & Period 5 A: 11:51 – 12:21
Lunch B /& Period 5 B: 12:24 – 12:54
Period 6: 12:57-1:44
Period 7 1:48-2:35
Period 8 2:38-3:25

Friday

First bell 8:25
Period 1: 8:30-9:07
Period 2: 9:10-9:47
Period 3: 9:51-10:28
Period 4: 10:30-11:08
Lunch & Period 5 A: 11:11-11:41
Lunch & Period 5 B: 11:44 –12:14
Period 6: 12:17-12:54
Period 7: 12:58-1:35
Period 8: 1:38-2:15

Materials and Supplies

Materials and supplies will remain in the classroom with student names. Binders, and pens/pencils will be the only things traveling home with students. Scissors, glue sticks, colored pencils, etc. will remain in the classroom. Supply lists are available on the school website. At BMS, we will do our best to make sure that every student has the supplies they need to be successful. Please let us know if you are unable to find something your student(s) needs locally and we will be happy to help.

Movement/PE Classes

The administration and teachers at BMS believe that middle school students need physical activity to burn off restless energy, maintain focus, and develop healthy habits. Students will have a daily PE class.

Electives

BMS will make every effort to ensure that all students can take preferred electives during their middle school career. Not all students will have their preferred electives at any given time. All students will have Physical Educations daily. 6th grade students will take Intro. to Technology / STEAM as an elective, and 7th graders will take Health. Each student will take three electives per semester.

Technology- use/rules Students will have access to a school issued device to be used for academic learning throughout the year. *Laptops alert the school whenever inappropriate content is being accessed regardless of the Wi-Fi network being used!!* Your student is liable for the cost of a device if the device is damaged or destroyed due to their negligence.

Grading Sitka Schools grade using a standards-based system. Students are assessed using a 4 point scale. Students are assessed in both content knowledge and life skills.

Content Grades:

- 1.0 Emerging: Student does not understand the material or concepts being taught.
- 2.0 Developing: Student is beginning to understand parts of the material or concepts being taught

3.0 Proficient: Student has grade-level understanding of the material or concepts being taught.

4.0 Advanced: Student demonstrates advanced knowledge, beyond grade level understanding of the material or concepts being taught.

Life Skills Grades: Life skills count for 15% of a student's overall grade

	1	2	3	4
Work Ethic	The student is not on task in class or not prepared with materials, or assignment do not meet the stated requirements relative to timeliness, neatness, form, and conventions.	The student needs to be reminded to be on task in class or is not prepared with materials, and/or assignments do not meet the stated requirements relative to timeliness, neatness, form, and conventions.	The student is on task in class, has materials, and is conscientious in turning in assignments that meet the stated requirements for timeliness, neatness, form, and conventions.	The student is prepared, self-paced in and out of class, and turns in personal best work that is on time, neat, and has correct form and conventions.
Participation	The student refuses (actively or passively) to engage in classroom activities and discussions.	The student participates in classroom activities and discussions only when asked personally.	The student participates in classroom activities and discussions.	The student participates in classroom activities and discussions with positive enthusiasm.
Courtesy/Respect (Behavior)	The student doesn't follow classroom rules and procedures.	The student follows classroom rules and procedures when reminded or cued.	The student follows classroom rules and procedures without being reminded or cued.	The student takes initiative to model and encourage exemplary courtesy and respect.

Food Service- Breakfast and lunch

Breakfast is offered each morning at BMS. Students can get their breakfast in the MPR. Lunch will be served each day and students will eat either in the upstairs commons or the MPR. Breakfast costs \$4.00 and lunch is \$6.25. Parents are encouraged to apply to the federal school lunch subsidy program if there is any chance they will qualify. Higher participant numbers leads to more financial support in many areas for BMS. Online registration is available at <https://www.schoolcafe.com>

Restroom Access

Students may be asked to wait to use the restroom until it is available and will not be allowed to go in groups. Students will be monitored periodically, and handwashing and good hygiene will be reinforced. Students are not allowed to leave the classroom to use the restroom *for the first 10 minutes of class* when teachers are delivering instructions and welcoming students.

Cell Phone Rules

Students will not be allowed access to cell phones, smart watches, or other electronics (other than the district provided device) during the academic day. Students are to turn their personal devices into the appropriate phone tub at the beginning of each day. Phones will be returned to students during their 7th period class. Students who refuse to turn their device in will have their phone taken by administration or teaching staff and a parent / guardian will need to come to the school to claim it. Students who routinely disobey these expectations will be asked to leave their phone at home.

Behavioral Expectations & Procedures

To the greatest extent possible, we resolve discipline issues at the lowest level appropriate. If a student's behaviors rise to the level of requiring administrator involvement, families can expect to be involved. We will work together to create a solution that reduces the future likelihood of the behaviors being repeated. Students with significant behavioral infractions may be excluded from extra-curricular activities (dances, clubs, sports, etc...). Administration has sole discretion in these situations.

Detentions, both lunch detentions and after school detentions, are used when necessary. The same is true of both in-school and out of school suspensions. If your students' behaviors are nearing the point of requiring a suspension (either because the behaviors are severe or are simply persisting after having already been addressed) you will be notified by the school Principal or Vice-Principal. Again, we strongly encourage family involvement and input and will proactively reach out to families. We are not interested in "punishment" but instead want to help ensure that the behavior(s) do not continue to occur.

In extreme cases, the school board can recommend expulsion. Expulsions must have school board approval. The Board may expel a student for severe or prolonged breaches of discipline. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students. Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion. The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall specify procedures for notices and appeals.

Sexual harassment is behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances. Any and all forms of sexual harassment will not be tolerated. Students engaging in sexual harassment will be sent to the office and families will be contacted. Administration will work with families to resolve the issue. Suspension and even expulsion may be applied. Administration has sole discretion in these situations.

Bullying is physical acts or written or spoken words intended to intimidate or harass a person or to cause physical emotional harm to a person or his or her property. Any and all forms of bullying will not be tolerated. Students engaging in bullying or bullying like behaviors will be sent to the office and families will be contacted. Administration has sole discretion in these situations.

Alcohol, drugs, and weapons are not allowed on campus at any time and are considered serious infractions. Vape sensors are located in each bathroom at BMS. Families will be contacted if alcohol, drugs, or weapons are found. Police may be involved, and detention, suspension or expulsion may result.

Dress Code

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Any article of clothing, accessory, drawing, or tattoo, which advertises alcohol or an illegal substance, depicts lewd graphics, displays offensive or obscene language or is gang-related, is forbidden. Clothing that references self-harm, suicide, or other unhealthy behaviors is prohibited. Clothing may not use or depict hatred targeting groups based on race, ethnicity, gender, religious affiliation, sexual orientation, or any other protected class or group.

Undergarments should not be visible, and private parts must always be covered. Fabric covering any / all private parts must not be “sheer.” Midriffs should not be visible when a student has their arms at their sides. Any clothing that exposes the upper thigh on a student is not allowed (e.g., pants with rips so high the “pockets” are visible, short – shorts, dresses or skirts that are well above the knee, etc...) Footwear must be appropriate to the school day, including evacuations in case of emergencies. Close-toed shoes are required in shop class, science labs, art, and other areas where unique hazards exist. Student dress that disrupts the school environment will not be tolerated. The Principal/Assistant Principal makes the final determination of the appropriateness of a student's appearance.

Students Who Become Ill

Blatchley is fortunate to have areas where a student who becomes ill can be isolated until a family member can come and pick him/her up. Students who feel ill will be directed to wait in an isolation space (Nurse’s Office, Office Cubicles) and families will be called to come for the student.

Extracurricular Activities

Blatchley Middle School believes that all students who participate in extracurricular activities build friendships, learn to work cooperatively, and gain new and valuable life skills. BMS offers extracurricular athletic opportunities in the following sports: cross country, soccer, basketball, volleyball, wrestling, and track. ***While 6th graders are encouraged to participate in extra-curricular activities, students are not allowed to travel until their 7th grade year.*** All students can participate in home competitions. BMS also offers extracurricular club activities such as Chess and Art Club. Information will be posted on the BMS Facebook page and emailed to families before seasons begin.

Participation in extracurricular activities ***is a privilege*** and requires all participants to adhere to rules, policies, and regulations upheld by the school and/or district. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation in extracurricular activities may be limited, suspended, or canceled for violating an individual coach or advisor's rules, violating the SSD Code of Conduct, or for violating school or district policies, rules, or regulations. Students **MUST ATTEND** school on any day they plan on participating in practice or games. Any student suspended during a week of play will not be allowed to participate in that week’s competition. School administration has sole discretion in these situations.

In order to be eligible to participate in extracurricular activities, students must have no lower than a 2.5 GPA overall, with no single class lower than a 2.0. Students participating in extra-curricular activities are expected to represent their school and families with the highest level of decorum. Administration has sole discretion in approving / reviewing grades and determining eligibility.

School Dances

School dances are held at various points throughout the school year. The above dress code applies at these dances. Any student who has received a suspension during the month of a dance, is not allowed to attend that month’s dance. Students must show up within 15 minutes of the dance beginning (unless other arrangements by a parent / guardian have been made in advance) and are not allowed to leave early without prior arrangements / notification. Parents / guardians are encouraged to chaperone.

Communication

Contacting BMS

The staff of Blatchley Middle School is focused on working collaboratively with families to do what is best for our students. If you have questions about your student's experience at school, we want to answer them. In addition, we welcome any information you would like to share about what is working or not working for your student.

BMS Main number: 621-8110
Mr. White: 621-8113
Ms. Sydney Carter 621-8137

Appointments

Students must be picked up for appointments from the front entrance of the building. Please contact the main office and we will have the student waiting for you, or we can call him/her from class for dismissal.

Communicating with Teachers

Anyone needing to contact a teacher is encouraged to call the main office at 621-8110. The appropriate email / phone number will be given at that time. We will ask that you not call during school hours as this causes an interruption to classes. Staff check their emails each morning and each afternoon.

Attendance Notice

Please notify the school by calling 621-8110 if your student will not be attending or will be arriving late to school. The office is staffed each day from 7:30 until 4:00 if you need to speak to someone and provide details about a student absence. The school calls parents/guardians of students who have not arrived by 9:15 if contact hasn't already been made. Timely notification is greatly appreciated!

The state of Alaska mandates attendance in its public schools. Each day, Blatchley makes phone calls home in the morning and in the afternoon to families whose student(s) have not shown up at school. If your student misses more than 5 total days of school, you can expect to be contacted by building administration. We are very willing to work with families and help get their student(s) to school. Students must attend school if they plan on participating in extra-curricular activities on the same day.



Family & Student Handbook

2026 – 2027

Mission Statement

Kéet Gooshí Héen Elementary School, a celebration of learning, inspires children to discover their full potential by providing a nurturing and challenging community.





Kéet Gooshí Héen Elementary School

307 Kashevaroff Street
Sitka, Alaska 99835
Phone (907) 621-8050

“Providing our children with the academic, social, and emotional skills needed to reason and communicate responsibly in society.”

August 2026

Dear Students and Families,

Welcome to the 2026–2027 school year!

We are excited to begin another year of learning, growth, and connection. At KGH, we are committed to providing a safe, supportive, and engaging environment where every student can thrive.

This handbook includes key information about our school policies and routines. We encourage you to review it together with your child to help ensure a smooth and successful start to the year.

Strong relationships and open communication are at the heart of a positive school experience. We look forward to partnering with you and your child’s teacher to make this year a memorable and meaningful one.

Please feel free to reach out or stop by the office with any questions or concerns. I look forward to getting to know you and working together to support your child’s success.

Warm regards,

Mindy Barry, Principal
barrym@sitkaschools.org

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Sitka School District School Calendar 2026–2027



2026-2027 School Year Calendar

August 26

Su	M	Tu	W	Th	F	Sa
						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					

September 26

Su	M	Tu	W	Th	F	Sa
		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			

October 26

Su	M	Tu	W	Th	F	Sa
				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

November 26

Su	M	Tu	W	Th	F	Sa
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					

December 26

Su	M	Tu	W	Th	F	Sa
		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		

January 27

Su	M	Tu	W	Th	F	Sa
					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						

February 27

Su	M	Tu	W	Th	F	Sa
	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						

March 27

Su	M	Tu	W	Th	F	Sa
	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			

April 27

Su	M	Tu	W	Th	F	Sa
				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	

May 27

Su	M	Tu	W	Th	F	Sa
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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					

	School Day
	Early Release/School Day
	Parent/Teacher Conference
	No School
	Inservice/No School
	Vacation/Holiday

School Day
Early Release/School Day
Parent/Teacher Conference
No School
Inservice/No School
Vacation/Holiday

*School Opens/Closes Dates:

August 19 - First Day of School
May 20 - Last Day of School

*Early Release Dates:

February 16 - Elizabeth Peratrovich Day

School Times & Phone Numbers

Xóots Elementary ~ (907) 621-8000

Mon-Thurs - 8:05am - 2:25pm
Fri - 8:05am - 1:25pm

Kéet Gooshi Héen Elem ~ (907) 621-8050

Mon-Thurs - 8:00am - 2:40pm
Fri - 8:00am - 1:40pm

Blatchley Middle School ~ (907) 621-8110

Mon - Thurs 8:30am - 3:20pm
Fri - 8:29am - 2:10pm

Sitka High School ~ (907) 621-8150

Mon - Thurs - 8:45am - 3:25pm
Fri - 8:45am - 2:15pm

REACH Homeschool ~ (907) 621-8008

Mon - Fri - 8:00am - 3:00pm

Pacific High School ~ (907) 621-8031

Mon, Tues, & Thurs - 8:45am - 3:00pm
Wed - 9:15am - 3:00pm
Fri - 8:45am - 1:45pm

District Office ~ (907) 621-8080

Mon-Fri - 8:00am - 4:00pm

* Confirm with specific buildings for more details on early release and beginning of year schedules.

Academic Information, Parent Conferences, Testing, Retention, and Homework Policy

CORE CURRICULUM AND STUDENT STANDARDS

Core curriculum and student standards guides are available at any time in the Kéet Gooshí Héen School office.

REPORT CARDS

Report cards are issued at the end of each semester, and progress reports at the end of the 1st and 3rd Quarters.

PARENT CONFERENCES

Classroom teachers schedule parent-teacher conferences at the end of the first and third quarters.

UNIVERSAL SCREENING

The following screeners are given three times a year, in the fall, winter, and spring to all students, Grades 2nd- 5th

- NWEA MAP Growth (Measure of Academic Progress) (standardized achievement test)
- mClass (Universal screener for reading foundational skills)

STANDARDIZED TESTING

These standardized tests are given at Kéet Gooshí Héen in the spring.

Grade 3	AK Star (Department of Education Standards Test)
Grade 4	AK Star (Department of Education Standards Test) & NAEP (National Assessment of Educational Progress)
Grade 5	AK Star (Department of Education Standards Test) & AK Science Assessment (Department of Education Standards Test)

RETENTION

Retention will be decided as a team. Social, academic and emotional aspects of a child will be considered. The team will consist of at least the classroom teacher, parent, and principal.

HOMEWORK POLICY

Research indicates that reading at home is the most significant factor in student reading success. Parents are encouraged to have each student read (or be read to) each night. Additional classroom homework is required at different times in the year to support or enhance classroom instruction.

Homework is also a tool for home-school communication. Homework expectations should be stated clearly for parents by the classroom teacher and parents are expected to support student homework efforts.

At Kéet Gooshí Héen, we believe that homework should be purposeful, manageable, and supportive of student learning and well-being. Based on current research and best practices, the goals of homework at KGH are to:

2. 1. Promote responsibility and independence by helping students develop time management and organizational skills.

2. Extend learning beyond the classroom by encouraging curiosity, exploration, and application of knowledge in real world contexts.
3. Reinforce key skills and concepts through brief, focused practice that is directly connected to classroom instruction.
4. Encourage enrichment and balance by supporting student engagement and creative, physical, and family based activities that nurture the whole child.
5. Strengthen the school home connection by providing opportunities for families to engage in their child's learning and supportive, positive ways.

Each teacher will communicate a clear and developmentally appropriate homework plan outlining expectations and routines. Homework is not intended to cause stress or conflict at home and should be adjusted to meet individual student needs.

If you have concerns about homework expectations, please reach out to your child's teacher—we value your partnership and feedback.

Daily Schedule

ADULT SUPERVISION BEGINS AT 7:45 A.M.

STUDENTS SHOULD NOT ARRIVE PRIOR TO 7:45 A.M.

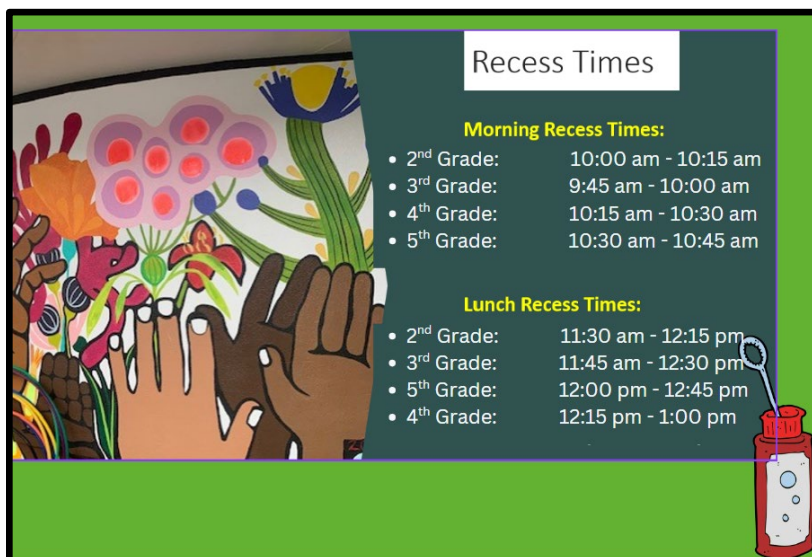
OFFICE HOURS

School Office Hours..... 7:30 am – 4:00 pm

STUDENT HOURS

School Hours (M, T, W, & Th) 8:00 am - 2:40 pm

School Hours (Fridays only)..... 8:00 am - 1:40 pm



Recess Times

Morning Recess Times:

- 2nd Grade: 10:00 am - 10:15 am
- 3rd Grade: 9:45 am - 10:00 am
- 4th Grade: 10:15 am - 10:30 am
- 5th Grade: 10:30 am - 10:45 am

Lunch Recess Times:

- 2nd Grade: 11:30 am - 12:15 pm
- 3rd Grade: 11:45 am - 12:30 pm
- 5th Grade: 12:00 pm - 12:45 pm
- 4th Grade: 12:15 pm - 1:00 pm

Entry Bell 8:00 am

Tardy Bell 8:04 am

Communications, Staff Information, Phone & E-mail

Phone and email are available in each classroom. This helps direct communication between families and teachers. Many phones go directly to voicemail, so learning is undisturbed. Teachers check voicemail daily between 2:45 PM and 3:00 PM.

*Email format is *last name-first initial@sitkaschools.org*

Second Grade

<u>Teacher</u>	<u>Room</u>	<u>Phone</u>	<u>Email</u>
Joel Jenson	1	907-621-8065	jensonj
Megan Pepper	21	907-621-8068	pepperm
Margaret White	7	907-621-8076	whitem

Third Grade

<u>Teacher</u>	<u>Room</u>	<u>Phone</u>	<u>Email</u>
Jennifer Davis	24	907-621-8059	davisjen
Janna Ploetzner	8	907-621-8070	ploetznerja
Mackenzie Rak	5	907-621-	rakm

Fourth Grade

<u>Teacher</u>	<u>Room</u>	<u>Phone</u>	<u>Email</u>
Zachary Bastoky	22	907-621-8073	bastokyz
Margaret Hart	19	907-738-8062	hartm
Carmel Haug	23	907-621-8004	haugc
Kristine Hole	20	907-621-8067	holek

Fifth Grade

<u>Teacher</u>	<u>Room</u>	<u>Phone</u>	<u>Email</u>
Roxann Gagner	12	907-621-8173	gagnerr
Jennifer Grant	11	907-621-8060	grantj
Jennifer Reid	10	907-621-8071	reidj

Special Education Teachers

<u>Teacher</u>	<u>Room</u>	<u>Phone</u>	<u>Email</u>
Andrea Colvin	SPED 18	907-621-8058	colvina
Ashley Green	SPED 29/25	907-621-	greena
Ashley Haley	SPED 30	907-621-8061	haleya
Jessica Keaveny	SPED 36	907-621-8066	keavenyi
Rachel Sorokin	SPED 14/16	907-621-	sorokinr

Specialists/Other Staff

<i>Staff</i>	<i>Room</i>	<i>Phone</i>	<i>Email</i>
Susan Brandt-Ferguson	Music	907-621-8054	brandts
Jeanine Brooks	Counselor	907-621-8050	brooksj
Cindy Duncan	Library Tech	907-621-8057	duncanc
Jennifer Kelly	ELL 34	907-621-8074	tullohj
Cyleena McGraw	Speech 33	907-621-8005	mcgrawc
Nicholis Pilch	PT/28	907-621-8093	pilchn
Susan Ross	PE	907-621-8072	rosss
Jami Seavey	OT/28	907-621-8038	seaveyj
Julie Skordahl	Nurse	907-752-5577	skordahlj
Haley White	Counselor	907-621-8050	whiteh

Kéet Gooshí Héen Office Staff

<i>Staff</i>	<i>Phone</i>	<i>Email</i>
Mindy Barry, Principal	907-621-8050	barrym
Amanda Johnson, Secretary	907-621-8051	johnsonma
Susan Snyder, Secretary	907-621-8052	snyders



Welcome to ParentSquare (formerly Remind)

We're excited to officially welcome you to our new communication platform, **ParentSquare**.

From now on, you'll receive district, school, and classroom updates through ParentSquare.

If you haven't already, download the free ParentSquare app for iOS or Android, or log in at www.parentsquare.com.

Look for this icon when downloading the app:



Parent Square App for iOS:



Parent Square App for Android:



Thank you for being part of our school community. We're glad you're here!

Download the **ParentSquare** app today!

Stay involved with your student's learning and activities at school. From anywhere.



IMPORTANT:

Please make sure that schools have correct CONTACT INFORMATION for you.

Get in touch with front office staff to update your contact information:

Xóots Elementary: (907) 621-8000

Kéet Gooshí Héen: (907) 621-8050

Blatchley Middle School: (907) 621-8110

Sitka High School: (907) 621-8150

Pacific High School: (907) 621-8031

Attendance, Guidelines, Early Release, Absences

ATTENDANCE GUIDELINES

Regular school attendance is essential for student success. If your child will be absent, please call the school office at **907-621-8050** by **7:45 a.m.** to let us know.

If we do not hear from you, we will follow up after receiving attendance reports from teachers. This is an important safety measure—it's essential that both home and school are aware of a child's whereabouts to ensure their well-being.

For planned absences, such as family trips or special events, please notify both your child's teacher and the office **at least one week in advance**. This allows us to plan accordingly and provide any necessary support for missed learning.

Please review the Board Policy for attendance, which appears on the next page.

EARLY RELEASE GUIDELINES

If your child needs to be picked up before the end of the school day (for a medical appointment or other reason), please **send a note or call the office at 907-621-8050** in advance.

If someone other than a parent or guardian will be picking up your child, please let us know **who will be picking them up, when, and why**. **Please do not call the classroom directly**, as messages may not be received in time.

When arriving for an early pick-up, **please come to the office to sign your child out**. The office staff will then notify the classroom, and your child will be sent to meet you.

These procedures are in place to help ensure the safety of all students. It's important that we know where students are at all times and confirm they are leaving with an authorized adult.

REGULAR ATTENDANCE

Regular and punctual patterns of attendance will be expected of each student enrolled in the Sitka School District and Kéet Gooshi Héen School. There is a direct correlation between attendance and academic success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, guardians, teachers, and administrators to keep absences and tardiness to a minimum.

EXCUSED ABSENCES

The following absences will be excused, providing the excuse has been provided by the parent or guardian in advance of the absence, or at the time of personal illness:

- Personal illness
- Family death or emergency
- Medical appointments, which **MUST** be made during school time

- Family trips and other extended absences must be approved by the principal well in advance and arrangements made with each teacher involved for the make-up work to be missed.
- School initiated absence (no parent excuse required.)

UNEXCUSED ABSENCES

The following absences will be treated as unexcused and are not all-inclusive:

- Any absence not properly excused before the occurrence or at the time in the case of personal illness
- Leaving the building or school grounds during the day without parental excuse and authorization from the office.
- Work for parents or an employer. (Example: Babysitting)
- Haircuts.

As defined under the State Compulsory Attendance Law, each five days of unlawful absence constitutes a separate violation of the Law.

Pick Up or Drop Off Routes

DROP OFF

Deliver your child to the “woods” side of the building (down Kashevaroff Street and turn left.)

Student Drop Off Zone

To keep things safe and efficient during morning drop-off:

Pull forward as far as possible in the designated zone to allow more cars to unload.

- Make sure your child is ready to go with backpack and supplies in hand.
- Have your child exit on the **passenger side** and head straight to the sidewalk—this avoids walking between cars.

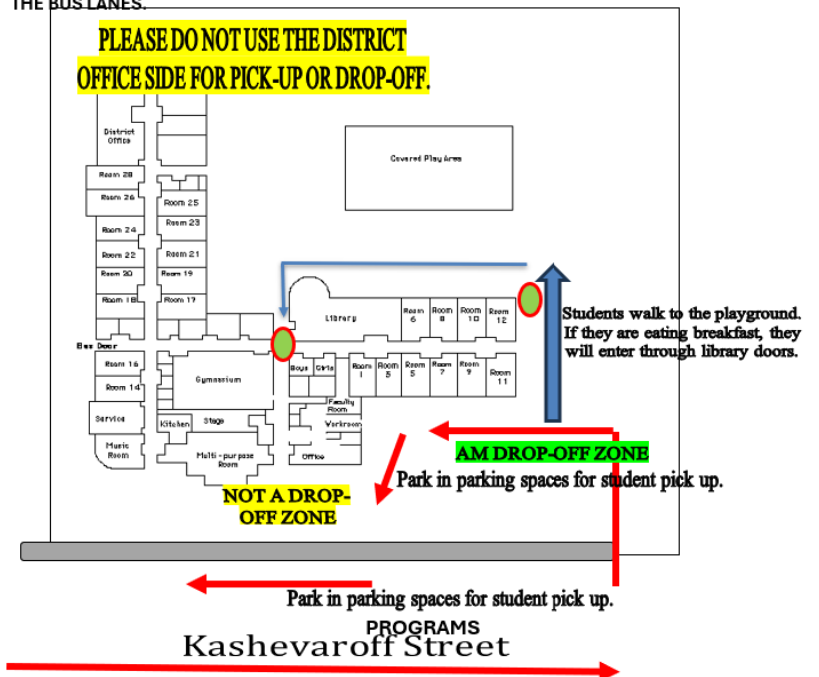
Thank you for helping us ensure a safe and smooth start to the school

Thank you for helping us ensure a safe and smooth start to the school day!

PICK UP

Each teacher has a specific pick-up location. Your child’s teacher will communicate with you where their designated pick-up location is.

PLEASE ***DO NOT*** USE THE DISTRICT OFFICE (KOSTROMETINOFF STREET) END OF THE BUILDING OR THE BUS LANES.



Programs: Special Education, ELL, Gifted & Talented & Counseling

SPECIAL EDUCATION PROGRAM

The Sitka School district provides comprehensive educational services through the Special Education Department to all children ages 3-21 who experience and have additional needs beyond those which generally can be met by the regular classroom program. The District has adopted the Special Education Handbook developed by the Alaska State Department of Education and Early Development and follows those regulations.

The special education programs for qualifying children are cooperatively developed by an Individualized Education Plan Team including the parent as a contributing member of the team. These teams make every effort to provide the appropriate special education program to the child in a setting as close to his/her normal classroom as possible. In addition to providing the necessary special education services, related services such as speech therapy, which are necessary to the student's school success, are provided as an integral part of the child's school program.

A specific curriculum for Special Education is not identified as the program is based on individual student needs.

For more information contact the office at 907-621-8050 or visit the district website at www.sitkaschools.org

ENGLISH LANGUAGE LEARNERS (ELL)

Students who are learning English as an additional language receive specialized support to strengthen their English skills. These services are designed to help students grow in both their language development and academic success, ensuring they have the tools and confidence to thrive in school.

For more information, please call KGH office at 907-621-8050 or reach out directly to our ELL

Teacher: **Jennifer Kelly:** 907-621-8074

GIFTED & TALENTED (ENRICHMENT)

Sitka School District offers some options for students who demonstrate outstanding levels of aptitude, achievement, and creativity, when funding allows.

The District's Gifted Services Plan can be found on the district website at www.sitkaschools.org . It is found under the "Departments" tab, under the "Student Support Services" section, in the "Gifted and Talented" tab. For more information about enrichment services at Kéet Gooshí Héen, contact the principal at 907-621-8050.



COUNSELING

Counselor & Social Worker Support

Our school counseling program is here to support students' social and emotional well-being. Counselors and social workers work with students in many ways to help them succeed at school and beyond.

What Students Can Expect:

- Classroom lessons that teach skills for managing emotions, building friendships, and making positive choices.
- Small group activities that help students practice teamwork, problem-solving, and coping skills.
- Individual meetings to talk through challenges, set goals, and build confidence.
- Support for handling changes at home (such as divorce or separation), managing stress, and strengthening self-esteem.

What Families Can Expect:

- Collaboration with parents/guardians, teachers, and staff to support student success.
- Confidentiality of student information unless there is a safety concern or need-to-know situation.
- A safe, supportive space where students feel heard, respected, and empowered.

Our Goal:

To provide every student with the tools, strategies, and encouragement they need to feel safe, connected, and ready to learn each day.

Our school counseling program is here to support students' social and emotional well-being. The delivery of classroom lessons aimed to promote social emotional learning. At times, students may need a little extra support, and our school social workers and counselors are available to help.

Support may include help with managing emotions, building positive relationships, coping with changes at home (such as divorce or separation), strengthening self-esteem, and developing healthy problem-solving skills.

Our goal is to provide a safe space where students feel heard, supported, and empowered to thrive at school and beyond.

Grades K-2: Haley White
Grades 3-5: Jeanine Brooks

907-621-8009
907-621-8055

Breakfast/Lunch

Kéet Gooshí Héen offers both breakfast and an optional hot lunch program for all students.

Students may choose to purchase school meals or bring lunch from home.

Families are encouraged to apply for Free and Reduced-Price Meals to help offset the cost of school breakfasts and lunches.

Students use a personal identification number (PIN) to access their meal account when going through the breakfast or lunch line.

Lunch Balances--Printed lunch balances will be sent on the first Friday of the month. Families have access to lunch balances by calling 907-621-8050.

You can pay online at: <https://www.sitkaschools.org/>. Click on:

- MEAL PROGRAM, and then
- MAKE A LUNCH PAYMENT

Please consider completing the **Free & Reduced lunch application**: www.schoolcafe.com

Even if your child does not eat school lunch on a regular basis, by qualifying for Free/Reduced lunch, our school may be eligible to be classified as a Title I school, which allows us to receive additional grant funding.

These funds could help restore valuable services, such as reading intervention services.

Additionally, **families who qualify may receive a \$100/month utility reduction from the City of Sitka.**

Applications can be submitted online via **School Café** or through a paper form available at the school office. Please call **907-621-8050** with any questions.

Field Trips

School sponsored field trips are important components of a student's educational experience. Besides supplementing and enriching classroom learning experiences, such trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world.

From time to time, teachers plan field trips with their students to visit places that fit into the course of study for the class. Usually, these places are within walking distance of the school, but sometimes a school bus is used.

Parent chaperones are often needed for field trips. Please remember if you sign up to be a chaperone you are there to help maintain the safety and education experience for all students.

Please do not bring siblings, unless you have gotten specific permission from your student's teacher.

SCHOOL MEALS PROGRAM

We are excited to launch the SSD School Meals Program in the 2025-2026 school year! Our goal is to offer a menu that promotes healthy growth and learning, ensuring that every child has access to balanced, delicious options every school day.

Apply for Free/Reduced meals at:
www.schoolcafe.com
or scan the QR code





School Rules

Absolutely no guns, ammunition, weapons, knives, or explosives are allowed on school grounds. If you happen to mistakenly bring any of those items, immediately give them to an adult at school. In the case of a threat(s) made, considerations will be made to assess the validity and risk, along with the safety of staff and students.

Progressive Consequences:

- *Contact with parent
- *Loss of privileges
- *Behavior contracts/Safety Plan
- *In-school suspension
- *Out-of-school suspension

No Bully Zone

At Kéet Gooshí Héen, we are dedicated to creating a safe, respectful, and supportive school environment where every student feels secure and valued. As part of our school-wide commitment, students participate in anti-bullying and social-emotional learning lessons at the start of each school year—and throughout the year—using the **Second Step Curriculum**.

These lessons teach students how to recognize, refuse, and report bullying, develop empathy, and build strong, positive peer relationships. We encourage all students to reach out to a trusted adult at school or at home if they witness or experience bullying.

Our school community follows these core bullying-prevention expectations:

1. Treat others with kindness and respect.
2. Help others who are hurt or left out.
3. Include others whenever possible.
4. Report unsafe or unkind behavior to a trusted adult.

Together, we are committed to ensuring that every student at Kéet Gooshí Héen feels safe, connected, and supported each day.

KGH Playground

Positive Student Expectations

Be Respectful

- Use kind words and actions with everyone.
- Take turns and share equipment.
- Use soft voices at tables or near classroom windows.



Be Responsible

- Tell an adult before going inside.
- Keep devices off the playground.
- Keep food indoors.



Be Safe

- Keep your feet on the ground – stay on the concrete, and off the rocks.
- Use quiet voices near the windows.
- Slide safely– one at a time, feet first only.
- Swing the right way– sit up, swing forward and back only.
- Use two hands when climbing.
- Leave it be– keep rocks and snow on the ground.



Be Kind

- Include others in play.
- Use butterfly touches during tag.
- Help others when they need a friend.



Bus & Transportation

SCHOOL BUS SAFETY RULES

Sitka School District contracts with Prewitt Enterprises for student transportation. Most bus issues can be resolved by calling Prewitt directly at 907-747-7321.

The bus is an extension of the classroom. The school shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

Students are expected to be Responsible, Respectful, Safe, and Kind on the Bus.

If a student misbehaves, the bus driver reports this through a [Bus Incident Report](#). Infractions are reported via a phone call or in writing to the parents from building administration. Students may receive two warnings before losing bus privileges. In severe cases, privileges may be lost at once.

	Bus Expectations Help the bus driver and teachers by following these expectations!
Be Safe	• Stay in your seat, (only 2 to a seat) • Sit flat on your bottom, your back to the back of the seat (face forward) • Keep hands & body to yourself • Keep the aisle empty
Be Respectful	• Follow directions the first time • <u>If you see something unsafe, say something</u> • Ask for help when you need it • Keep toys, phone & food in backpacks
Be Respectful & Kind Kelso Choices!	• Use kind words & actions • Quiet voices (whisper), talk to your seat friend • Keep bus clean • Help others

Health

RECORDS

An individual health record will be on file for each student in the building. Health information will be recorded as received. Emergency information also needs to be on file for each student in each building. Information concerning each student's health record and emergency contacts should be updated at registration or whenever a change occurs. **24 Hour Sickness Rule – Child needs to stay home when:**

- Temperature of 100.5 or higher
- Vomited within 24 hours (without explanation)
- Diarrhea within 24 hours (without explanation)
- Rash within 24 hours (without explanation)

- Eye Infection redness, itching and/or pus draining from the eye (unless provider note stating not contagious)

In addition, children should remain at home if they are experiencing symptoms that would prevent them from being able to comfortably participate in school activities, interact with others, or focus on learning. Examples include persistent coughing, severe sore throat, extreme fatigue, or other symptoms that significantly impact your child's ability to be at school.

Health

IMMUNIZATIONS

In accordance with the State of Alaska requirements, all elementary students must have up-to-date immunization records on file. Immunizations are required to protect the health and safety of all students and staff.

Families who choose not to immunize for medical or religious reasons must complete the appropriate exemption form, available through the State of Alaska. Religious exemption forms must be signed annually and submitted to the school.

If you have questions about your child's immunization records, need assistance completing an exemption form, or would like information on local resources for obtaining immunizations, please contact the Kéet Gooshi Héen front office at 907-621-8050.

You can find more information and relevant forms at: [Parent Forms - Sitka School District](https://www.sitkaschools.org/en-US/parent-forms-7965d960)

<https://www.sitkaschools.org/en-US/parent-forms-7965d960>

HEALTH SCREENING

A Certificate of Immunization or religious/medical exemptions must be on file for each student. The student health screenings to be conducted throughout the school year include hearing/vision (done in the fall in grades K, 1, 2, 3, 5, and 7). Parents will be notified following screening tests if their student should be referred for further diagnosis.

PRESCRIPTION MEDICATIONS

Prescription medications may be administered at school only by office personnel. Special parental permission forms are available through the school office or at physicians' offices throughout Sitka. Prescription medications must have original pharmacy label and/or manufacture label. If not labeled the school will be unable to accept the medication. The entire prescription medication policy can be found at the school office.

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE EYE DRAINAGE	I HAVE A COUGH	DIAGNOSIS W/ INFECTION
Temperature greater than or equal to 100.4F/ 38C	Vomiting more than twice in the last 24hrs and not explained by another health condition	Diarrhea that causing 'accidents', bloody, or greater than 2 loose stools than normal pattern	Skin sores are open and/or draining and unable to be covered.	Drainage from one or both eyes	Productive or non-productive cough that interferes with participation in class	Student should be on prescribed antibiotic for 24 hours prior to returning to school
I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever-free w/o medication for 24 hours	Vomiting has resolved and able to eat/drink	No accidents & poop close to normal	Rash has been medically evaluated	Eyes have been evaluated	The Cough is overall improving.	On antibiotics for 24 hours & feeling better
If parents/guardians have questions or are seeking guidance, direct them to Districtwide RN <i>Guidance from Public Health will be followed when indicated.</i> <i>This handout is based of the following CDC guidelines: https://www.cdc.gov/rr/school-preparedness/infection-prevention/when-sick.html</i>						

ILLNESS DURING SCHOOL

When a child becomes ill at school, every effort is made to contact the child's parents to arrange transportation home. If the parents cannot be reached, an attempt is made to reach the person designated as an emergency contact.

STAYING IN FROM RECESS

Students who are well enough to attend school are generally expected to participate in recess and physical education (P.E.) activities. Recess provides an important break in the school day, giving students the chance to rest their minds and exercise their bodies.

If a student is recovering from an illness, parents may send a note requesting that their child be excused from recess or P.E. for up to two days. For a longer exemption from physical activity, a written statement from a physician is required.

LICE

Head lice are a common issue among school-age children and can affect any family. At Kéet Gooshí Héen Elementary, we are committed to supporting students and families through education, prevention, early detection, and treatment.

Please check your child's head regularly at home. Early detection helps with treatment and keeps the issue from spreading. If your child has lice or nits and you need support, please notify the school so we can work together to manage the situation.

For the full Head Lice Policy, please contact the Kéet Gooshí Héen front office at 907-621-8050.

Personal Items / Lost School Items / Dress & Appearance

PERSONAL ITEMS BROUGHT TO SCHOOL

Students are discouraged from bringing personal items such as cell phones, toys, jewelry, or money to school. The school is not responsible for lost or broken personal items.

CELLPHONES AND SMART WATCHES

To support a focused learning environment, students are not permitted to access cell phones, smartwatches, or other personal electronic devices during the school day. If these devices come to school, they will need to be turned off and left in backpacks, from the time students arrive until dismissal.

If there is a medical need requiring access to a device, families may request an exception by speaking with school administration. These exceptions will be considered on an individual basis.

If a student uses a device during the school day the device will be held by school staff. A parent or guardian will be contacted to pick it up from the main office.

Thank you for helping us create a positive and productive school environment for all students.

FEES FOR LOST OR DAMAGED MATERIALS

Students are provided with access to a variety of school materials including equipment, supplies, textbooks, and library books. We expect students to take care of these items while they are in their possession.

If a school item is lost or damaged beyond normal wear and tear, families may be held financially responsible for repair or replacement. We understand that accidents happen and will work with families on a case-by-case basis.

Each year, families are asked to review and return the Sitka School District Technology Agreement, which outlines the responsibilities related to the use of school-issued devices.

DRESS AND APPEARANCE

At Kéet Gooshí Héen Elementary, we believe that student dress should support a safe, respectful, and focused learning environment. Students are expected to maintain personal attire and groom themselves neatly in clothes that promote health and safety.

Please keep the following guidelines in mind:

- Clothing must fully cover private areas at all times.
- Shoes or sandals must be worn at all times for safety.
- Clothing with inappropriate language, images, or messages, including those that reference profanity, alcohol, tobacco, or drugs, is not allowed.
- Clothing with messages or images that are disrespectful or discriminatory toward any race, gender, or group is not permitted.

Student Information & Records

RELEASE OF STUDENT INFORMATION

Directory information may be released to selected authorized agencies, i.e.: Sitka Native Education Program, Sitka Tribal Association, etc. regarding any individual student of the school as necessity or desirability arises. Name, address, telephone listing, and participation in activities are examples of the pertinent information released.

A parent or guardian not wanting this information released to the public must make objection in writing to the principal.

STUDENT RECORDS

The Sitka School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education.

The records of each student are under the responsibility of the building principal and are generally located in the school building in which the student is attending. School records are made available to parents or guardians upon request. An administrator must be present when records are being reviewed.

Copies of student records may be released as allowed by the Family Educational Rights and Privacy Act of 1974. Fees may be charged to cover reasonable costs associated with providing copies of student records.

The following general type of education records and information are contained within student files and maintained by the District:

- Registration cards
- Anecdotal records
- Academic transcripts
- Attendance records
- Disciplinary information
- School activities information

Use of School Safety Video Surveillance Monitoring

The Sitka 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.

District Administrators are responsible for determining whether video recording are educational records as defined by the *Family Educational Rights and Privacy Act* (FERPA) 20.U.S.C 1232g

Harassment & Discrimination

DISCRIMINATORY HARASSMENT POLICY

Kéet Gooshí Héen Elementary is committed to providing a safe, respectful, and inclusive environment for all students. Harassment of any kind—based on sex, race, color, religion, national origin, or physical ability—is not tolerated.

Harassment may include, but is not limited to: name-calling, slurs, threats, derogatory remarks, unwelcome jokes, teasing, or any verbal or physical behavior that negatively impacts a student's well-being.

If a student feels they have experienced harassment, they are encouraged to speak with a trusted adult at school—such as a teacher, counselor, or the principal—right away. Students who engage in or allow this kind of behavior may face disciplinary consequences, including possible suspension, depending on the nature and severity of the incident. School administration will work closely with students and families to resolve reported concerns in a timely and respectful manner. Final decisions regarding disciplinary action will be made at the sole discretion of the administration, based on the facts and circumstances of each case.

A complete copy of the Sitka School Board's sexual harassment policy is available in the Superintendent's *Office at 300 Kostrometinoff Street*, or by calling 907-621-8080.

THREATENING, VIOLENT AND AGGRESSIVE CONDUCT

Creating and maintaining a safe and respectful learning environment is a top priority in our school and throughout the district. Any behavior that threatens the safety or well-being of students, staff, or the school community will be taken seriously and addressed appropriately.

Threatening, violent, or aggressive behavior includes—but is not limited to—the possession or use of a weapon, physical or verbal assault, threats to someone's safety or property, intimidation, extortion, bullying (including cyberbullying), gang-related activity, harassment, or stalking.

Consequences for such behavior will be determined based on the severity and nature of the incident and in alignment with district policy. School administration will work closely with students and families to resolve reported concerns in a timely and respectful manner. Final decisions regarding disciplinary action will be made at the sole discretion of the administration, based on the facts and circumstances of each case. *For more information, please refer to Sitka School District Board Policy BP 5131.4.*

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess or use weapons, dangerous instruments (including any kind of knife, toy guns, or replicas) while on school grounds or at any school related activity. Students who violate this policy are subject to disciplinary action in accordance with district policy.

Under the Gun Free Schools Act, any student bringing a firearm to school or any school activity shall be expelled for a period not less than one calendar year. Any student found to have a weapon or dangerous instrument in their possession will face suspension from school based upon severity of infraction and not less than 30 days. A weapon or dangerous instrument is defined to include things such as fireworks, knives, air guns, slingshots and other items not all inclusive in this list.

INTERROGATIONS, SEARCHES, AND SEIZURES

The school is required to conduct searches and seizures of any materials on campus (including the ball field) that are illegal, potentially hazardous, stolen from others or from the school, or violate other school rules. Before a search is authorized, there must be a reasonable cause for school authorities to suspect that a student is in possession of items or materials which:

- are unauthorized by written school rule or statutes of government bodies
- affect the health and welfare of others
- are used to disrupt or interfere with the educational process
- have been stolen from other students or the school

Drug Free School Zone

Alaska State Law **AS 14.07.181** makes the entire school campus a drug-free zone. Anyone who possesses or sells controlled substances in a drug-free zone will face severe legal penalties.

Students possessing alcohol and/or drugs at school will face suspension and police intervention. A second offense will result in the student being recommended for expulsion. Any student distributing or selling alcohol and/or drugs on school grounds will be recommended for expulsion.

In addition, no one may smoke cigarettes or use tobacco products on school grounds.

Internet Policy

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

- Acceptable Use - Access to the District's Internet must be for the purpose of education or research and be consistent with the educational objectives of the district.
- Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

- Sanctions - Violations may result in a loss of access. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.
- Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses:
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - Unauthorized downloading of software, regardless of whether it is copyrighted
 - Downloading copyrighted material for other than personal use;
 - Using the network for private financial or commercial gain;
 - Wastefully using resources, such as file space;
 - Gaining unauthorized access to resources or entities;
 - Invading the privacy of individuals;
 - Using another user's account or password;
 - Posting material authored or created by another without his/her consent;
 - Posting anonymous messages;
 - Using the network for commercial or private advertising;
 - Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - Using the network while access privileges are suspended or revoked.
- Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not become abusive in your messages to others;
 - Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language;
 - Do not reveal the personal addresses or telephone numbers of students or colleagues;
 - Recognize that electronic mail (E-Mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities;
 - Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information accessible via the network to be private property.

Parent Advisory Committee / Class Placement Policy

PARENT ADVISORY COMMITTEE (PAC)

The Parent Advisory Committee (PAC), also known as *School and Homes in Partnership (KGH SHIP)*, meets monthly in the Kéet Gooshí Héen library. This group provides parents, guardians, and caregivers an opportunity to discuss school-related topics and explore ways to support KGH students and staff.

We encourage each classroom to have at least one parent representative so that the committee reflects the voices of our school community. Meeting dates and times are shared through the *KGH Update*, Kind Keet Kid Video Announcements, and classroom newsletters, as well as our school-wide *ParentSquare App*.

All parents, guardians, and caregivers are welcome to attend PAC meetings.

CLASS PLACEMENT POLICY

Children will be placed in classrooms at the end of each school year. Our philosophy for class grouping is to create diverse, balanced classes through heterogeneous grouping. This means we strive for an equitable distribution of gender, ethnicity, and ability levels across all classrooms.

To support this process, families are invited to complete the *Kéet Gooshí Héen Class Placement Information* form each April. This form helps us better understand your child's strengths and needs. Your child's current teacher also provides input on academic progress and social interactions within the classroom. Since you know your child best, we highly value your input and carefully consider it when making placement decisions.

Please note that specific teacher requests are not encouraged and teacher names should not be listed on the form. Thank you for your understanding and support in helping us create positive, well-balanced learning environments for all students.

For other Sitka School District policies please go to: [Policy Manual](https://www.boardpolicyonline.com/)
<https://www.boardpolicyonline.com/>



Xóots Elementary



Family Handbook

Be Safe Be Kind Be Respectful

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PRINCIPAL POINTS

Hello!

My name is Jill Lecrone. I am the principal here at Xóots Elementary School, and I am so excited you're here! I am looking forward to a safe, healthy, and learning-filled school year with all of you.

There are two times of the year that are my absolute favorite, and one of them is the start of the school year. Although every year has its own nuances and adventures, I know that we can expect amazing, incredible things from the Sitka community and our Xóots family.

As you read through this handbook, please remember that the staff and teachers here at Xóots want nothing but success and the best for our students and their families. If at any time you have questions, need help, or have wonderings, please always feel free to reach out to your student's teacher, the front office, or even to myself.

Every month we send out our newsletter, called the Xóots Gazette, which will contain a section, just like this one, called Principal Points. It is one of many ways I like to communicate with all of our families and to highlight some of the amazing things we saw from the previous month and new happenings to keep an eye out for in the coming month. The other way to stay in touch is through an app called ParentSquare. This app allows us safe and quick communication with our families. See the QR code below to download.

Here at Xóots, we are the Bears. We work together to learn, grow, and build relationships. We are so excited to do it all with you!

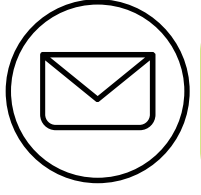


Sincerely,

Jill Lecrone

CONTACT INFORMATION

Jill Lecrone | Principal



lecronej@sitkaschools.org



Front Office Main Line



907-621-8000

Natalia Winther | Secretary

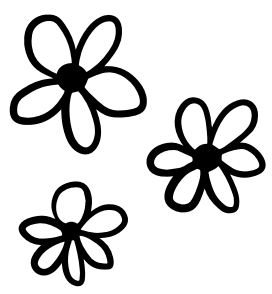


winthern@sitkaschools.org

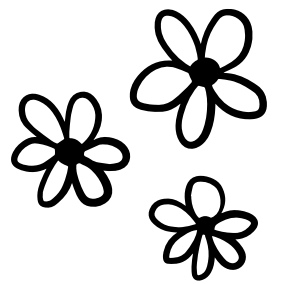
Follow us on social media to stay up to date!



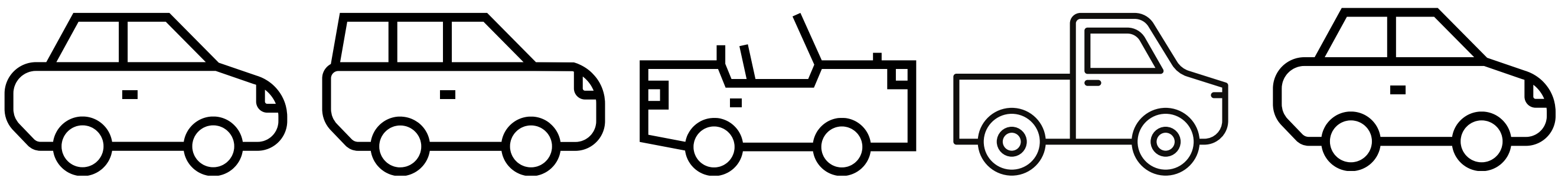
Xóots Elementary School



DAILY SCHEDULE



7:50 AM	Student Drop-off begins. Gate and doors will be locked prior to 7:50 AM. Breakfast is served until 8:05 AM.
8:05 AM	School Day Begins
9:40 AM – 9:55 AM	Kindergarten Short Recess
10:05 AM – 10:20 AM	First Grade Short Recess
9:40 AM – 9:55 AM	First Grade Short Recess Fast Friday
11:30 AM – 12:00 PM	Kindergarten & First Grade Lunch Time
12:00 PM – 12:30 PM	Kindergarten & First Grade Lunch Recess
2:25 PM	Kindergarten Dismissal Monday – Thursday
2:25 PM	First Grade Dismissal Monday – Thursday
1:25 PM	Kindergarten Dismissal Fast Friday
1:25 PM	First Grade Dismissal Fast Friday

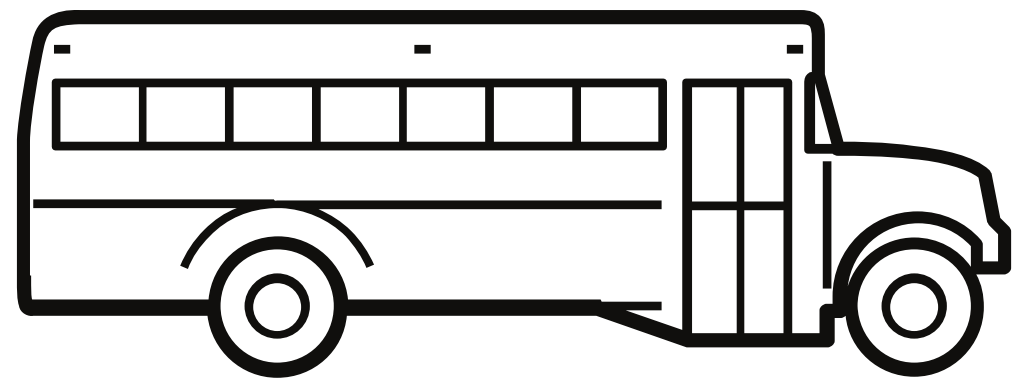
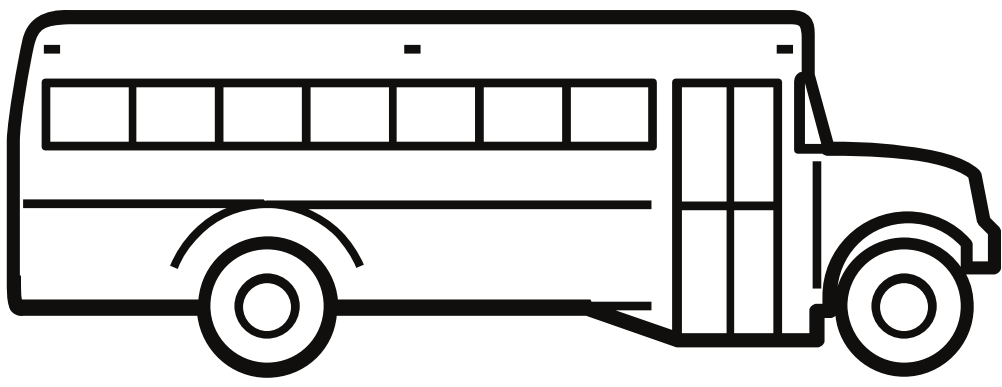


ATTENDANCE:

- Regular and consistent attendance at school is necessary for your child's success in school. Make-up work does not replace all the instruction and classroom activities.
- Please call the office at 907-621-8000 before 8:00 am if your student will be late or absent for any reason.
- Vacations during the school year are highly discouraged because it is difficult for students to be out of routine and have to play catch-up when they return to school.
- Please let the office and your students' teacher know about planned absences in advance.

STUDENT PICK-UP:

- If you will be picking up your student during the school day for an appointment, you will need to let your student's teacher know ahead of time, as well as the office. Students will need to be signed out and signed back in, if they will be returning to school after their appointment.
- If you are authorizing someone else to pick up your child, either during the school day or after, you will need to inform the office of who they are, the relationship they have with the student, and their contact information. Your student's safety is our top priority, and if we do not receive permission via phone call or email from a guardian of the student, we will not release that student to them.



TRANSPORTATION:

Students who choose to ride the bus need to follow the bus rules to ensure a safe ride. The following bus infractions may result in denied bus privileges. Although we teach these in school, it would be very helpful to go over these safety rules at home:

- Sit down with bottoms and backs in seats
- Use a quiet voice
- Keep your body, hands, and feet to yourself
- Follow directions and instructions of bus drivers and bus aides

School bus transportation is contracted through Prewitt Enterprises/Island Bus Co.

907-747-7321.

Most bus issues can be resolved by calling them directly at

907-621-8021.

FIELD TRIPS:

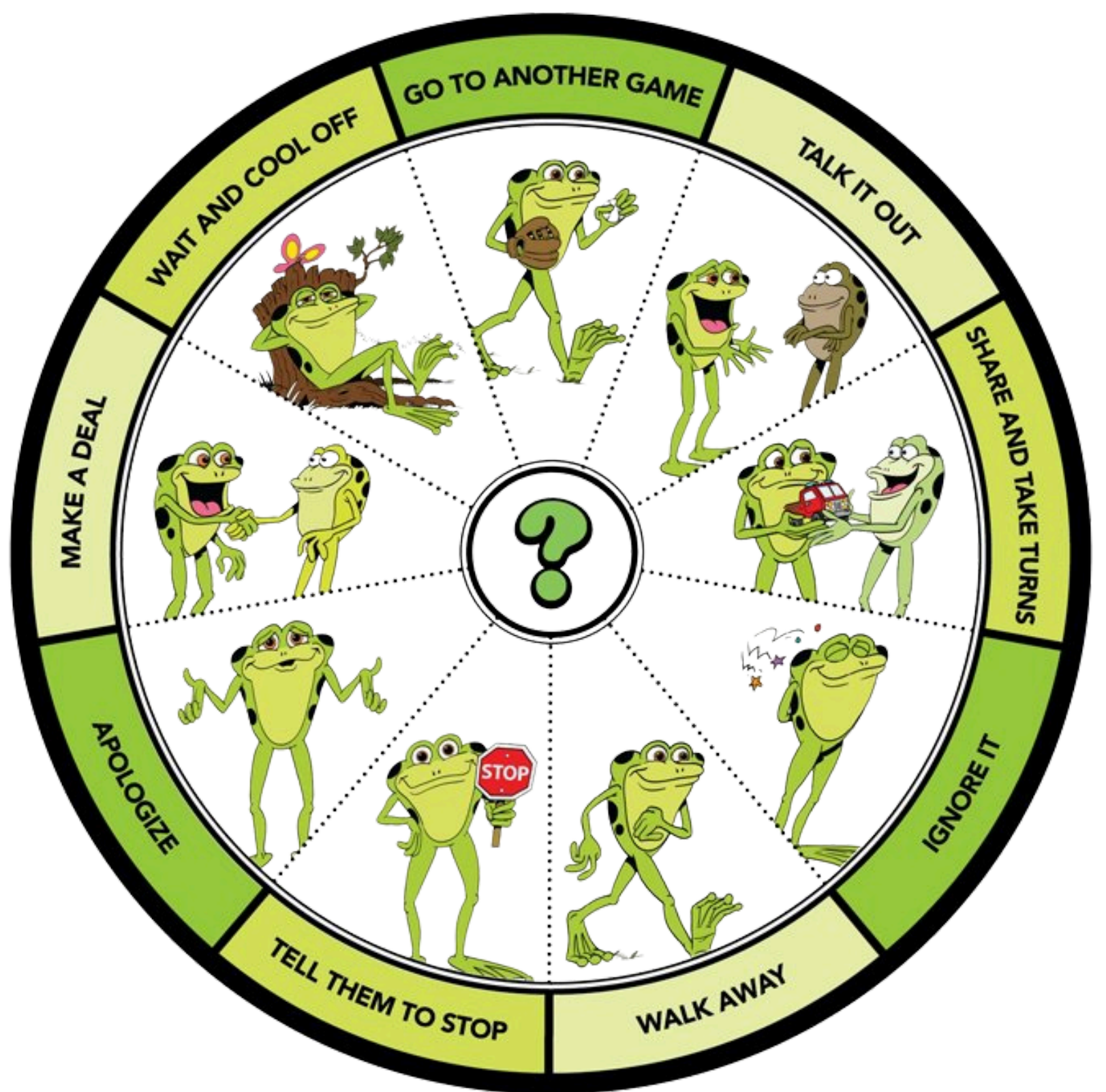
Teachers will send home notice of the field trip in advance- but will not require a permission slip to be signed for each trip. However, if a student cannot participate in a field trip, they will be given an alternative activity in an alternate classroom.

PBIS + KELSO'S CHOICES

Here at Xóots we employ a school-wide practice called Positive Behavior Intervention and Supports (PBIS). This means that all of our staff and faculty are working hard to teach, reteach, and positively reinforce expectations. We use Bear Paws, which are awards given to students when they display behaviors that are safe, kind, or respectful. Every week we draw from the turned in awards to give out Bear Paw Certificates. We celebrate with students at every opportunity we get, and it is such a joy to see students grow in their peer and school relationships!

Another way we help support our students in making positive decisions is by utilizing Kelso's Choices. These choices help students manage their own peer problems when they are "small" problems and to seek help from an adult when they are "big" problems. These choices could be:

- Go to another game
- Talk it out
- Share and take turns
- Ignore it
- Walk away
- Tell them to stop
- Apologize
- Make a deal
- Wait and cool off



If two of these choices don't work, a student can seek help from any adult in the school!

BEHAVIOR+ DISCIPLINE

Be Safe

Be Kind

Be Respectful

We strive to teach students that all feelings are okay, but it is what they do with them that matters. It is vital for our students to learn what their own limitations are and what is expected of them from adults. At the beginning of the school year, our expectations are clearly defined to each student for building, playground, gym and classroom rules. Our consistency with rules helps our staff handle misbehavior with a calm, firm and caring manner. We believe that students choose their actions and therefore need to own up to the consequences, good and bad.

Severe infractions to our school rules will immediately be referred to the principal and result in automatic consequences. The consequences are determined based on severity and frequency of the misbehavior. Consequences may include, but are not limited to, a loss of a privilege, a special behavior contract, making verbal or written apologies, in-school or out-of-school suspension or a think/talk time with another student and the principal. In order to keep our students and staff safe, items such as pocket knives should never be brought to school. If discipline occurs at school, parents will be notified by the principal as soon as possible with a phone call.

SEVERE INFRACTIONS:

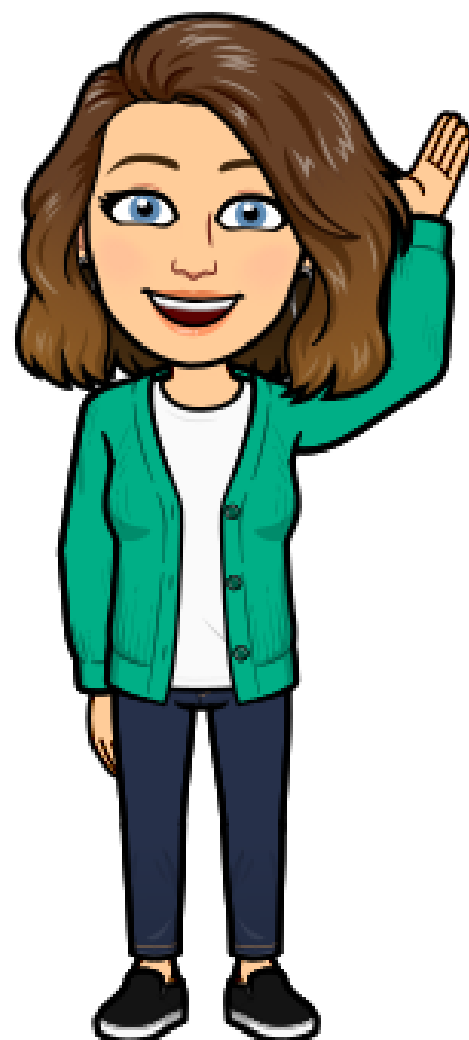
- physical abuse of others
- fighting
- stealing
- throwing objects to willfully endanger others
- possessing tobacco, alcohol, chemical substances, weapons, or pornographic materials
- leaving school grounds without permission
- continuous minor violations

COUNSELOR'S CORNER

Welcome to Xóots Elementary School! We are so excited to meet you and begin our new adventure together. Starting school can sometimes feel scary. As the School Counselor, I can help navigate some of those tricky feelings young students may experience. Here are a few ways that the School Counselor may help and what you can expect from me as the school year progresses:

- Works with ALL students to encourage a safe school climate of trust and respect
- Delivers classroom lessons that align with Social Emotional Learning
- Facilitates small groups
- Meets with individual students to provide social-emotional support and provide brief solution-focused counseling
- Help students to make positive behavior choices in classrooms and on the playground
- Collaborates with parents/guardians, teachers, staff, and administration
- Maintain confidentiality of students and their families unless there is a need to know or safety concern
- Provides education and information on a students' social-emotional needs

If you have any questions about the Early Support Program here at Xóots Elementary, please reach out!



Haley White

907-621-8009

whiteh@sitkaschools.org

HOMework POLICY:

The #1 homework expectation for Xóots students is to read, or be read to, daily. Research indicates that reading at home is the most significant factor for student reading success. Some teachers may have additional homework.



VOLUNTEERS:

The spirit of volunteerism is important at Xóots Elementary School. Volunteering is a good way to get involved in your child's education! Research has proven that parental involvement in their child's education results in academic improvement and success in school. Each teacher has different needs in their classroom, so be sure to contact your student's teacher to see what their needs are.



XÓOTS ADVISORY FAMILY MEETINGS:



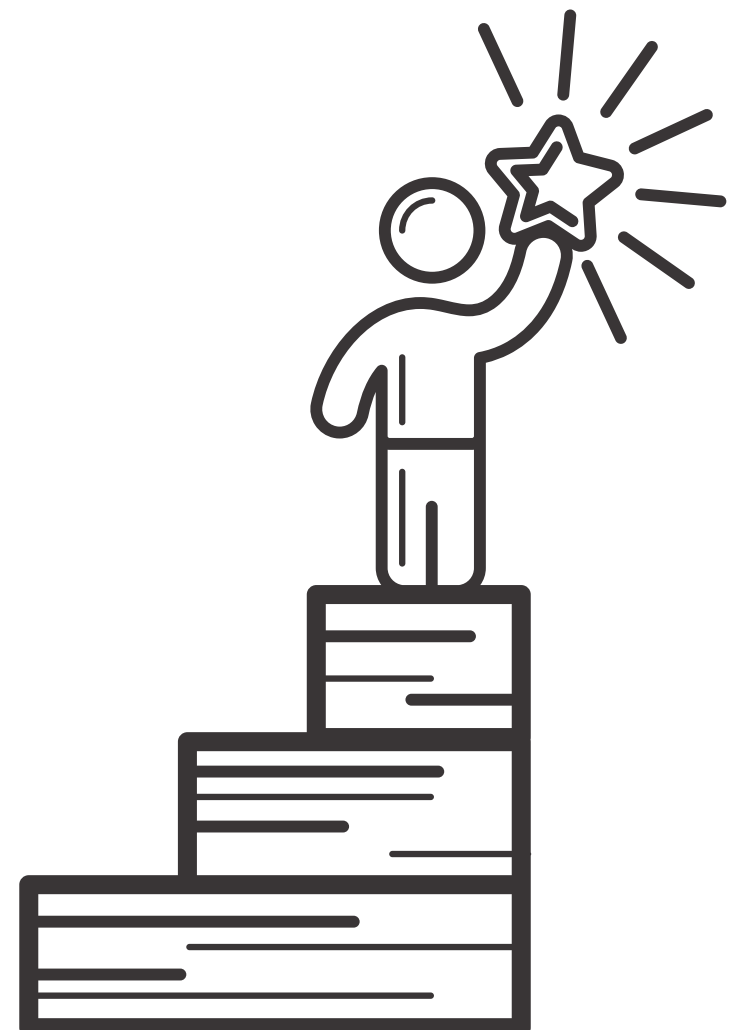
Please plan to attend our Xóots Family Meetings as often as you can. At these meetings, you as families have the opportunity to be a part of school-wide conversations, voice comments, concerns, or questions, and touch base with the school's principal.

PREPARED FOR SUCCESS



Part of making sure that your child is ready to be successful at school is making sure that they are coming prepared. This means that:

- Your student has eaten before arriving or has arrived early enough to enjoy breakfast (drop off at 7:50 AM) with us.
- Your student has arrived with their backpack, rain gear, and change of clothes, along with their communication folder.
- Your child arrives having had a good night's rest. It is recommended that children in this age group get 10-12 hours of sleep each night.
- Children should be in good health, if your child is feeling ill please keep them home from school.
- We are excited to be offering fruit and veggies for a daily snack, however teachers will request supplemental snacks to help fuel growing brains.
- If your child does not bring a lunch from home, a warm meal can be purchased at school daily.



AFTER SCHOOL PLANS

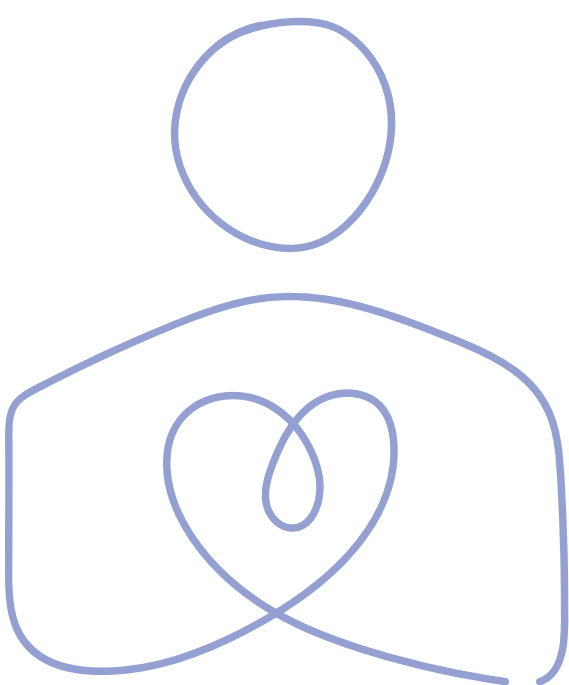
Your child's safety is our #1 priority, and part of that is always knowing where your student should be going after school. Whether riding the bus, parent pick up, or a new family member or friend coming to get them, please make sure to fill out the after-school backpack tags that went home with each student. If you are unable to find one, please give the front office a call at 621-8000 and we will assist you!

Permanent Changes:

If there are changes made to your student's after school plans that will continue into the foreseeable future, please call the office as soon as possible so that we may update your student's after school backpack tag and inform the teacher.

Temporary Changes:

If there are changes that are only made for a few days or for one day here or there, please call the front office to let us know and we will inform the teacher of the change and the bus company, if applicable.



ADDRESS & PHONE NUMBER CHANGES

We strive to keep our records up to date, so if you have any:

- Address changes
- Email changes
- Phone number changes
- Want to update the list of approved adults who can pick up your student
- Or any other changes



Please call us at: 907-621-8000

So that we can make sure our records are up to date!



✦✦ SPECIALIZED PROGRAMS ✦✦

Preschool Programs: We have two preschool programs in our building for children ages 3-5: Xóots Yádi Pre-kindergarten and Wooch.een Yei Jigaxhtoonei. Our goal is to create a rich learning environment that connects students and their families to our community and builds student-school readiness.

The Xóots Yádi Pre-K Program is a play-based and child-centered early learning program designed to nurture curiosity, creativity, and a love of learning. Our approach encourages children to explore, discover, and develop social, emotional, and academic skills through hands-on, meaningful play. In addition to our prekindergarten program, Xóots Yádi offers before- and after-care hours to help remove barriers to accessing high-quality care for all children. We are a licensed prekindergarten program and proudly accept State of Alaska and Sitka Tribe of Alaska Child Care Assistance to help make high-quality early education accessible to more families.

Hours: Before care: 7:50 – 8:30

Pre K 8:30 – 12:30

After school care: 12:30 – 5:00pm

We also offer PreK programming which offers different supports for children with disabilities, related to their IEP program goals.

Multiple Levels of Support: At Xóots we strive to provide appropriate academic support for all students to access and make progress in their educational environment. We use specific strategies through our MTSS (multi-tiered systems of support) program to help teachers provide the best supports for our students. The MTSS program also allows us to identify students who are struggling and may need additional help.

Specialized Programs Cont.

Special Education: Our special education teachers provide additional assistance for students who have identified disabilities. Additionally, we have a speech therapist, an occupational therapist, and a physical therapist on-site to support these students as needed.

Cultural Paraprofessional: We are fortunate to have an additional staff member who comes into our classrooms to help teachers integrate cultural practices into our curriculum.

ELL: Support is available for students who qualify for ELL support.

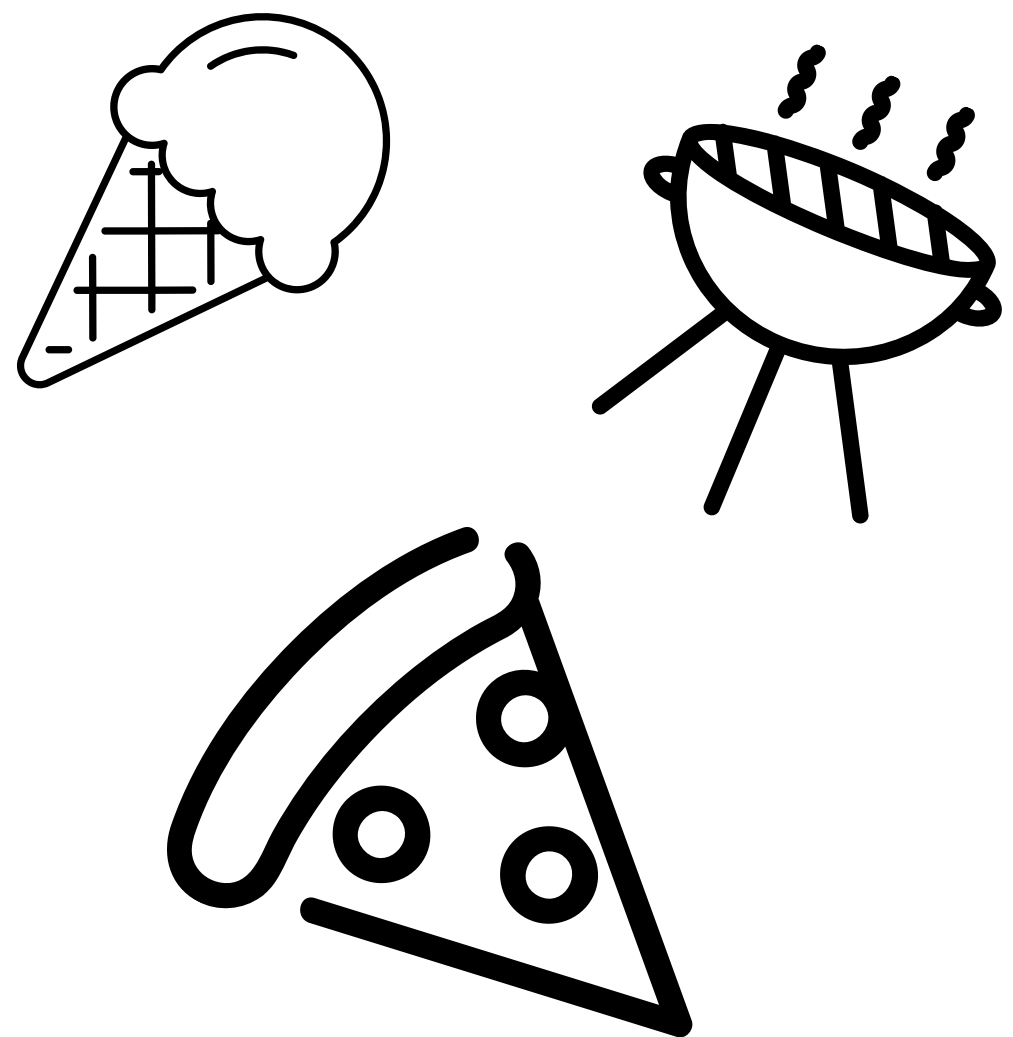
Counseling Services: We have a school counselor who teaches all of our students' special lessons through our Early Support Program and Kelso's Choices. Check out our Counselor's Corner on page 8 for more information from our Counselor!

EVENTS

We provide multiple opportunities for families to get involved with their students' school life.

Some examples include:

- Meet the Teacher Day
- Ice Cream Social
- Carnival
- Family BBQ
- Silent Auction
- Pizza Express Fundraiser
- Monthly Assemblies
- Parent/Teacher Conferences
- Monthly Family Meetings
- Fundraiser Events



We love to offer these as often as possible, so keep an eye out for various ways to get involved!



LICE



Unfortunately, lice are a common occurrence, especially when students are this young. When we discover a child with lice, we follow these procedures:

1. Families of any students with live lice will be notified to do a treatment.
2. Parents/guardians are notified by phone or a note that goes home to thoroughly explain the procedures for treating the child, the family, and their personal items in the home.
3. Students come back to school only after they have received the proper treatment. We check each child when they return to make sure that they are free of lice.
4. At home, it is so important that the student is being checked daily for at least two weeks, and are going through at least two treatments.

Students with nits may stay until the end of the day per School Board policy, unless the principal determines the case is bad enough to warrant more immediate treatment.

To prevent the spread of lice, the school takes many precautions. Students are taught about lice and not to share combs, brushes, hats, clothing, etc. If a classroom has a lice problem, additional precautions are taken with coats, earphones, carpeting, stuffed animals, and anything that may contribute to the spreading of lice.

Notify us right away if you suspect your child or a member of your family has head lice. This lets us know to check your child's classmates to stop the spread to other students.

If you have questions, or would like assistance, please call the school.

CLASS PLACEMENT POLICY:

Each year we carefully examine all returning and incoming students, using previous years' data and/or baseline assessments to help us place students into classrooms that are appropriate and well-balanced to best serve each child.

We cannot honor requests for specific teachers. We greatly appreciate your understanding in this process to create balanced learning environments for all children. If a parent wishes to request a specific learning environment, they must fill out a request form, which can be found in the school office. They must be turned in by the due date to be considered for placement. Due date will be listed on the request form.



SPECIALS:

Due to recent budget changes, we at Xóots are currently able to offer only physical education (P.E.) as a special. We actively work to expand our specials to offer more variety in the future.



SPIRIT GEAR:

Every year we have a Spirit Gear Drive that allows our families and students access to their very own

Xóots Elementary Spirit Gear. Every Friday, students can wear this gear to class for the chance to win a classroom popcorn party. This fundraiser is another opportunity for families to support our school!

Spirit gear is available for purchase in the office. It may also be ordered directly at sitkaspiritgear.com





COMMUNICATION



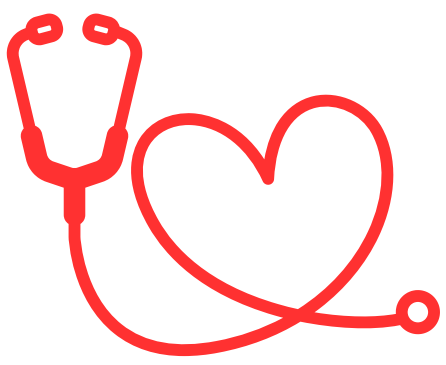
We strive to have our families as involved as possible. Several ways we send information to our families include:

- Mail
- Email
- ParentSquare (A texting app)
- Social Media
- Monthly Xóots Gazette Newsletter
- Teacher/Parent Communication Folders

You can help us by following our social medias, checking your ParentSquare app and emails for communications from the building or your student's teacher, and by making sure that your emails, phone numbers, and mailing addresses are up to date. Most of our school communication comes through the ParentSquare app, so please make sure you are signed up for it and have the app on your phone.

Every month we email our monthly Xóots Gazette. In it, you can expect a note from the principal, Counselor's Corner, a special highlight, and a monthly calendar with important dates.

If you ever have questions, don't hesitate to reach out to our office or to your student's teacher! We love to hear from you and hope to make sure all of your questions are answered.



HEALTH SERVICES



If your student is ill in the morning, please do not send them to school. Our goal is to keep our staff and students safe and healthy, and that starts at home! If students do arrive to school and they become ill, we will call their families to pick them up to rest and feel better. Exceptions may be made with a note from your child's physician and if they are not contagious.

Reasons your child should stay home:

- Vomited in the last 24 hours
- Fever of 100.4 degrees or higher
- Diarrhea in the past 24 hours
- Eye infection with redness, itching, and drainage
- Active head lice (live bugs)
- Copious amount of nasal secretions
- Productive or non-productive cough that interferes with participation in class
- Diagnosis with infection: Student should be on prescribed antibiotic for 24 hours prior to returning to school.
-



Students will be sent home if suspected of having a communicable disease and are advised to remain out of school until properly treated and no longer contagious. Your family provider will determine when your child may return to school.

Please notify the school if your child is kept home for a suspected contagious disease. This will help us observe other students for signs and symptoms.

First Aid and Emergency Care

- In case of serious accident or injury, appropriate first aid and emergency care will be provided by the most accessible and qualified first aid care giver. Parents or guardians will be contacted as soon as possible. If deemed necessary, the Emergency medical System (911) will be activated to provide additional assistance. (Please be sure that all emergency information on your child's school records is current and complete).
- There is a district-wide registered nurse that oversees staff's medical education and student's health charts.

HEALTH SERVICES CONTINUED

MEDICATION:

If it is necessary for your child to take medication during the school day, a few options are available:

PRESCRIPTION MEDICATION:

You and your child's medical provider must complete the medication administration form. This form can be found in the office.

OVER-THE-COUNTER MEDICATION:

You must complete the medication administration form. This form can be found in the office.

All medication must be delivered directly to the office by the parent/guardian. Please do not send medication of any kind to school in your child's backpack. All medication must be delivered in its original packaging (with a label if it is prescription medication), and dosage cup included. No exceptions. It would be best to ask your medical provider for dosages that do not require taking medicine during school hours. most children's prescriptions can be given at home outside of school hours.

You can contact the school for a medication form or find it on our school website. If you have questions, please reach out to the district RN at 907-752-5577.

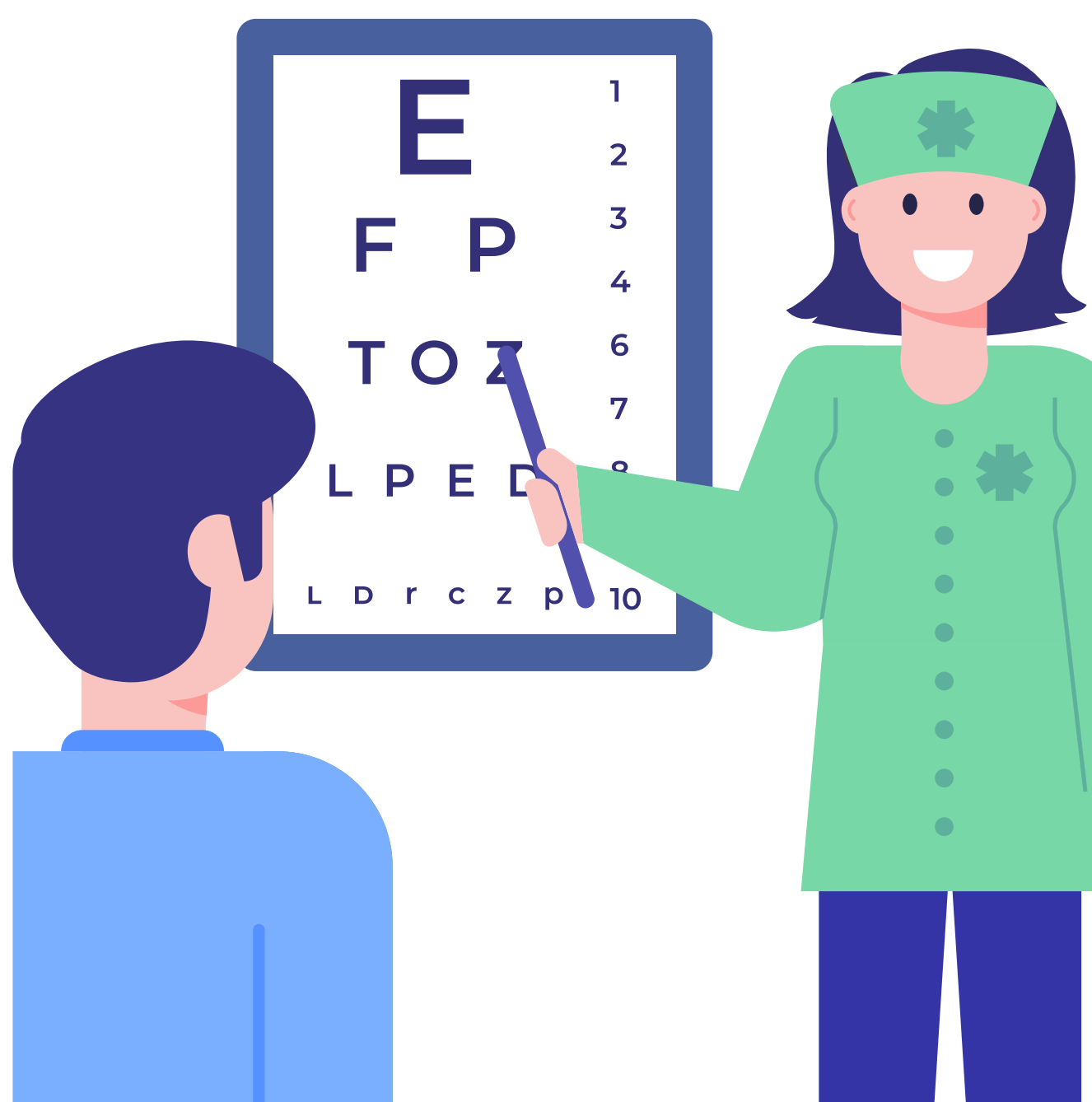


VISION + HEARING:

Vision and hearing screenings are done for all kindergartners and first graders. Parents will be contacted if there is a concern with their child's vision or hearing screen.

PRESCHOOL SCREENING:

Sitka School District offers an Early Childhood screening for 3 and 4 year-old children in our community. Children are screened in fine and gross motor coordination, speech, language, pre-academic skills, social skills, and hearing and vision. Screenings are offered free on the first Friday of most months by appointment. To make an appointment, call 907-966-1516. This is an excellent opportunity to see how your child is doing developmentally or to catch any problems early.



HEALTH SERVICES CONTINUED

Immunizations:

Alaska requires schools to keep accurate and complete records on their students' immunization status. These records are part of the students permanent school records and are transferred as students transfer to different schools.

Per Alaska State Law, at the time of enrollment to any school, a parent or guardian must provide proof that their child has been adequately immunized for the diseases listed below*:

- Diphtheria, Tetanus, and Pertussis
- Varicella
- Measles, Mumps, and Rubella
- Polio
- Hepatitis A
- Hepatitis B

Questions about immunizations? The district RN would be happy to help!



*or has an exemption form filled out

MISCELLANEOUS INFORMATION



- In our lobby, we have a Free Book Trading Post. This is available all year for you to take books home to grow your own library!
- Lost & Found: While we do have two locations that an item can be placed for Lost & Found, we do encourage families to limit the amount of items being brought into school. Please remember to label all items!!!
- Should a student lose an item, you are welcome to stop by and ask at the Front Office, but please call first and give a description of the item so that we may help you locate it.
- We encourage rain gear, an extra change of clothes, back packs and lunch boxes
- Small items, games, toys, and electronics are to be left at home to avoid losing them.
- For building safety, our building is under surveillance.



MISCELLANEOUS CONT.

Ventures

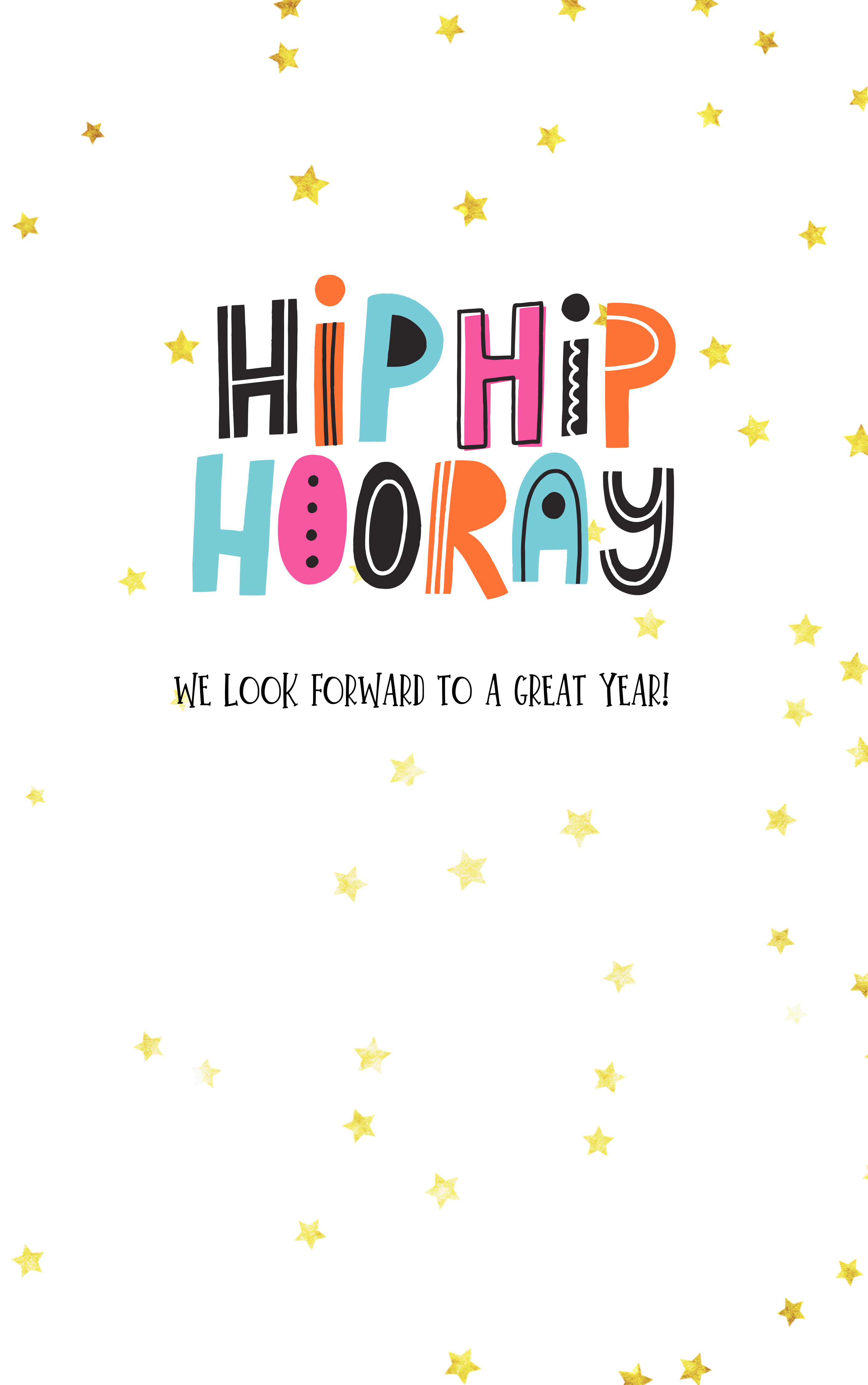
Ventures, our community after-school and summer childcare program housed at Xóots Elementary, continues to grow and thrive! We're excited about the engaging, age-appropriate programming we're able to offer for the various ages we serve. Our classrooms are organized by age bands, allowing students to participate in activities that are tailored to their developmental needs and interests. Whether it's hands-on crafts, outdoor play, or collaborative games, each group enjoys a supportive and fun environment designed just for them. Please reach out to Larissa Nellis, Ventures coordinator, at nellisl@sitkaschools.org for rates and availability.



Xóots Yádi Pre-Kindergarten

We are so pleased to offer a Pre-Kindergarten program at Xóots Elementary! This high-quality program provides a nurturing, play-based learning environment led by certified educators who understand the unique developmental needs of 4- and 5-year-olds. With a strong focus on early literacy, social-emotional development, and kindergarten readiness, our PreK program helps children build a strong foundation for lifelong learning. Our small class sizes and intentional instruction ensure each child receives the support they need to thrive.

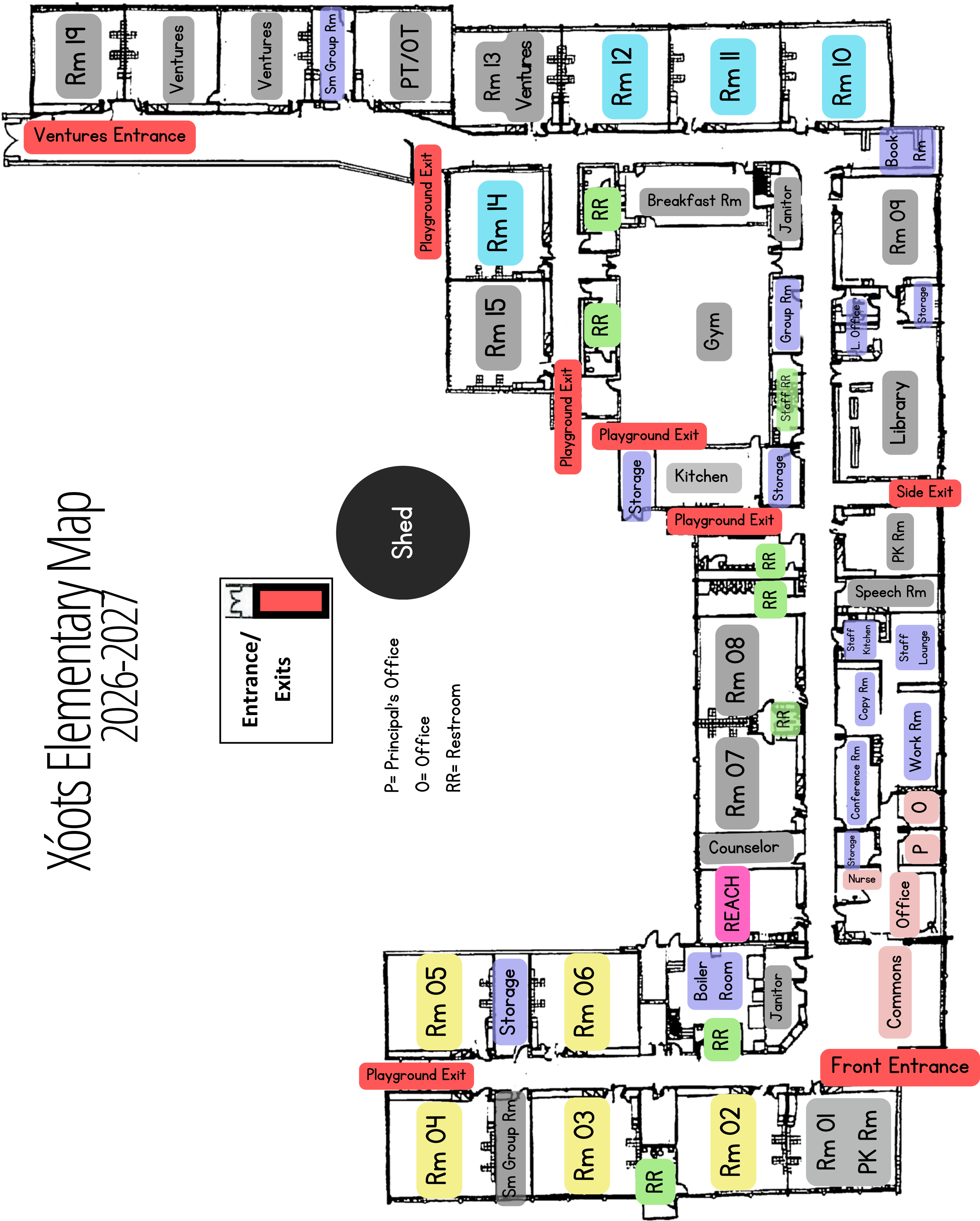
For more information or to inquire about enrollment, please contact Marilie Wild at wildm@sitkaschools.org. We would love to welcome your child into our PreK community!



HiP HiP Hooray

WE LOOK FORWARD TO A GREAT YEAR!

Xóots Elementary Map





Student & Family Handbook

2026-27

Introduction

Welcome to Pacific High School, a unique learning community. Pacific High School provides a motivating, challenging, safe and supportive academic environment. This Pacific High School Handbook provides students and their families information regarding our policies and practices, including credit requirements, discipline and attendance, and Student Achievement Plans. The handbook also contains general information about school schedules and calendars, contact information and community collaboration practices.

Pacific High School

509 Lincoln Street
Sitka, AK 99835
907-621-8031

Staff:

Matt Groen – Principal
groenm@sitkaschools.org
907-621-8033

Barbara Jones –PHS Secretary, SSD
Migrant Ed Recruiter
jonesb@sitkaschools.org
907-621-8032

Ramon Quevedo
School Social Worker
quevedor@sitkaschools.org
907-621-8040

Caitlin Woolsey –Science teacher
woolseyc@sitkaschools.org 907-
621-8037

Bridgette Reynolds- Math &
Traditional Ecological Knowledge
reynoldsb@sitkaschools.org
907-621-8036

Tristan Guevin - English teacher
guevint@sitkaschools.org
907-621-8042

Ryan Hill –
Social Studies teacher
hillr@sitkaschools.org
907-621-8041

Tammy Sumauang –
Special Education Teacher
sumauangt@sitkaschools.org
907-621-8034

Simon Connelly –
Paraprofessional
connelleys@sitkaschools.org
907-621-8031

School Hours

M-T-Th 8:45-
3pm

Wednesday
9:15-3pm

Friday 8:45-
1:45pm

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Mission Statement

Pacific High School students will develop healthy and productive life skills in an exciting, motivating, challenging and supportive academic program. PHS will develop academically proficient, life-long learners, with strong community connections, who have a desire, purpose, and ability to succeed.

PHS Goals

Academic

1. Students finish what they start and follow through on the commitments they make.
2. Students demonstrate progress at an appropriate pace that moves them towards graduation.
3. Students take an active role in building a culture of academic excellence.
4. Students use technology respectfully and with purpose.
5. Students participate fully in individual and collaborative learning experiences.

Personal

1. Students develop and maintain personal wellness.
2. Students develop a clear understanding of what options are available to them after high school, and what they are most interested in doing after high school.
3. Students establish and maintain stable, healthy, and satisfying relationships with self, peers, staff, and community.
4. Students think critically about the world around them and analyze the information with which they engage.
5. Students advocate for themselves and others responsibly and respectfully.

Community

1. Students develop a sense of belonging and build a strong support system.
2. Students develop empathy through active engagement in socially responsible service-learning experiences.
3. Students interact appropriately with peers and community members in a variety of contexts.
4. Students engage in experiential activities centered on but not limited to arts, culture, nature, and community.
5. Students are aware of the wider world and have a sense of their own role as a global citizen¹.

¹ Oxfam's Guide to Education for Global Citizenship

Habits of Work

We recognize that school success is directly associated with some very specific habits of work. As such, we explicitly teach the following habits so that students are more likely to succeed.

- ✓ I come to class, ready to learn.
- ✓ I actively and respectfully participate in class.
- ✓ I complete schoolwork as assigned.
- ✓ I assess and revise my own work.
- ✓ I contribute to the success of group work.

WE ARE CREW NOT PASSENGERS.
- Kurt Hahn

*MY OWN SELF, AT MY VERY BEST, ALL
OF THE TIME.*
- The American Youth Foundation

Admission/Readmission/Withdrawal

Admission

Pacific High School is an alternative high school for students living within the Sitka School District. It is a school of choice however students must apply for admission and be interviewed prior to admission. Admission to Pacific High School is not guaranteed; students must demonstrate compatibility with our program and the willingness to commit to the PHS standards & program. Students who do not meet attendance, citizenship, and academic standards may be exited from Pacific High School. Students under age 16 who are exited must enroll at another high school to meet State of Alaska's mandatory school attendance statutes.

Admission Steps:

1. Student picks up an application packet from PHS office.
2. Student and parent fill out the application packet.
3. After all application materials are turned in an Admissions Interview will be scheduled.
4. Parent(s), guardian, or another supportive adult must participate with student and staff in the interview process. The purpose of the interview is to ensure that the students and family understand the nature of Pacific High School's educational structure and climate, and confirm that it is a good fit with the student's needs.

Students currently enrolled in Sitka High School are encouraged to meet with the counselor there to begin the withdrawal process. Students choosing PHS must withdraw from Sitka High before enrolling at Pacific High. Students currently enrolled in a local school should complete their present term so they do not lose credit. The application process (but not the admission) may be completed prior to withdrawal. Students new to Sitka School District may enter mid-session but may not be eligible to earn full credit.

Special Education Students must enter Pacific High School by following the IEP process, including the team meeting process. PHS staff will become part of the team for any student considering a change in placement.

Students hoping to graduate within a certain timeframe must meet with staff prior to enrolment to determine if PHS will be able to meet their credit needs within the expected time.

Independent Students

In recognition of the difficulty succeeding in school when basic living needs are not met, students living independently may be required to show proof of sufficient legitimate resources

to support themselves prior to enrollment. Pacific High is happy to refer students to social services to help students meet their basic needs and assist with applications and enrollment.

Readmission Procedure

Students who have been exited from PHS may apply to return to school. In order to be re-admitted, a student must communicate to staff what will be different so that s/he may succeed. Students who were exited for failing to progress toward graduation may be readmitted under Academic Probation status.

The following steps must be completed before re-admission will be granted, and **re-admission is not guaranteed**.

1. Fill out a PHS Application Packet— front page only if you were exited earlier in the same school year.
2. Schedule an interview with your Crew teacher, the principal and/or the school social worker.
3. Prior to your interview, fill out a Readmission Interview Preparation Form (at the end of the Handbook) and bring it with you to the interview.

Withdrawal from School

When withdrawing during the school year, a student must first have his/her parent/guardian call the principal requesting the student's withdrawal. The student will then obtain a withdrawal form, which must be signed by all instructors with whom the student is currently enrolled, as well as the principal and school secretary.

Attendance

Prompt attendance is critical to school success. If students are going to be absent, the school office must be notified by 9:00AM at 907-621-8031. If the school has not been informed, parents will be contacted. Students leaving class without permission will be considered absent and the student may not be allowed to return to class that day. Parents will be notified of the absence.

Students are expected to make up all work missed while absent, regardless of the reason, to earn credit. Students who are tardy miss important instruction and often have a difficult time understanding the expectations for class work and miss out on experiential activities that are difficult to replicate. Neglecting to make up work puts a student at risk of not earning credit.

Students are required to be in scheduled classes (not hanging out in common areas) to be counted as present. To make progress towards mastery of competencies and to complete activities that demonstrate that mastery, students **MUST** attend class.

Orientation, Foundations, and Crew are offered for Elective credit and **are required attendance periods**. We use this time to teach academic success skills and future planning, to create connection to school, and to track progress toward graduation. Credit is awarded for attendance, participation, and demonstrating skills. Experience has shown us that students who attend during these times are more likely to earn credit in academic classes and graduate on time. Students who do not attend these classes miss an opportunity to earn credit and will fall behind on graduation.

If there are questions about whether attendance is required on any given day, please call the office at 907-621-8031

Academics

Academic Focus

The approach to education at Pacific High School is different than that of many traditional schools. Our "inch-wide, mile-deep" curriculum allows students to become experts in a topic within a broader curricular area. We value *quality over quantity* in student products. Rather than final exams, students typically demonstrate their learning at a Culmination Exhibition at the end of each session. Student work is required to be revised-AS MANY TIMES AS NECESSARY-to presentation quality. Class time and direction is provided at school to assist students in learning the skills necessary to reach a high level of quality. Culmination attendance is required for all students.

Standards-based Curriculum

Pacific High School's curriculum, grades and credit are based on the demonstration of competencies in all academic areas. A Standard is a demonstration that a student knows or is able to do something. The credit a student earns is based directly on the number of standards-based competencies met at a minimum level of proficiency. Credit is dependent on production of quality work and students' demonstration of knowledge and/or ability. Students may therefore, earn more or less credit in a class depending on their motivation, perseverance, quality of work, and effort. Students and staff may develop a specific set of competencies to be achieved through any given course.

Students will receive a syllabus for each class, which includes the steps for competency completion, including products necessary for demonstration, standards addressed and assessment options. A record of demonstrations, competencies achieved, and standards addressed will be stored in student portfolios. A report of progress towards competencies and standard mastery will be sent home, as a report card, at the end of each session. **Daily attendance is required in all classes to adequately demonstrate master of standards.** Opportunities to demonstrate competency achievement lost through absences usually cannot be made up.

Should a student achieve proficiency on all competencies for any given class prior to the close of the session, the student has the opportunity to accrue additional credit through demonstration of additional competencies. If a student does not meet proficiency in all available competencies in a class, s/he will be placed in *Completion* until all competencies for the course have been met.

Curricular Vision

Our vision at Pacific High is to nurture lifelong learners who are well prepared for college and/or careers and have gained the skills necessary to contribute positively to the local and global community. To that end, our curriculum is designed to be:

1. Socially responsible

Curriculum empowers students to develop the skills to be actively civic-minded, cultivate empathy, and positively impact the world around them.

2. Multicultural

Curriculum introduces students to multiple perspectives and ways of being in an increasingly globalized community. Students learn about and appreciate other cultures while gaining increased understanding of their own backgrounds and heritage.

3. Rigorous

Curriculum supports students in achieving meaningful levels of knowledge and critical thinking in all areas, and developing deeper understanding in areas of interest.

4. Inspiring

Curriculum inspires students to find their voices and pursue their passions -- to learn more, do more, be more.

5. Collaborative

Curriculum incorporates a variety of collaborative interactions between students, staff, and community members in order to construct understanding that builds upon multiple perspectives.

6. Interdisciplinary

Curriculum integrates skills and knowledge from multiple subject areas to strengthen and deepen the learning experience.

7. Creative

Curriculum promotes multiple means of expression by challenging students to use their intellectual and artistic creativity to solve problems and demonstrate understanding.

8. Project-based

Curriculum is organized around meaningful projects that focus on specific competencies and skills. Projects are open-ended, experiential, and driven by student inquiry.

9. Relevant

Curriculum is meaningful and timely in the lives of our students, families, and community on a

local, regional, and global level.

10. Adaptable

Curriculum is adapted to individual student and staff interests and skill levels, and incorporates opportunities that arise throughout the year.

11. Restorative

Curriculum is designed to heal the educational harm students may have experienced in prior educational settings and rebuild academic self-confidence.

Completion Policy

At PHS one of our main goals is that students develop the habit of finishing what they start. The Completion Policy is critical in developing and supporting this habit. The PHS Completion Policy uses school time to ensure meaningful completion of the learning that should take place in every class. This leads to more efficient learning, and more students developing the successful habits they need to work toward graduation and beyond. This helps students go further than simply learning surface information by helping them develop critical thinking skills and create meaningful products. The Completion Policy is as follows:

- All classes are offered for 0.5 credit.
 - We will not grant partial credit (0.25 credit) for incomplete work for a class. However, if a student only needs 0.25 credit for a specific subject area, they can make a plan ahead of time with a teacher to earn 0.25 credit in a class. This plan will include a meaningful culminating project.
 - If a student begins a class midway through a session, staff may make a plan to earn 0.25 credit in a class. In these situations, an appropriate culminating project will be required just like in a 0.5 credit class. Students aiming for 0.25 credit will still be integrated into the overall project focus of the class. In general, the cutoff is for students beginning a class more than two weeks into the new session.
 - If this 0.25 work is not finished by the end of the session, students run the risk of starting every session doing completion work. Students will have one week of completion time to finish the 0.25 credit. After this, they will spend the next session doing the full 0.5 credit for the class they are working on.
 - Extension credit (0.25) may be offered to students who are on track to earn 0.5 credit in a class.
- At the end of a session:
 - If you have earned 0.5 credit in a class, you begin new classes on the first day of the new session.
 - If you have not finished earning 0.5 credit, you will continue to work on the previous session's class until you have finished and you will be provided additional

support as follows:

- *We will designate an appropriate place to do the work required to complete your work from the previous session.*
- *We will clarify appropriate guidelines to ensure efficient progress toward completion of your work.*
- *We will designate staff that you can go to for assistance as you are doing your completion work.*
- *If you need to complete an AM class, you will do your completion work in the morning. If you need to complete a PM class, you will do your completion work in the afternoon.*
- *When you complete your work, you will be placed into an appropriate class in the new session.*
- *If you feel you cannot complete the work for a class, you can meet with staff as a group and share your thinking. We will help figure out how you can be successful in completing your work, but we will not grant partial credit for incomplete work.*
- *If you have missed so much of the previous session's class that you cannot realistically complete the class, you will earn no credit for the class and staff will develop an Academic Success Plan with you before placing you in a new class.*
- Staff will consider specific exceptions to this policy as needed, and as a group. This will not include granting partial credit for students who refuse to work towards completion in a class.

Academic Success Plans (ASP)

Academic Success Plans are developed to assist students in following through with coursework and completing classes. ASPs are collaboratively designed by students, parents and staff. Plans address the student's educational needs and goals, as well as taking into consideration the student's three to five year plans. ASPs can also address student's credit needs and outline classes and independent work each student will need to participate in to meet those goals. The ASP can be revised at any time during the year, whether students successfully accomplish goals, change direction in their plans, or need additional structure to be successful.

Revisions to Academic Success Plan

If a student is unable to conduct themselves in a way that does not interfere with their own or others' learning (including attendance), revisions to the student's ASP will be made through a conference with student, parent, staff, and other available support personnel (counselors, etc.). Revisions allow students to define problem areas and identify the supports and strategies necessary to become more successful at school. Students may be required to follow the plan outlined in original or revised ASP to remain at Pacific High School.

ASPs can also be revised to reflect student accomplishments and growth. As students complete competency areas, the ASP may need to be revised to reflect the next set of goals.

Graduation Plans

Prior to enrollment the year of expected graduation, each student will meet with staff and a parent or other educational partner to develop a graduation plan. The plan is the blueprint for each student's progress towards graduation, outlining credit needs, courses to be taken and to identify supports the student may require for success. The plan is updated each session in regard to credit needs and as needed for other issues (i.e. attendance, extended credit work, etc.).

Independent Study

Students may request independent study projects from content area teachers **only** if a course required for graduation is not offered that year or is in conflict with another required class. Independent Study projects may also be requested if a student is interested in pursuing a particular course of study not regularly offered at PHS. Students must be in good academic standing to receive PHS Independent Study. Projects can be arranged for either 0.25 or 0.5 credit, must be agreed upon by the student and the teacher overseeing the project, and approved by the student's Crew teacher and PHS principal. In addition to completing the Independent Student project as agreed upon by the PHS team, a written reflection is usually required to earn credit.

To request an Independent Study project, a student needs to:

1. Discuss potential ideas with the subject-area teacher and co-design a project that meets content-area standards;
2. Organize a meeting with content-area teacher, Crew teacher, PHS principal (or PHS social worker), student, and parent (if possible/necessary) to present project and answer clarifying questions;
3. Follow through with the commitments laid out in the Independent Study plan and meet learning competencies at a level of three or higher.

Students may also earn independent credit by taking home school courses through REACH, by taking UAS classes, or through any structured community learning activities (i.e. First Aid/CPR, high school or community league sports, work experience, etc.). Typically, 75 hours of community learning is worth $\frac{1}{2}$ credit. 75 hours of independently logged PE is worth $\frac{1}{2}$ credit, and 150 paid work hours is worth $\frac{1}{2}$ CTE credit.

Schedule Changes

The course selection process allows students and staff to select courses which best fit students' educational and credit needs. If a student wishes to change classes after the session has started, a conversation must take place between the principal, teacher and parent/guardian to confirm these choices to ensure that they are aligned with the student's credit needs.

Report Cards/Progress Reports

Students make culminating presentations demonstrating their skills to school, community and/or parent groups at the end of each academic session. Following these presentations, students receive report cards detailing competencies met, credit earned, and grades. Students maintain a record of competencies met/projects completed in their portfolios. Crew teachers supervise student collections of documentation in Crew Portfolios. Report cards/progress reports will be mailed home to parents/guardians at the end of each academic session.

Standards Grading

All classroom grading is based upon how well the student reaches the standards associated with each course. By reporting to standards, students and their parent/guardian will be able to see the individual's strengths and weaknesses within a given coursework. Students earn credit based on the competencies mastered during any one session for each course. The student will be scored on these standards by using the following **scale**:

- 1 Emerging: Concerned, little or no progress
- 2 Developing: Making Progress
- 3 Proficient: Standard or competency met
- 4 Exemplary: Advanced and/or independent application of standard or competency

A score of 3 or 4 is required to count the competency towards credit requirements for any assignment, assessment, project or class.

Credit by Examination

PHS students may earn credit by demonstrating mastery in mathematics, language arts, science, social studies, or world languages, as determined by the PHS faculty on an as-needed basis. Tests vary by content area, but are set at an appropriate level of rigor to justify the earning of credit.

Friday Schedule

The Friday schedule at PHS is focused on Enrichment Classes designed to support the social-emotional growth of students. These classes are offered for Elective credit, which is required

for graduation. **Friday classes are not optional, and attendance is required.**

elective class. Students are required to attend all three. Crew/Life Skills credits are required credits for graduation from Pacific High School.

Field Work

In most classes, fieldwork is expected and required. If fieldwork is required for a course, students are expected to participate. Students are reminded that all school rules and behavioral expectation apply to field work experiences. Absences in other classes or school activities due to participation in fieldwork are considered excused absences.

Student Travel

From time to time, students have the opportunity to travel on behalf of Pacific High School, representing the school at conferences, student exchanges, or learning opportunities. In order to travel with PHS, a student must be in good academic standing, and staff must agree that the student has the skills to be a positive ambassador for the school. Students must also commit to bringing their experience back to the PHS community by presenting to the school. Unless otherwise specified, traveling students are expected to make up any schoolwork missed during the absence. Students travelling with PHS will remain under PHS or designated supervision at all times, and all school rules apply. **Any rule breaking may result in the student being returned early at the family's cost.**

P.E. Credit

PHS encourages lifelong enjoyment of fitness activities. Although we have few scheduled P.E. classes, P.E. credits can be earned in a number of ways at PHS including participation in PHS Adventure Program experiences, community classes (i.e. dance, karate, swimming), independent activities with instruction, or participation in team sports. One-half (0.5) credit of PE may be earned for successful completion of at least 75 hours of physical activity. For independent activity, at least 10 of the 75 hours must include instruction, such as fitness classes, PHS Friday P.E. classes, physical therapy, coaching, personal training, etc. Students must record activity and instruction hours on the Independent P.E. Form and submit it to their crew teacher to earn credit.

Two credits (2.0) of PE/Health are required for graduation; 0.5 of which must be PE and a separate 0.5 credit of Health. The remaining 1.0 credit can be any combination of PE and Health credits. Students are strongly encouraged to begin logging this credit as early as possible in their high school "career". **It is suggested that students earn 0.5 PE credits their first year, 0.5 Health credits by the end of their second year, and 0.5 PE credits in the remaining 3rd and 4th year of a 4-year graduation plan.**

PHS Adventure Program

Students may earn P.E. or Elective credit through participation in PHS's outdoor adventure program. This program includes short and extended kayak trips, hikes, subsistence activities, camping and challenge initiatives. Although there are some required activities, the level of challenge will be up to each student. Students are expected to participate in challenge activities, some of which may be beyond the traditional school day. PHS typically charges no fees for these activities. Students must be in good academic standing and demonstrate good citizenship to participate in these activities.

Standardized Testing

The AK STAR testing is required by the State of Alaska. AK STAR is an Alaska-specific standardized test used to assess student progress on various academic standards. This test is given to all 9th and 10th graders in the spring; 9th graders are tested Math and Language Arts, and 10th-graders take only the Science portion. PHS also administers the Measures of Academic Progress (MAP) as an in-house English and math assessment to measure student growth in these areas. MAP is administered three times a year; Fall, Winter, and Spring.

Sitka High Dual Enrollment

PHS students have the opportunity to take classes at Sitka High that are not offered at PHS. In order to qualify, the student must be in good academic standing and on track to graduate in a reasonable amount of time. A student must get the recommendation of his/her Crew teacher and make a proposal to a team of three or more staff members explaining how enrolling in an SHS class will further their educational goals or future plans. SHS principal approval is also required. While attending SHS classes, PHS students must abide by SHS rules and are subject to SHS consequences for infractions.

Post-Secondary Dual Enrollment

Students at least 16 years old may receive academic or vocational credits that count toward graduation requirements for successfully completing courses at the University of Alaska Southeast. Students interested in participating in these programs should speak with their Crew teachers. Only students in good academic standing at Pacific High School are eligible for dual enrollment. Courses may be part of a grant program, and therefore, offered to students free or at a reduced fee, or tuition may be partially reimbursed upon successful completion of the class. Each 3-credit college class is equivalent to ½ credit high school credit.

Academic Probation Policy

Academic probation addresses two concerns:

- Rate of credit accrual – students must earn credit at a rate which will allow them to graduate in a reasonable amount of time.
- Student responsibility for learning – students must strive to earn the full credit available in each class.

Students must earn approximately 6 credits per year in order to graduate in four years. In order to earn six credits per year, students must earn full credit in all classes, *including* Intersessions, Friday Enrichment classes, and Crew. **Students *must also* earn an average of one-half credit per year outside of school in order to stay on track.** This credit may include: Independent PE, Independent Service, Work Credit, Credit Recovery, or Extension credit in content-area classes.

Any student earning less than full credit each session will be placed in *Completion* (see Completion Policy) and may be placed on Academic Probation if satisfactory progress is not made in a reasonable amount of time. Academic Probation is an opportunity to identify and address barriers to earning full credit, whether they are behavioral, environmental, physical, or emotional. While on Academic Probation, students are encouraged to seek out support services from outside agencies such as YAS, SEARHC, SCPS, etc. Students who earn less than full credit while on Academic Probation may be exited from PHS. Students on Academic Probation who earn full credit will return to good academic standing upon completion of the current academic session. The regular re-admission policy (page 9) applies to students exited for non-accrual of credit; students must demonstrate efforts to solve the problem that led to being exited.

Early Graduation

Students wishing to graduate before their natural graduation date must not only fulfill all regular graduation requirements but also have a solid and secure plan for transition into independence. Examples include a career and independent living plan (more than just a job), college admission, or further vocational training. Students may work directly with PHS staff (Crew teacher, school social worker) to develop this plan prior to graduating.

Graduation Requirements

Credits	Content Area	Details
4	English	
3	Science	Including at least 1 biological and 1 physical science
3	Math	
3	Social Studies	½ Alaska Studies, ½ Global issues, 1 U.S. History, 1 Government
2	P.E./Health	At least ½ credit Health; a maximum of 3 credits P.E. count towards graduation
1	Vocational	Maximum 2 credits work experience
½*	Crew/Lifeskills	*PER YEAR enrolled at PHS
Remaining	Electives	Maximum 3 credits of Service Learning, Office Aide
23	TOTAL	

Additional Requirements

- Pass swim test

Suggested Curriculum for College-Bound Students

Each university/college has specific admissions requirements- please note that **minimum high school graduation requirements are not equivalent to minimum college entrance requirements.**

Credits	Content Area	Details
4	English	
3-4	Science	Including at least 1 biological and 1 physical science
3-4	Math	Not including remedial math
3-4	Social Studies	½ Alaska Studies, ½ Global issues, 1 U.S. History, 1 Government
2	P.E./Health	At least ½ credit Health; a maximum of 3 credits P.E. count toward graduation
1+	Vocational	
½*	Crew/Lifeskills	*PER YEAR enrolled at PHS
2-4	World Language	Includes native language
1+	Service	Maximum 3 credits of Service count towards graduation
Remaining	Electives	
23+	TOTAL	

Alaska Performance Scholarship

The Alaska Performance Scholarship is a merit-based scholarship that provides an opportunity for any future Alaska high school graduate who meets a core set of requirements to receive funding to pursue college and/or career training in Alaska.

Alaska's hardest-working students can earn up to \$4,755 a year. To qualify, students must take a specific, rigorous high school curriculum; earn a minimum 2.5 GPA; and do well on a college or career-readiness exam. Three award levels are offered:



For more information on the APS, please talk to your Crew teacher and visit:

http://acpe.alaska.gov/FINANCIAL_AID/Grants_Scholarships/Alaska_Performance_Scholarship. There is a very useful checklist to help guide your high school choices at:

https://acpe.alaska.gov/Portals/0/APS/Forms/APS_2015_Checklist.pdf

UA Scholars Award

The UA Scholars Award is a program of the University of Alaska that awards an \$11,000 scholarship to the top 10 percent of graduates from each qualified Alaska high school. The award may be used for attendance at any UA campus statewide. Students are designated by their high school based on their standing at the end of their junior year. The program does not require a specific GPA, test score, or curriculum. UA Scholars receive \$1,375 per semester for up to eight semesters. The award amount is fixed and is not dependent on other financial aid received. Once enrolled, UA Scholars must maintain full-time enrollment status and a 2.5 cumulative GPA to remain eligible for the award. For more information on the UA Scholars program, go to www.alaska.edu/scholars/

Home/School Communication

Home/school communication is critical for student success in school. Each student belongs to a Pacific High School "Crew". PHS Crew is led by a content-area teacher, and students move through Crews as they accumulate credits toward graduation. The Crew teacher is primarily responsible for communication of each student's progress and concerns to their parents/guardians. Parents or significant adults are encouraged to contact the school with any questions or concerns, at (907) 621-8031.

Parent Involvement Policy

Pacific High School recognizes that parents, guardians, and other family members are their children's first and most influential teachers and that continued parental involvement in education contributes greatly to student achievement and conduct. Parents, guardians, and other family members can directly affect academic success by reinforcing their children's motivation and commitment to education.

Student achievement is closely correlated to student attendance. Therefore, it is Pacific High's policy to reach out to students and families in order to get them to school. We personally call every absent student's home after 9:00 a.m. daily.

Teachers and parents/guardians and other family members can better understand and meet student needs by working together. As such, PHS encourages regular contact between teachers and families and provides multiple opportunities for parents to meet with staff, participate in their students' academic planning, give input into school planning, and celebrate student success. At the beginning of every school year, all students attend intake interviews with their Crew teacher and parents(s), guardian(s) or supportive adult(s), to review and update goals, challenges, and future plans. PHS facilitates student-led conferences twice per year at which parent/guardian attendance is required; parents are called individually to schedule conference times that are convenient. Bi-Monthly, PHS hosts after school community dinners where parents are informed of programming updates, asked to contribute to planning and give feedback, and build supportive relationships with staff and each other. Quarterly, students present their academic work to families and community members at Culminating events, in combination with after school meetings.

Student Behavior Expectations

Students are expected to conduct themselves in a manner conducive to the learning of all students. It is each student's responsibility to contribute to a positive school environment. Members of the PHS community are expected to interact respectfully with one another. This includes refraining from harassment, put-downs and profane language. The Infraction Policy outlines consequences for behaviors in violation of Sitka School District and/or Pacific High School rules, protocols and policies.

Dress Code

The atmosphere at Pacific High School is often seen as more casual than at more traditional schools. However, PHS is a school; as such, students are expected to present themselves as serious students. Inappropriate student attire may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty (no front or back cleavage or showing of undergarments). Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to alcohol, drugs (including marijuana), or tobacco; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, or making reference to prohibited conduct or similar displays. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change or cover their clothing, or leave school.

Harassment

Harassment based on race, color, religion, national origin, sex, physical condition, ability, sexual orientation, gender identity, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble other people. Such conduct interferes with a student's performance and creates an intimidating or hostile learning environment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- suggesting or demanding sexual involvement accompanied by implied or explicit

threats.

Harassment based upon factors other than sex includes, but is not limited to,

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.;
- demeaning jokes, stories or activities.

Harassment and abuse are violations of Pacific High School and Sitka School District policies. It may also be violations of criminal or other laws. The school district has the authority to report student harassment to law officials, and to discipline students in school for harassment that occurs off school premises, if it creates a hostile environment in school.

Telephone Use

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student, if necessary. Only in emergencies are students removed from class or another school activity to receive a telephone call. If students need to make a phone call during school, they are to request permission from a teacher to use the classroom telephone. *Students are not to use the office telephones.*

PHS Cell Phone Policy

Pacific High School abides by SSD policy regarding cell phones and other portable electronic devices, which states that they are no longer permitted during academic times.

- Wireless devices during the academic day, with the exception of lunch.
 - o 8:45 – 12:00, 12:45 – 3:00 Monday, Tuesday, Thursday
 - o 9:15 – 12:00, 12:45 – 3:00 Wednesday
 - o 8:45 – 11:45, 12:25 – 1:45 Friday
- Turn in wireless devices to crew teachers at the beginning of the school day.
 - o If crew teachers are gone, turn it in to the office who will then place it in the crew teacher's charging station.
- Wireless devices can be checked out after 12:00 for lunch, and after 3:00 for the end of the school day.
- If a wireless communication device is turned in late:
 - o First time – Phone call home to discuss distraction (no device during lunch).
 - o Second time – Parent has to come in to pick up device (no device during lunch).
 - o Third time – circle conversation.
 - o Fourth time – No wireless communication device allowed on site during the day
- Wireless communication devices can be allowed if:
 - o There is a medical condition that warrants electronic monitoring.
 - o Teachers have lesson plans that necessitate use of individual devices that have been planned in advance.
 - o Other individual circumstances will be reviewed on a case-by-case basis.

Visitors and Guests

Visitors to the school building must sign in at the school office. If a student wishes to bring a guest to school, the student must receive permission from their classroom teachers and principal at least one day prior to the guest's visit.

Bus Transportation

The School District provides transportation for pupils to and from school on the regular school bus routes. Pacific High School does not provide Community Ride passes for transportation to and from the regular school day. Students needing transportation should use the District provided school buses. Community Ride passes may be available for transportation to and from after school activities on a case-by-case basis. In view of the fact that a bus is an extension of the classroom and school day, students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Bus transportation is a privilege that will be denied to those students whose conduct on the bus is disorderly and/or threatens the safety and well-being of other students.

Students are responsible to the driver while on the bus, loading or unloading, or leaving the bus. The driver has the authority to address a student's behavior and may notify the principal of a student's bus conduct. Students transferring at another school may not loiter on the premises of that school, but should transfer directly from one bus to the other without delay. Failure to do so may result in a Restorative Circle and possibly suspension of bus privileges.

Discipline and Infraction Policy

Restorative Practices and Conflict Resolution

Pacific High School takes a restorative, problem-solving approach to discipline. The goal is to help students get to the root of their problematic behaviors and solve them, rather than simply handing out punishment. Students are expected to take responsibility for changing their actions through use of the *Restorative Questioning* (formerly known as a Problem-Solving Contract and/or Responsibility Plan) facilitated by a PHS staff member, or through our conflict resolution protocol referred to as *Restorative Circles*.

Refusing to participate constructively in conflict resolution involving Restorative Questioning or Restorative Circles may incur consequences such as being sent home and/or being suspended depending on the harm committed, and may jeopardize a student's placement at PHS. Consequences will not be given in place of Restorative Questioning or Restorative Circles, but in addition to this requirement.

What are restorative practices?²

Restorative Practices promote and strengthen positive school culture and enhance pro-social relationships within the school community. Restorative Practices involves the building of positive relationships and establishing a supportive environment that is fair, consistent, and democratic. It involves interventions when harm has happened, as well as practices that help to prevent harm and conflict by creating a sense of belonging, safety, and social responsibility within the school community. **At the core, restorative practices are about building and restoring relationships.**

The underlying principle is that relationships are important, and when an incident occurs, the focus is on the harm caused to the relationship and the subsequent repairing of that harm; rather than, what rule has been broken and therefore what consequences will be imposed.

A restorative approach to conflict and wrongdoing consists in asking key questions:

1. What happened, and what were you thinking at the time?
2. What have you thought about since?
3. Who has been affected by what happened and how?
4. What about this has been the hardest for you?
5. What needs to be done to make it right?

² Berkowitz, Kerri (2015), *Center for Relational Practices*.

A Restorative Approach...

- Encourages students to understand the impact of and appreciate the consequences of their actions.
- Provides an opportunity for those harmed by another's actions to share their personal experience.
- Requires students to be accountable for their actions.
- Encourages respect for all concerned and develops empathy for others.
- Views conflict as opportunities to learn through problem solving.

Benefits of Restorative Approaches in the School Setting

- A safer, more caring environment.
- A more effective teaching and learning environment.
- A greater commitment by everyone to taking the time to listen to one another.
- A reduction in bullying and other interpersonal conflicts.
- A greater awareness around the importance of connectedness among young people.
- Addresses the need to belong and feel valued by peers and significant adults.
- Greater emphasis on responses to inappropriate behavior that seek to reconnect, and not further disconnect young people.
- Reductions in suspensions and expulsions.
- A greater confidence in the staff team to deal with challenging situations.

Pacific High School Conduct Infraction Policy

Possession of knives or other dangerous objects.	1st offense: 3 day suspension, parent notified, Restorative Questioning and/or Restorative Circle 2nd offence: 6 days suspension, parent notified, Restorative Questioning and/or Restorative Circle and consideration for expulsion
Possession of firearms or explosives	Up to one full term suspension; recommendation for expulsion
Profanity and vulgarity	1st offense: warning 2nd offense: Restorative Questioning and/or Restorative Circle and parent notification 3rd + offense: 1 – 5 days suspension, parent notification and Restorative Questioning and/or Restorative Circle
Threats, harassment, intimidating behavior made against any person	1-10 days suspension and/or recommendation for expulsion Anger management assessment and follow-up are mandatory
Physical aggression or violence	5-10 days suspension and/or recommendation for expulsion Anger management assessment and follow-up are mandatory
Defiance of authority, willful disobedience or disrespect	1st offense: 1-3 days suspension, Restorative Questioning and/or Restorative Circle, parent notification 2nd offense: 4-6 days suspension, Restorative Questioning and/or Restorative Circle, parent notification 3rd offense: 6-10, days suspension, , problem-solving contract, parent notification; possible exit recommendation
Dishonesty, forgery	1st offense: 1 day suspension 2nd offense: 3 day suspension
Vandalism (includes misuse of fire extinguishers), malicious mischief, theft	1st offense: 1-3 days suspension, liability for damages 2nd offense: 4-5 days suspension, liability for damages
Possession, use or being under the influence of any controlled substance including alcohol and marijuana	1st offense: 5-10 days suspension, referral to police dept. Substance abuse assessment and follow-up mandatory 2nd offense: Up to one full term suspension, recommendation for expulsion, referral to police dept
Sale of narcotics, alcohol, or other controlled substances	Referral to police dept. and expulsion May re-apply to PHS after two full terms
Possession or use of tobacco within three blocks of school campuses	1st offense: 1 day suspension, Restorative Questioning and/or Restorative Circle 2nd + offense: 2-5 day suspension
Harassment of any kind, including sexual harassment, which includes comments regarding a person's body, sexuality, unwanted physical contact or sexual insinuations. Other forms include degrading statements or put-downs.	3-5 days suspension, recommendation for counseling Expulsion may be recommended for continuing incidents

Sitka School District dress code violations (The SSD policy does not allow articles of clothing with drug, tobacco, alcohol, or sexually explicit logos or advertisements printed on them. Clothes that are deliberately revealing or sexually explicit are also forbidden.)	1 st offense: warning, clothing replaced, Restorative Questioning and/or Restorative Circle 2 nd offense: warning, clothing replaced, Restorative Questioning and/or Restorative Circle, parent notified 3 rd offense: 1 day suspension, Restorative Questioning and/or Restorative Circle, parent notifies
Skipping class	1st-5th offense parent contacted, student meet w/ teacher Subsequent offenses-student meets w/staff, parents or other supportive adult to develop an attendance plan as an attachment to student Success Plan. Subsequent offenses-possible exit from program
Plagiarism	1 st offense: : "0" grade for assignment, parent notified 2 nd offense: "0" grade for assignment, 1 day suspension; parent notified, Restorative Questioning and/or Restorative Circle 3 rd offense: "0" grade for assignment, 3 day suspension; parent notified, Restorative Questioning and/or Restorative Circle
False fire alarm	1 st offense: 5 day suspension; payment of fees for response of fire department 2 nd offense: 10 day suspension and fee payment, recommendation for expulsion
Student automobile, cycle violations	Traffic violations: warning and/or loss of parking privileges, Restorative Questioning and/or Restorative Circle Additional violations: 1-3 day suspension and referral to police dept., Restorative Questioning and/or Restorative Circle
Students trespassing on Mt. Edgecumbe, SHS, or other school campuses (permitted times and activities are not considered trespassing)	1 st offense: meet w/staff 2 nd offense: 1-3 day suspension, parent notified, Restorative Questioning and/or Restorative Circle 3 rd offense: 3-5day suspension, parent notified, Restorative Questioning and/or Restorative Circle

All continuing disobedience, breaking of the above or other school rules or SSD policies will result in additional suspensions, increased length of suspensions, and/or recommendation for exit or expulsion. Once a student has been exited, s/he will be placed at the bottom of the waiting list and required to re-apply for admission to PHS. Should a student choose to appeal a discipline decision, an Appeals Committee may be requested to hear his/her reasons, and will consist of the PHS principal, at least one teacher, and at least one student.

PHS recognizes that students may benefit from services from outside agencies, such as Youth Advocates of Sitka, Sitka Counseling and Prevention Services, SEARHC, etc. rather than suspension from school. Participation in such programs' recommendations may suspend or reduce infraction consequences at the discretion of PHS staff.

Due Process

The constitutional rights assured to individuals include the guarantee that no person shall be deprived of life, liberty or property without due process of law. Since students are recognized as “persons” under the constitution, a system of constitutionally and legally sound procedures has been developed for the administration of discipline in the schools. The hallmark of the exercise of disciplinary authority shall be fairness. Reasonable efforts shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent/guardian.

A student shall be given an opportunity to contest any alleged facts leading to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or to alleged prejudice or unfairness on the part of the school district official responsible for the disciplinary action.

In a short-term suspension, the statement of alleged misbehavior to the principal by a teacher and the questioning of the misconduct to the student and subsequent request to the parent/guardian with opportunity to respond constitute an informal hearing. This satisfies due process for the purposes of short-term suspension (less than 10 days).

A grievance procedure shall exist in each school to provide the opportunity for a student to seek relief from any disciplinary or other adverse action taken against him/her (not including suspension or expulsion that are provided for elsewhere herein). Such procedure shall include the right of the student to have his/her claims heard before an impartial person or group of persons, to present argument and evidence in his/her behalf, to have parents, guardians or some form of representative or advisor at the hearing, and to be informed of all the evidence and arguments against him/her. Such procedure shall also provide for an appeal in writing or in person to the superintendent and from there to the school board at its next regular session; upon adequate notice, disciplinary action shall be stayed pending all appeals. Each school shall register its procedure with the superintendent’s office if it differs from district-wide student grievance procedure.

Student Health and Safety

Lunch Program

PHS offers a unique school lunch program in which fresh, nutritious, from-scratch lunches are prepared and served by students and volunteers. Local fish is served at least twice monthly thanks to the Sitka Conservation Society's Fish to Schools and the Nutritional Alaskan Foods for Schools (NAFS) program. Students participating in the lunch preparation class learn basic culinary arts and kitchen management skills and earn their food worker cards, opening opportunities for employment in food service. Pacific High School participates in the Federal Free and Reduced Lunch Program. Students eligible for reduced lunches pay 40 cents. Students who do not qualify for this program may purchase a lunch for \$6.25. Students eligible for free or reduced lunches may purchase an additional lunch at the full price.

Students may prepay lunches at the office for one week, or longer. Money in a student's account at the close of the school year will be held and available for use in the next school year. The parent/guardian may request a refund in writing at the end of the school year. Refunds will be mailed from the District Office in June. No refunds will be made at the school.

Immunizations

Prior to starting school or when transferring into the school district, students must present an approved immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations. Only for specific medical or religious purposes are students exempted from the immunization requirements. Students are required to pass a TB test prior to attending school. Parent/guardians who have questions should contact the school nurse at 966-1406.

Administration of Medication

Medication (prescription or over-the-counter drugs) given at school must be done under the supervision of the office. The medication needs to be sent to school in the original container stating the student's name, medication, dosage, time to be given, date, and the doctor's name. A medication authorization form needs to be signed by the student's parent/guardian and a health care provider; school staff will only dispense medications that have written authorization by both the physician and parent/guardian. Students need to obtain their medication from the office. Students requiring the independent use of inhalers must have a form filled out, as well. Please remind your student that s/he is responsible for asking for the medication at the appropriate time.

Student Illness/Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or the office as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parent/guardian according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parent/guardian or to another person as directed by the parent/guardian.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school contacts emergency medical personnel if necessary and attempts to notify the parent/guardian where the student has been transported for treatment.

Emergency Drills

Periodically the school holds emergency fire and tsunami drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill.

Emergency procedures and proper exit areas are posted in all rooms.

Fire Drills will be in accordance with State Law. Fire exit route charts are posted in each classroom. When the fire alarm sounds, all students are to leave the building quickly in single file. Classroom doors and windows should be closed but not be locked by the teacher in charge. Students must move away from the building to allow access by the fire department truck and personnel. Students are to assemble across Lincoln Street on the park strip in front of Crescent Harbor. Students are not to go into their personal vehicles or leave the group.

Tsunami warnings require that all students and personnel relocate to Sitka High School, via Baranof Street, Sawmill Creek Road and Lake Street.

Guidelines for Pregnant or Parenting Students

At Pacific High School, we strive to support student parents in fulfilling their educational goals. We know that success in school is a predictor of future success for both the student parent and his or her child. We recognize the challenges, responsibilities, and joys of being a young parent. We also maintain our high academic expectations for student parents. Past experience with student parents has led us to develop the following guidelines to address their unique needs.

Pregnancy

- We do our best to accommodate absences due to pregnancy and complications.
- Prenatal appointments should be scheduled outside of school hours.
- Expectant fathers may be excused to support their partners during appointments and

illness.

- Independent study may be recommended if absences are frequent or extended.
- Students are encouraged to attend all school functions.
- Credit may be awarded for community based birth, breastfeeding, and parenting classes. Crew teachers are responsible for issuing credit.

Birth and Early Parenting

- Let us know how we can support you during these times, and keep in touch.
- Giving birth is hard work, and we encourage both parents to take time off after giving birth to get used to parenting and to bond with the new baby.
- Independent study may be available if students are ready to return to school before our schedule allows it.

Child Care

Students may bring babies up to 6 months old to school. In this case, the following guidelines apply:

- The parent is expected to be in the room with his/her baby at all times.
- The parent may not leave the baby with other students or staff at any time, except for short (under 5 minutes) bathroom-only breaks.
- If the baby is disrupting class, the parent is expected to leave the classroom with the baby until s/he is no longer a disruption.
- The student parent is responsible for keeping up with all class material. Teachers will be available before or after school or at breaks to help.
- After 6 months, PHS is not a developmentally appropriate environment for infants and children, and child care arrangements must be made. PHS staff will provide support in efforts to obtain quality child care.
- Children are welcome at school sponsored events.

Breastfeeding

We encourage partners or care providers to bring babies to school to nurse, and will provide a private, comfortable and quiet environment in which to do so. This same space can be used to express (pump) breast milk to feed at another time, and school refrigerators/freezers may be used to temporarily store expressed milk. Breastfeeding students may be allowed extended nursing breaks as necessary, but the student is responsible for keeping up with her work.

Student Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent/guardian's permission. A parent/guardian may access, request amendments to and/or copy their child's records during regular office hours.

Student directory information may be released without parental permission unless the parent/guardian asks the school district not to release it. The parent/guardian must notify the school district at the beginning of the school year if they do not want the school district to release directory information.

Address Change

Each family is responsible for notifying the high school office when a change of address or telephone number occurs, or when the parents/guardians change jobs. This information is necessary if the school needs to contact the parent/guardian in event of emergency or in routine clerical work.

Student Forms

Re-admission Interview Prep Form

Please answer the following questions and bring this paper to your re-admission interview.

Why do you want to return to Pacific High School?

Please identify the obstacles to success that led to you leaving/being exited from PHS. Be as specific as possible.

What has changed so that things will be different this time? Think about new supports you have in place. These changes should address the obstacles noted above. "I'll just do it" is usually not sufficient to gain readmission.

Welcome

Sitka High School is a welcoming and inclusive community where all students are encouraged to pursue their goals and reach their full potential. We believe every student can succeed, and our faculty and staff are committed to providing the support, guidance, and opportunities needed for that success. Above all, we encourage students to challenge themselves academically, socially, and personally, both inside and outside the classroom, as they prepare for their future and become active members of our community.

Introduction

In this handbook, you will find useful information about Sitka High School. Students are encouraged to ask any faculty or staff member questions or concerns relative to the information contained. The principal or designee reserves the right to broaden or narrow the scope of a practice in any given situation.

Mission Statement

Sitka High School is a connected, compassionate, positive, and diverse learning community, where students prepare for citizenship in an evolving society.

Vision Statement

Together we build the future.

Sitka High School Faculty and Staff (907-621-XXXX)

Bahrt, Ted	8178	Mathematics
Chambers, Amanda	8156	Science
Champey, Sarah	8165	Special Education
Fulton, Diana	8083	Counseling
Gandel Melissa	8185	English
George, Greg	8179	Career/Technical
Golden, Stacy	8177	Science
Gray, Keri	8168	Mathematics
Hames, Andrew	8157	Music
Haug, Ryan	8174	Library/Registrar
Hunter, Matt	8175	Math/Science
Littlefield, Robbie	8132	Tlingit
Poulson, Cathy	8160	English
Manewal, Larisa	8169	Art
McCarty, Tyler	8153	As. Principal
Ploetzner, Joe	8125	Social Studies
Puckett, Kate	8152	Accounts Secretary
Reid, Megan	8170	Activities Director
Richter, Betty	8159	ELL/English
Rivera, Jarred	8166	Special Education
Rogers, Laura	8155	Principal
Schumejda, Cori	8162	Counseling
Skultka, Charlie	8161	Art
Smith, Shasta	8176	Physical Education
Spackman, Carrie	8151	Secretary
Starbuck, Ariel	8158	Spanish
Strong, Jeremy	8167	PE/Math

Turner, Meggan	8171	Special Education
Vieira, Mike	8172	Career/Technical
Vu, Peter	8168	Mathematics

Class Advisors

The class advisors extend a warm welcome to all the returning class members and look forward to having the Class of 2028 join SHS!

We encourage students to become involved in the greater school community through leadership opportunities available through student government. Each grade level will have several opportunities to meet as a class with their advisors and provide input about what activities students would like to plan for the coming school year. The following faculty members are advisors on the various grade levels:

Class of 2027: Ted Bahrt, Melisa Gandel, Greg George, Peter Vu, Meggan Turner

Class of 2028: Matt Hunter, Shasta Smith, Ariel Starbuck, Jeremy Strong

Class of 2029: Amanda Chambers, Andrew Hames, Cathy Poulson, Jarred Rivera, Mike Vieira

Class of 2030: Sarah Champey, Stacy Golden, Heidi Lihue, Joe Ploetzner, Larisa Manewal

Equal Educational Opportunity

The Sitka School District is committed to the belief and implementation of equal educational opportunities as required by federal and state laws for all students, regardless of sex, race, creed, color, marital status, national origin, sexual orientation, or physical or mental disability. Any individual who does not believe a discrimination allegation has been addressed at the building level should contact the district’s Title IX coordinator at the Sitka School District Office located at 300 Kostrometinoff Street, Sitka, Alaska.

Personal Device School Policy

As required by Alaska State law and enacted by SSD Board policy, BP5138 student use of personal wireless communication devices, “for all students (grades K-12) wireless communication devices should be powered off and stored in a secure place, such as the student’s locker or a closed backpack, at all times during school hours. This includes passing periods and school sponsored and supervised activities (e.g., school assemblies, public ceremonies, etc.) that occur during the school day”

Home/School Communication

We recognize that parents and guardians play a vital role in each student’s academic, social, and personal success. When families and schools work together as partners, students benefit from stronger support systems, improved achievement, and greater opportunities for growth. We encourage open, ongoing communication and collaboration to help every student thrive.

- **Contacting the Right Person:** Begin communication with the person closest to the issue. Should you need to reach teachers, staff, or administrators with a question or a concern, please access their email, website, or direct voice mail via the school website. The school’s main phone is 907.747.3263
- **Grades and Student Progress with Canvas Parent Access:** Sitka School District

provides Canvas, a valuable online tool that helps families stay informed about their students' academic progress. Through the Canvas Parent app, parents and guardians can view assignments, grades, teacher communications, and other educational updates in real time.

- Parents and guardians are strongly encouraged to check their student's progress regularly using the Canvas Parent app on their phones or other devices. Consistent monitoring helps families stay informed and address concerns before they become larger issues. If you need assistance setting up an account, logging in, or connecting to your student's courses, please contact the school office. Our staff will be happy to help you get started.
- **Open House:** Sitka High School sponsors an evening for prospective students and families to see the school and meet the faculty/staff.
- **Parent Advisory Committees (PAC):** Topics are parent-driven or focused on school improvement. Please contact the principal if you are interested in participating.
- **Conferences:** In addition to the scheduled conferences on the school calendar, parents or guardians may request a meeting with a teacher, counselor, or administrator.
- **Attendance:** SHS monitors attendance through the front office. Phone calls are made to the parent/guardian when students are marked absent without prior notification. If a student will be absent or late, please notify the office at 747-3263.
- **Email to Parents:** SHS administration emails, typically weekly, to keep parents updated about events and information pertinent to the school and students. Parents may call 747-3263 to be added to this email list.

Jurisdictional Statement

This handbook is an extension of Sitka School District Board Policy and reflects the goals and objectives of the Board. Sitka High School is committed to providing a safe, supportive, and equitable learning environment where students and staff alike lead by example, demonstrating collaboration, intellectual curiosity, effective communication, and real-world application of skills.

The rules and regulations found within this handbook are in effect while students are on school grounds; while on school-owned and/or school-operated buses or vehicles or chartered transportation; while attending or engaged in school activities; and while away from school grounds. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities, whether the violation occurred while school was in session or while school was not in session.

STUDENT ATTENDANCE

Student attendance is a significant predictor of performance. As such, increasing attendance becomes an essential tool for improving achievement. Improving attendance and, consequently, increasing instructional time for children, is a cost-effective intervention that SHS can support.

Tardiness (Per Semester-any scheduled class time/period, including Homeroom)

Punctuality is one of the most important work traits for students to acquire and develop. Being late for class is always disruptive and distracts from teaching and learning;

therefore, students are required to be to class on time to maximize the available time for learning and instruction.

A tardy is defined as entering the classroom after the bell rings. If a student arrives after 15 minutes of the late bell, it is counted as an unexcused absence. A tardy that is less than 15 minutes has the following consequences:

- **Tardy 1 & 2: warning by classroom teacher and/or office**
- **Tardy 3: Detention**
- **Tardy 4 (or missed detention): detention + Parent contact**
- **Tardy 5: Contact Parent- Closed Campus (minimum of 3 weeks)**
PARENT CONTACT/APPROVAL REQUIRED PRIOR TO THE REOPENING OF CAMPUS

Tardy beyond 15 minutes are UAs (unexcused absences):

Students who are counted UA or OS (overslept) will serve a lunch detention and should remain for the entire Lab period to complete missed assignments. Excessive UA or OS will result in mandatory Lab attendance.

Daily Attendance

There is a direct correlation existing between a student's attendance habits and their academic success. Chronic absenteeism is defined as missing more than 10% or more of school days due to absence for any reason - excused, unexcused or suspension. Even excused absences can have negative impacts on a student's achievement and loss of credit towards earning their high school diploma.

Unexcused absences from school or from classes within the school day constitute trancies and shall be subject to the disciplinary rules of the SSD School Board. Before such action is taken, effort shall be made to identify the habitual truant, investigate the cause or causes of the student behavior, and consider the modification of the educational program to meet the student's needs and interests.

Responsibility of Parent/Guardian

The Parent/Guardian is responsible for notifying the school daily for any absence of the child from school. This can be done by a phone call to the school at 747-3263 on the day absent or by having their child bring a written note the following day. If a student is absent frequently because of illness, the school may require a note from a healthcare provider to verify the absences. Failure to do so may be viewed as an unexcused absence. **Any unexcused absence constitutes truancy. It is the responsibility of the parent to validate every absence. Any 5 days of unlawful absence equals a violation of Compulsory Attendance Law. (SSD AR 5113(a) and AS 14.30.010 Compulsory Attendance)**

- **All Day / Partial Day absence should be cleared as soon as possible – recommended within two (2) days; otherwise, it will be considered an unexcused absence (UA).**
- If a student needs to leave campus for any reason during the school day, a parent or guardian must contact the Front Office. Office staff will notify the student and classroom teacher when the parent or guardian has arrived or when it is time for the student to be excused.
- Student cell phones are expected to be turned off and stored during the school day. Therefore, parents and guardians should not call or text students to notify them of appointments or pickups. All communication regarding early dismissal should be

directed through the Front Office to ensure minimal disruption to instruction and to maintain student safety and accountability.

- **If students feel ill, they should notify the classroom teacher and request to be sent to the Front Office; parents will be notified. Students should not leave campus without formally signing out with the front office or they will be considered Truant.**
- **After three (3) consecutive school days of illness, the student should provide a doctor's note upon returning to school.**
- **Students are considered tardy when arriving to their classroom after the second bell rings.**

Excused/Unexcused Absence (AR 5113)

Excused absences include illness, family emergencies, religious observances, and other circumstances approved by the school.

Pre-arranged absences, such as family trips, may be excused only if the student completes a Pre-arranged Absence ("Purple") Form before the absence occurs. The student must obtain the form from the Front Office, secure each teacher's signature and a list of assignments to be completed, and return the completed form to the office for review and approval by the Assistant Principal. A copy of the approved form will be provided to the student.

Students who need to leave campus during the school day for appointments, errands, or other approved reasons must obtain a Permit to Leave the Building from the Front Office before departing. Students who leave campus without checking out through the Front Office will be considered truant.

Upon returning to school, students must check in at the Front Office and obtain a pass before returning to class.

Any absences not included in the above are considered unexcused. Unexcused absences have academic and disciplinary implications. In the event of an unexcused absence, the school has the right to refuse to accept make-up work for credit. Ultimately, this decision lies with the administration.

In the case of excused absences, late work will be accepted within a reasonable amount of time. **As a general guideline for late work, students will be afforded the same number of school days that they were absent or up to two weeks after the student returns to school (whichever occurs later).** If circumstances require an exception to this policy, specific arrangements should be made with each teacher.

Open Campus

The School Board establishes an "open campus" at Sitka High School that permits students in good standing to leave campus for lunch. Off-campus access during lunch for students with poor attendance, or problematic behavior will be restricted. Students who lose the privilege, may be reevaluated by the assistant principal to earn back the privilege of leaving campus during lunch. Parents may restrict their student to remain on campus for lunch. Students restricted to campus for lunch are expected to remain visible in the Commons area.

Students may not leave the school grounds at any other time during the academic school day without prior authorization from their parent/guardian **AND** permission of school administration. All students leaving and returning for ANY reason must sign out and

back in at the main office. Failure to do so may result in the loss of parking privileges or other disciplinary action. (BP 5112.5)

Parking

Students may apply for the privilege of driving a vehicle to school. Students will comply with all SSD School Board, SHS, City, and State regulations pertaining to their vehicles. Any violation will result in the privilege being revoked. Students must register their vehicles with SHS and post the registration tag in their vehicle, visible from the outside (hanging on mirror). Sitka Police frequently monitor the SHS parking areas and may issue tickets for violations. All vehicles on SHS property are subject to search at any time. Any reckless incident will result in immediate loss of driving/parking privileges on campus.

Open Periods

Open periods are only allowed for seniors; and there may be **ONLY** one open period per semester. Opens are available in periods 1,2 or 7 and must have signed permission by the parent and administrator. Students must check in at the office if they plan to be on campus during an open period.

STUDENT HEALTH AND SAFETY

Visitors

All visitors must sign-in at the front office upon entering the building. To protect the instructional day and to ensure the safety of the high school students and staff, non-SHS student visitors will not be allowed on school grounds during instructional time.

Immunizations

Prior to starting school or when transferring into the district, students must present an approved immunization certificate signed by a health care provider stating that the student has received the immunizations required by Alaska law prior to starting school.

Students may qualify for an exemption from immunization requirements for specific medical or religious reasons, as permitted by Alaska law and Sitka School District policy. Appropriate documentation must be submitted and approved in accordance with applicable state and district requirements.

Emergency Drills

Periodically, Sitka High School holds emergency fire, intruder, earthquake, and tsunami drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Fire Drills will be in accordance with State Law. Fire exit route charts are posted in each classroom. Students are to leave the building quickly and safely when the fire alarm sounds. Students must move away from the main door to allow access by the fire department truck and personnel. Students are not to get into their personal vehicles. Students and staff will re-enter at administrative direction.

Tsunami Drills require that all students and personnel stay in the building due to Sitka High School's designation as an evacuation center. Students are not to leave the building without parent/guardian permission given to the Front Office.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or who call-in false alarms, in addition to being disciplined under the school district's policies, rules, and regulations, may be reported to law enforcement officials.

Administration of Medication

The administration of medication at school is governed by Sitka School District policy and state regulations. Prescription and over-the-counter medications may be administered during the school day only by designated school personnel who have received appropriate training.

Students may carry and self-administer medication only when authorized by the school. Authorization requires appropriate medical documentation, written parent/guardian permission, and any additional forms required by district policy, including a release of liability when applicable.

Except for medications specifically approved for student self-carry, students are not permitted to possess, transport, or distribute prescription or over-the-counter medications on school property without prior authorization from the school administration.

All medications brought to school must be delivered in the original pharmacy-labeled or manufacturer-labeled container and must clearly identify the student's name, medication name, dosage, administration instructions, prescribing healthcare provider (if applicable), and expiration date. Before any medication can be administered by school staff, the required medication authorization form must be completed and signed by both the parent/guardian and the student's healthcare provider.

Students are responsible for reporting to the designated location at the appropriate time to receive scheduled medications. School staff cannot guarantee that students will be reminded when medication is due.

Any student who misuses medication, possesses unauthorized medication, or shares medication with another person is subject to disciplinary action. Depending on the nature and severity of the violation, consequences may include suspension, expulsion, and/or referral to law enforcement.

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees who have a legitimate educational interest, are allowed to access a student's records without the parent/guardian's permission. A parent/guardian may access, request amendments to, and/or request a copy of their child's records during regular office hours [BP E0410].

Student directory information is released without parental permission unless the parent/guardian has notified the district in writing that some or all information shall not be designated as directory information. Directory information includes student name, address, date of birth, dates of attendance, dates of graduation, height, and weight (for athletic team rosters, news coverage, etc.).

Address/phone/email Change

Each parent/guardian is responsible for notifying the high school office when a change of physical address, email address, or telephone number occurs, or when either the parents or guardians change jobs. Maintaining current contact information is essential to ensure that parents/guardians can be reached promptly in emergencies and for important school communications and routine administrative purposes.

Custody Disputes

Under Alaska law, both parents have equal rights to access and participate in their child's education barring a court order that denies or limits that right. Parents/guardians may provide the school with a copy of any court order that establishes restrictions or limitations on parental rights or access to a student.

Withdrawal from School

Students withdrawing from Sitka High School during the school year must have a parent/guardian contact the school registrar to initiate the withdrawal process and provide information regarding the student's next educational placement, if applicable.

The student will then be issued a withdrawal form, which must be signed by all current teachers, the school counselor, librarian, and the Principal or Assistant Principal. All school materials, textbooks, technology devices, and other outstanding obligations must be cleared before the withdrawal process is complete.

Any remaining balance in the student's account will be refunded to the student or parent/guardian. Students who leave school without completing the withdrawal process may forfeit any refund and may have delays in the transfer of records.

At the conclusion of each school year, students are also required to complete an end-of-year checkout process that includes obtaining the necessary signatures and clearing any outstanding obligations. Parent/guardian permission is not required for students who will be returning to Sitka High School the following school year.

STUDENT ACHIEVEMENT

Homework

Teachers assign homework, extra class activities, or assignments as necessary to help students meet standards. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and will impact their work ethic score. School opportunities to work on homework include

- Lab (Wednesdays, last period),
- Office Hours (Tuesdays and Thursdays 8:00 – 8:40),
- after school Student Support Center hours,
- periodic Saturday School sessions, and potentially,
- other options that can be arranged with teachers.

When students are traveling on school sponsored events, coaches and advisors will support homework completion. Students are required to have a Checkout (“Green”) Sheet noting all homework to be completed and turned in at end of their travel.

HOMEROOM / LAB

Homeroom / Lab provides the opportunity to foster the skills and habits of mind necessary to be successful in school and in postsecondary settings. Homeroom serves as a hub for the dissemination of information and resources available to students at SHS. Homeroom also helps students develop positive relationships and a sense of community. Students are expected to develop independence and make good use of this scheduled academic time.

- All students 9 – 12 are required to attend Homeroom,
- Ninth graders are required to attend Lab for the first semester. Ninth graders with a B- or higher in all classes in the second semester may earn a PASS to be excused from Lab.
- Teachers will enter attendance at the beginning of Homeroom (2:00 PM) and again at the end of Lab (3:25 PM).
- Students in Grades 10-12 are required to attend Lab when assigned by their Homeroom teacher.
- Those students who do not return, or do not turn in their Lab Pass, will be marked UA and could be penalized.
- Students with a C- (66) or below will be assigned to the requisite classrooms for at least a portion of Lab. Students may also request to visit a specific classroom of their choosing during Lab time.
- If students cannot make up assignments/quizzes, the teacher will sign off that they checked in and send them to the next class marked on the Lab pass or back to their homeroom.
- Assigned teachers may send students to a designated testing or homework room that will be monitored by another staff member in the building.
- The gymnasium may be requested/assigned to students that have completed Lab requirements for the day but who will remain in the building.
- Students who are assigned Lab per the above criteria are required to hand in their Lab pass to their Homeroom teacher upon completion of required assignments or at the end of the school day: 3:25PM.
- Lab may be used for obtaining checkout (“Green”) sheets for students who are traveling for activities and athletics, or (“Purple”) sheets for other planned absences.
- Lab time may be used throughout the year for assemblies, activities, academics, test preparation, group study time, MAP testing, etc. **Students should not schedule appointments, internships, or jobs during this time.**

Office Hours

Office Hours are available to students before school on Tuesdays and Thursdays from 8:00 – 8:40 AM. This time is scheduled for students to meet with specific classroom

teachers for additional help. Other times may be scheduled per teacher discretion.

Report Cards/Progress Reports

Parents and students can monitor academic progress throughout the school year using Canvas, which provides real-time access to grades, assignments, and teacher communications. Families are encouraged to review Canvas regularly to stay informed about student performance and address concerns promptly.

Official report cards are mailed home at the end of each semester. Semester grades are recorded on the student's permanent transcript and determine the credit earned for each course.

Parent-Teacher Conferences are held once each semester and provide an opportunity for parents/guardians, students, and teachers to discuss academic progress, goals, and strategies for success. Students who have questions or concerns about their grades are encouraged to speak with their teachers at any time to seek clarification and identify ways to improve their performance.

Grades/Evaluation of Student Achievement

Student Assessment will be conducted using a 4-point rubric that reflects the proficiency level of the specific standard(s) being measured. We use a 4-point scale that appears below.

Score	Teacher Scoring Description	Parent/Student Description
4.0	In addition to Score 3.0 performance, in-depth inferences and applications that exceeds the standard expectation.	Advanced Proficient
3.5	In addition to Score 3.0 performance, partial success at in-depth inferences and applications that exceeds the standard expectation.	
3.0	No major errors or omissions regarding any of the information and/or processes (simple or complex) that was explicitly taught.	Proficient
2.5	No major errors or omissions regarding the simpler details and process. Partial knowledge of the more complex ideas and processes.	
2.0	Partial knowledge of the simpler details and processes but major errors or omissions regarding the more complex ideas and processes.	Below Proficient
1.5	With help, a partial understanding of some of the simpler details and processes and some of the more complex ideas and processes.	
1.0	With help, a partial understanding of some of the simpler details and processes but not the more complex ideas and processes.	Far Below Proficient

.5	Even with help, no understanding or skill demonstrated	
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Over time, each standard being assessed will have multiple assessments and multiple scores that contribute to an overall rubric score for that standard. Various assessments may be weighted depending upon the type of assessment (homework vs. project vs. test, for example).

Life Skills

All students are assessed on life skills. These life skills are especially important, and evaluation of them is separated from academic performance. These are assessed on the 4-point scale with a specific rubric reflecting the proficiency level of the specific life skill being measured. The life skills assessed include Work Ethic, Participation, Courtesy/Respect.

Grades

Overall grades are used due to the realities of secondary school eligibility, GPA, class rank, and college entrance. The student's overall grade in a course is obtained as the result of their overall progress towards the content standards (85%) and life skills (15%). This overall score is converted to an alpha grade utilizing the following mark table conversion:

A+ =	3.90 - 4.00	
A =	3.65 – 3.89	
A- =	3.50 – 3.64	
B+ =	3.40 – 3.49	
B =	3.15 – 3.39	
B- =	3.00 – 3.14	
C+ =	2.90 – 2.99	
C =	2.65 – 2.89	
C- =	2.50 – 2.64	
D+ =	2.40 – 2.49	
D =	2.15 – 2.39	
D- =	2.00 – 2.14	
F =	0.00 – 1.99	Failing – credit withheld

In addition to the above mark table, there are times that a teacher may utilize overwriting in their grading and the following special marks may be used:

- “P” = Pass
- “AU” = Audit/ No Credit
- “I” = Incomplete
- “W” = Withdrawn/ No Credit

The grading period consists of Semester 1 and Semester 2.

Incompletes

Students who receive an incomplete in a class must complete the class requirements within two weeks after the end of that semester. Extensions may be granted by the teacher with the permission of the principal. Until an incomplete is resolved, it is considered an “F” for the purpose of determining eligibility for athletics and activities. Failure to finish an incomplete may result in a failing grade and loss of credit.

Grade Point Average

Grade Point Averages (GPA) are computed each year using a scale of

A = 4, B = 3, C = 2, D = 1, F = 0, I = 0, AU = not calculated

Classes graded with a P or an AU are not figured into GPA.

Honor Roll

To be named to the Semester Honor Roll, students must have a grade point average of 3.0 or higher in courses they are taking, which must include a minimum of four (4) courses giving A, B, C, D or F grades. An F grade in a grading period would disqualify the student from being placed on the Honor Roll for that grading period.

Valedictorian/Salutatorian

The student earning the highest four-year cumulative grade point average in the senior class will be named valedictorian. The student earning the second highest four-year cumulative grade point average in the senior class will be named salutatorian.

Most Representative Students

Most representative student is a tradition unique to Sitka High School. The teachers choose two senior students who exhibit the values we embrace regarding academics, behavior, and attitude. These students make our classrooms and hallways better places to learn, places to feel safe, and places to feel welcome. Most Representative Students speak each year at the graduation ceremony in a position of honor.

Grade Level by Credits

0.0 - 5.0	Freshman
5.1 - 11.0	Sophomore
11.1 - 16.0	Junior
16.1+	Senior

GRADUATION REQUIREMENTS

English	4 Credits	
Social Studies	3 Credits	1 credit of U.S. History, 1 credit of American Government, 1/2 credit of Global Issues and 1/2 credit of Alaska Studies
Math	3 Credits	Must pass Geometry or equivalent
Science	3 Credits	1 credit of Life Science 1 credit of Physical Science and 1 credit Science Elective
Physical Education	2 Credits	Must include 1/2 credit health and must pass swimming competency
CTE	1 Credit	
Electives	7 Credits	
Total Credits	23 Credits	Minimum required credits
Maximum credits that can be used for graduation:		
T/A or Office Aide	1 Credit	1 class/semester maximum
Internship	1 Credit	
Suggested Curriculum for College Bound Students		
English	4 Credits	Science 3-4 Credits

Social Studies	3-4 Credits	Physical Education	2 Credits
Mathematics	3-4 Credits	CTE	1 Credit
Social Studies	3-4 Credits	World Language	2-4 Credits
Electives	As many as possible	Fine Arts	1 Credit
Community service and a broad range of activities are also recommended. <i>*Individual universities/colleges have specific admissions requirements. Be sure you know your school's requirements!</i>			

Early Graduation (AR 6146.2)

The first step toward early graduation is to notify the counseling office of your intention to graduate early. The counseling office will meet with the student and, when appropriate, begin the application process.

A. Criteria for early graduation:

- The student has exhausted academic opportunities and resources in Sitka, including those outside of the Sitka School District.
- The student has satisfactorily completed a strong core of math, science, social studies, and world language courses.

B. Requirements:

- Student will meet with the counselor
- Student will meet with the principal to discuss graduation timeline
- Student must submit a letter expressing their future plans, along with letters of support from a parent/guardian, teacher, and their counselor
- Student has a minimum 3.25 accumulate grade point average (GPA)
- Student has had satisfactory attendance
- Student has met all graduation requirements at time of graduation
- Student has clearly defined future plans and a demonstrated maturity to be successful in college or a post-secondary training setting

The superintendent, or designated representative, may waive these requirements on individual basis; age may be a consideration along with other factors.

C. Early Graduation Approval

The high school principal will forward the recommendation to the superintendent or designated representative for final approval.

D. Graduation Ceremonies and Diplomas

Sitka High School graduation ceremonies occur once a year in May. Anyone meeting graduation requirements during that academic year may participate in the May graduation ceremony. Diplomas are issued in May and will state May as the graduation date. The actual date the student has completed graduation requirements will be reflected on the final transcript with a special notation.

- E. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

Graduation

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. Students who are serving discipline at the time of the graduation ceremony or other senior activities may not be allowed to participate.

STUDENT ACTIVITIES

Assemblies and Audience Etiquette

Students are expected to attend all programs and conduct themselves in an appropriate manner-showing courtesy and respect for others. Entering and exiting during a performance are not allowed. Food/drink or electronic device use is not allowed during assemblies in either location.

Attendance

To participate in any school activity (practice, game, travel, concert, dance, etc.), the student must be in attendance at school at the beginning of the school day, and up to release time for the given activity. A student must also be in afternoon classes if the activity or travel initiates the next day or after school. Failure to do so will result in the student not being allowed to participate in the school activity or travel with their team. Students are also required to attend school following activity or travel. **If traveling students return to town during the school day, they should return to classes within one hour of arrival unless the administration deems otherwise.** If traveling students return after school hours or on the weekend, they should attend classes at the beginning of the next school day. Tardiness or absence upon return will not be excused without a doctor's note. If school activities begin within the school day, students will be released no sooner than one hour and a half hours before the scheduled start time of the activity.

Field Trips

Field trips are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless there is a documented, valid excuse. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

Student Activities

The Associated Student Body (ASB) is made up of six elected officers, five representatives from each class, and one representative from each SHS organization. The ASB plans activities for the entire student body and is the liaison between administration and students.

The Student Council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs, and helps all parties work together to solve problems that may arise.

Other activities that Sitka High School may offer:

Art Club	Mock Trial
Art Festival	Music Festival
Baseball	National Honor Society
Basketball	Ocean Bowl
Battle of the Books	Softball
Cheerleading	Student Government
Cross Country	Swimming
Drama/Debate/Forensics	Theater
Volleyball	Track & Field
Wrestling	E Sports

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be limited, suspended, or canceled for violating an individual coach's or advisor's rules, violating the SSD Code of Conduct, or for a violation of District policies, rules, or regulations. Non-SSD students may be charged a higher participation fee.

Physical Examinations

Students participating in athletics are required to provide a School District physical examination form signed by the student's doctor stating the student is physically able to safely participate in athletics **PRIOR TO THE START OF THE SPORT** and within the prior 18 months. Failure to provide proof of a physical examination makes the student ineligible for practice and competition.

Extra-Curricular Eligibility

1. Eligibility is necessary for all travel and excused class time for any school or extracurricular activity.
2. Scholastic eligibility:
 - All students must maintain an overall standard average (for all classes, including REACH) of 2.0 or higher, with no F's or I's, to be eligible for activities. [AR 6182]
 - On any given Eligibility Check Date, students having one failing grade or lower than an overall 2.0 are declared ineligible until the next scheduled eligibility grade check. Spring Semester final grades will affect Fall Semester eligibility. Students who are ineligible due to Spring Semester grades remain ineligible until passing the first fall Eligibility Check and may not travel or participate in competition until they have the required 2.0 overall average with no F's or I's.
 - All first semester freshmen are immediately eligible for the first semester.
 - In addition to the standard articulated above, all second-semester students* must have passed at least five semester units of credit, or the equivalent, toward graduation during the previous semester to be eligible at any time during the current semester. *Second semester seniors who are on track to graduate must have passed at least four semester units of credit.
 - After initial eligibility is determined, participation eligibility is based upon Eligibility Check Dates (approximately every three weeks).
 - All Freshmen, Sophomores, and Juniors must be enrolled in a minimum of five classes per semester or the equivalent to be eligible.
 - Seniors who are on track to graduate must take at least four classes per semester or the equivalent during the current semester to be eligible. Other Seniors must be enrolled in a minimum of five classes per semester or the equivalent during the current semester to be eligible.
 - Academic standing will be checked according to a schedule of dates printed annually on the school calendar.
 - Students with a failing grade or below a 2.0 overall GPA are ineligible starting on the date of the eligibility check. During the first week of each eligibility check, students have until the end of Lab on Wednesday to show that their grade is now passing, or their GPA is 2.0 or higher.

- If eligibility is not regained during that first week, the grades will be checked again at the beginning of the next school week. If students remain below the standard, then they are not able to regain eligibility until the next scheduled academic check date (two more weeks).
 - An athlete may be removed from a team due to repeated eligibility issues.
 - Students receiving an incomplete at the end of a semester will be ineligible until the incomplete is changed to a passing grade.
 - Only students who are eligible shall be allowed to travel with or represent the team during home or away contests.
3. Classroom/community conduct may affect eligibility. Any student who is expelled from any school will not be eligible at another high school during the duration of the expulsion.
 4. To be eligible during a school semester for participation in interscholastic activities, a student must
 - Be properly registered as defined by ASAA policy (all required Big Teams registration and viewing of PLAY FOR KEEPS);
 - Be carrying a minimum of ASAA defined classes that lead to the granting of credit towards graduation;
 - Be in regular attendance in all school classes in which enrolled (this includes limited tardy marks).
 5. **SHS Activities Policy Regarding Possession, Distribution and Use of Controlled Substances, Alcohol and Tobacco (Note: In most cases the Sitka School District Board has set a higher standard for student conduct and more significant penalties than ASAA).**

Prohibited Conduct: The possession, distribution or use of any controlled substance, alcohol, e-cigarette or tobacco products by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth in Appendix A (Page 27-28).

Time Period During which Policy Applies: The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student's first participation in interscholastic activities, including formal practices which precede interscholastic competition after the initial signing of the Student and Parent/Legal Guardian Acknowledgement Form, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during "school calendar days" and extends to any days those students participate in activities in August and/or June.

The Sitka School District's Drug/Alcohol/Tobacco policy is more restrictive than the ASAA Play for Keeps policy. Current ASAA policy is available online playforkeepsalaska.org

6. Random drug testing is done within all athletic programs. As often as each week, five percent of all participating athletes may be tested. If tested positive, the Sitka School District's Drug/Alcohol/Tobacco Policy will be followed. If a student refuses to be tested or submits a false test, results are assumed positive for the presence of drug use and subsequent penalties apply. (AR 5131.61)

7. Any student who quits, is cut, or removed from a sport/activity, is not eligible to play another sport/activity during the ASAA published dates for the season of that sport or activity (through the state championship or culminating event).
8. Each activity may have a more restrictive, written code of conduct established by the coach and approved by the administration.
9. Activities that are an extension of the classroom and/or are for community service are not bound by the requirements of this policy.
10. A student/participant is required to return to school – on the day activity trips return, during the school day – within one (1) hour of arrival in Sitka.

Clubs – School Sponsored or Student Organized

The school may organize school clubs for educational and school purposes. Students may organize clubs around activities that are not related to instruction.

All clubs must get approval to organize before holding meetings. Student organized clubs are prohibited from interfering with the educational process; promoting, encouraging, or sanctioning activities that are unlawful; or abridging the constitutional rights of any person. SHS administration retains the right to disband clubs that engage in any misconduct.

All sales or solicitations must have prior approval by SHS administration and/or Activities Director. All money/funds collected or disbursed by clubs are required to be handled by the Front Office. Any signs or postings must follow the typical approval process for postings at SHS.

Dances

Dance procedures have been established to help ensure the enjoyment and safety of all students, and to allow for an enjoyable environment for all students to socialize. The Assistant Principal must approve school-sponsored dances at least one month before the dance. A checklist for procedures will be required to be completed per the timelines stated on that checklist. Music must be reviewed by the Principal or Assistant Principal. Regular high school behavior policies apply to all participants at school dances. Prom is the last dance of the year.

- Guests must fill out the SHS Dance Visitor Request Form in advance and be approved for attendance by the Assistant Principal.
- Doors close to admittance one hour after dance begins and no admittance will be permitted after that time.
- Once students leave the dance, they may not re-enter later. Students asked to leave school dances must leave school property or location of the school sponsored dance.
- Good taste is the rule for dancing. Parents, guests of the school, community members and students from all walks of life will be there. Dancing will be free of sexually suggestive moves by oneself or with anyone else.
- Students asked to leave a dance (2nd offense/warning) due to their behavior may lose their privilege to attend school dances for up to one school year.

STUDENT CODE OF CONDUCT- RIGHTS AND PRIVILEGES

Student Code of Conduct

A student is afforded a right to due process in any disciplinary action (AR5010a).

Students that participate in activities at SHS are expected to uphold the Sitka School District Code of Conduct. This code expects students to behave in an appropriate manner whether in school, in the community of Sitka, or traveling as a Sitka High student. Violation of this Code of Conduct may result in loss of traveling privileges to SHS activities and/or suspension from participation in SHS activities.

Student Belongings

SHS assumes no responsibility for the damage, theft, or loss of personal property on school grounds. Students are cautioned not to bring large sums of money or other valuables to school.

Student lockers are available on a limited basis. Apply through the Front Office. Student lockers are the property of the Sitka School District, and it shall be the responsibility of each student to keep the assigned locker clean and undamaged. All lockers, and contents within, are subject to search at any time.

Student lockers should be used for securely storing student belongings. Students will not leave belongings out on tables, benches, on the floor, or other unauthorized locations throughout the school. SHS is not responsible for lost or stolen items. Student consent to the search of student belongings shall be sought but is not required.

Search and Seizure (BP 5145.12)

School officials are responsible to maintain an environment for students and staff that is safe and conducive to learning and working. Incidents where the health, safety and welfare of students and staff could be jeopardized may necessitate the search and seizure of students, their property (including vehicles), or their lockers by school officials. A parent/guardian shall be notified following a search.

Off Limits –Cross Trail

The trail behind the school is off limits during school hours unless students are supervised by a staff member. School hours are defined as 8:00 AM to 3:25 PM.

Cell Phone / Electronic Devices

The student who possesses a personal electronic device shall be solely responsible for its care. School classroom or front office land lines should be utilized for phone calls. For all students (grades K-12) wireless communication devices should be powered off and stored in a secure place, such as the student's locker or a closed backpack, at all times during school hours. This includes passing periods and school sponsored and supervised activities (e.g., school assemblies, public ceremonies, etc.) that occur during the school day. Student use of personal electronic devices is expressly prohibited in areas including, but not limited to locker rooms, bathrooms, and swimming pool areas.

Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on school grounds, school events or school buses shall be prohibited and will result in disciplinary action, confiscation of the personal electronic device, and/or reporting to law enforcement.

Administrative staff may search confiscated personal electronic devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted.

If a student does not turn their device over to the adult requesting that action, the privilege of having such a device may be revoked. When a personal electronic device is confiscated, it shall be released to the student at the end of the school day for the first offense. Any subsequent offense will require it to be released only to the student's parent/legal guardian. Additional intervention at the administrator's discretion will be made with repeated violations - including the possibility of permanent removal of this privilege.

Video Surveillance (BP 3515.6)

Sections of our school building and school grounds are under video surveillance.

Posting or Distribution of Information

No materials of any kind are to be posted at SHS without prior administrative approval. School-related clubs and activities must have postings approved by an administrator. All postings in the SHS building must be submitted to administration for approval and posting. These rules apply to the distribution of materials at SHS as well.

Public Displays of Affection (PDA)

Public displays of affection often cause others to be uncomfortable. Holding hands in the hallway may be acceptable but holding hands in class is not. Quick hugs between friends may be acceptable, but extended hugs often cause discomfort to others in the area. Public displays of affection are at an unacceptable level when another person, adult, or student, says "enough." If the parties involved do not stop the action being questioned, they could be referred to the office.

Student Dress

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Any article of clothing, accessory, or tattoo, which advertises alcohol or an illegal substance, depicts lewd graphics, displays offensive or obscene language or is gang-related, is forbidden. Undergarments should not be visible, and private parts must always remain covered. Student dress that disrupts the school environment will not be tolerated. The Principal/Assistant Principal makes the final determination of the appropriateness of a student's appearance.

Misconduct (AR 5144.1)

All infractions listed below may be enforced at all district activities, on all school grounds, and during the lunch period (whether on or off the school campus) and will be dealt with according to the level of severity. While serving a suspension (ISS/OSS), students shall not participate in school-sponsored activities or be on school property without permission from the principal. Any level of misconduct could impact a student's eligibility for student activities.

In matters where law enforcement is involved, the school will conduct its own investigation as warranted. During any pending investigation that involves the health and/or safety of staff or students, an emergency temporary suspension may be necessary.

1. Tardies
 - Assigned Detention(s), Closed Campus for Lunch, ISS
2. Failure to attend assigned lab
 - Assigned Detention(s), Closed Campus for Lunch, ISS
3. Student automobiles, cycles, etc. – vehicle violations
 - Warning and/or loss of privilege to drive/park vehicles on school grounds for a given period.

- Repeated or severe violations may result in revocation of driving/parking privileges.
4. Minor infractions or class disruptions
 - Teacher may assign mandatory Lab and/or Detention. Failure to comply will result in referral to Assistant Principal.
 5. Major class disruptions (negatively impacting the learning environment for self and/or others) will result in ISS or OSS
 6. Failure to identify self upon staff request
 - Assigned Detention(s), Closed Campus for Lunch, ISS
 7. Failure to complete assigned detention
 - Closed Campus for Lunch, ISS
 8. Profanity and vulgarity, including casual use of language, gestures, or conduct that is vulgar, profane, obscene, abusive, or disruptive to teaching and learning
 - Warning and parent/guardian notification, Assigned Detention(s), Closed Campus for Lunch, ISS, OSS
 9. Plagiarism, Academic Dishonesty, Forgery, and/or Cheating (including improper use of AI)
 - “0” grade for assignment, parent/guardian notification, loss of privileges such participation in National Honor Society (NHS)
 - Continuing offenses – Potential ISS
 10. Possession or use of tobacco/nicotine products (including vaping devices or products)
 - Confiscation, parent notification & possible TAD violation and ISS
 - Continuing offenses – Potential OSS, referral to police
- *Participation in an approved Tobacco Cessation program may result in a reduction.*
11. Defiance of authority, willful disobedience, or disrespect
 - Assigned Detention(s), Closed Campus for Lunch, parent notification, potential ISS/OSS
 12. Harassment and/or sexual harassment
 - Assigned Detention(s), Closed Campus for Lunch, parent notification, potential ISS/OSS
 13. Profanity or vulgarity toward school personnel
 - Assigned Detention(s), Closed Campus for Lunch, parent notification, potential ISS/OSS
 14. Bullying, Hazing, Cyberbullying
 - Assigned Detention(s), Closed Campus for Lunch, parent notification, potential ISS/OSS
 15. Vandalism, malicious mischief, theft, graffiti
 - Assigned Detention(s), Closed Campus for Lunch, parent notification, potential ISS/OSS, liability for damages
 16. False fire alarm
 - First offense – OSS and notification of law enforcement, as required.
 - Second offense – OSS and recommendation for expulsion
 17. Assault on student(s) or non-school personnel
 - First offense – OSS and counseling referral
 - Subsequent offenses – OSS and recommendation for expulsion
 18. Threat on school personnel, pupils, or non-school personnel
 - First offense - OSS and counseling referral
 - Second offense – OSS and recommendation for expulsion

19. Controlled substances: includes possession, use, or under the influence of any controlled substance including alcohol, marijuana, and possession or use of paraphernalia*
 - First offense – OSS, referral to Police Department and possible TAD violation
 - Second offense – OSS, referral to Police Department, recommendation for expulsion
20. Knives or other dangerous objects (not allowed on school grounds)
 - First offense – confiscation of object and recommended OSS
 - Second offense – OSS and recommendation for expulsion
21. Assault on school personnel
 - OSS and recommendation for expulsion
22. Selling or providing drugs, alcohol, or other controlled substances*
 - OSS, referral to Police Department, counseling referral, recommendation for expulsion
23. Firearms, explosives (not allowed on school grounds, including parking lots)
 - OSS, recommendation for expulsion, referral to police
24. Recurring and/or escalating misconduct (of any nature)
 - OSS

**Referral to and active participation in approved Drug and Alcohol counseling may result in a reduction of suspension time.*

Harassment

Harassment on the basis of race, color, religion, national origin, sex, sexual preference, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.

Harassment based upon factors other than sex includes, but is not limited to

- verbal, physical, cyber, or written harassment or abuse,
- repeated remarks of a demeaning nature,
- implied or explicit threats concerning one's grades, job, etc., and
- demeaning jokes, stories, or activities.

Sexual harassment includes, but is not limited to

- unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.
- verbal, physical, cyber, drawings, or written harassment or abuse,
- pressure for sexual activity,
- repeated remarks to a person with sexual or demeaning implications,
- suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Bullying (BP 5131.43)

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance, and the behavior is repeated over time. This includes behavior that is physical, verbal, written, electronic, or emotional abuse, or damage to another's property. Bullying may include, but is not limited to

- conduct such as physical abuse,

- damage or theft of another's property,
- social exclusion from activities,
- verbal taunts, name-calling, rumors, innuendoes,
- drawings, jokes, gestures, pranks, and
- put-downs relating to real or perceived differences, including another's culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability or disability, or other distinguishing characteristics.

Harassment and Bullying are violations of school district policies and regulations. They may also be violations of criminal or other laws. The school district has the authority to report harassment to law officials.

The district's computer network, including access to the internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system.

In situations the cyberbullying originates from a private (non-school) computer or other electronic device, but is brought to the attention of school officials, disciplinary measures may be imposed when the communication

1. Is of a criminal nature, including but not limited to, threats of violence or harm against staff members, students, or their property,
2. Suggests or advocates physical harm to staff members or students,
3. Causes a student or staff member to experience a substantially detrimental effect on their physical or mental health,
4. Causes a student or staff member to experience substantial interference with academic or work performance, or with their ability to participate in or benefit from district services or activities,
5. Threatens vandalism to school property, and/or
6. Creates a significant disruption to the school's educational mission, purpose, or objectives.

Retaliation Prohibited

Retaliation or reprisal against any person who reports an incident of bullying or harassment, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students.

SCHOOL COUNSELING SERVICES

Counseling Program

The Sitka High School Counseling Department follows the Alaska State Comprehensive Counseling Program guidelines in providing services to all SHS students. These guidelines include the following four components:

- Responsive Services – addressing the immediate concerns of students, parent/guardian, staff, and community.
- Individual Planning – assisting students in monitoring and understanding their development.
- System Support – supporting the program and staff activities and services.
- Curriculum – providing guidance content in a systematic way to all students.

School counseling is an integral part of the total educational program. Our goal is to promote student success through a variety of activities and support services. We provide

a developmental program in the areas of education, career, and personal/social development.

Scheduling Classes

The scheduling system is designed to allow the students as much freedom as possible in choosing their classes. The Counseling Office will work with students in helping them with course selection. Tentative class offerings will be made available to students each spring for planning classes. Each student and parent/guardian can help assure success in scheduling by

- planning a four-year program that is flexible
- participating in the scheduling process
- completing and turning in course selection forms at the appropriate time
- selecting courses carefully to meet academic and individual needs
- being fully aware of content and degree of difficulty of the courses selected
- knowing the graduation requirements and making a checklist for meeting those requirements
- conferring with counselor, teachers, or administrator to resolve questions about classes prior to completion of the course selection form

Scheduling Changes

The course selection process allows students and their parent/guardian to choose courses in which the students will be enrolled. If changes are necessary, the counselor will assist students in adjusting their schedule within the allotted timeframe.

To change a class schedule during the first 3 school days after a semester begins, students must meet with their counselor. After the first 3 school days and up to 10 school days, parent/guardian, counselor, and teacher approval is required to add/drop. After 10 school days, no schedule changes will be made without withdrawal penalty ("F" on the transcript).

The minimum graduation requirements established by the Sitka School District are intended as a means of setting minimum standards and MAY NOT BE SUFFICIENT FOR COLLEGE OR UNIVERSITY ADMISSIONS. It is possible for many students to earn 28 or more credits during the four years at Sitka High School, and it is to their advantage to take as many courses as possible.

REACH Homeschool Program

REACH Homeschool and Sitka High School work in partnership to offer students curricular options to best meet their educational goals. Students interested in taking independent study or online courses may do so through the REACH Homeschool Program. REACH provides guidance for students through weekly check-ins with the REACH High School Liaison and personalized support for families. Students interested in taking an independent study or an online course should first see their Counselor to discuss course options and scheduling. Homeschool classes take place outside of Sitka High School, and course drop dates follow the SHS calendar.

Post-Secondary Dual Enrollment

Students in grades 9 through 12 may receive academic or CTE credits that count toward graduation requirements for successfully completed courses at the University of Alaska Southeast or other previously approved Universities. Students interested in participating in these programs should contact the Counseling Office.

SHS Activities Credit Policy

Students may earn academic credit through SHS extracurricular activities. .25 credit of Pass/Fail credit may be earned for successful completion of an SHS activity, assuming at least 60 hours of activity time is completed. Students must complete the entire season and must apply for this credit within the academic year of completion. Team sport activities can be used to replace a maximum of 1 credit toward PE requirements.

MISCELLANEOUS

School Fees

There are various expenses that students may incur during the school year. The figures shown below are estimates since some costs may vary according to individual preferences. Students who have concerns about the fees should contact the principal.

FEES	(Please make checks payable to Sitka High School.)
\$20.00	Art Classes
\$25.00	Art & Design 2
\$30.00	Art – Ceramics, Drawing & Painting, Glass Art, Printmaking
\$15.00	Auto Classes
\$10.00	Band and Choir Classes (Uniform deposit, see below)
\$75.00	Band Uniforms DEPOSIT (refundable)
\$10.00	Calculator Rental
\$90.00	Use of school musical instrument/non-refundable
\$25.00	Design & Fabrication Classes
\$20.00	Digital Video and Digital Photography Classes
\$20-25	Metals Classes
\$50.00	Food and Nutrition
\$10.00	Small Engines Class
\$35.00	Woods fee/class
\$25.00	Lost computer charger
\$ 6.25	Lunch
\$ 4.00	Breakfast
\$20.00	Parking Permit Fee

**There is a scholarship fund for student fees for those in need. Please contact the SHS Accounting Secretary in the main office for more information.*

Senior Fees

Seniors must have all fees paid before graduation rehearsal to participate in graduation ceremonies.

Bus Transportation

The School District provides transportation for pupils to and from school. A bus is an extension of the classroom and school day; students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Bus transportation is a privilege that will be denied to those students whose conduct on the bus is disorderly and/or threatens the safety and well-being of other students, the bus driver, or other staff onboard. The driver, or other staff, has the authority to address a student's behavior and may notify the Assistant Principal of a student's bus conduct.

Buses will unload at the main entrance. Information concerning buses may be obtained by telephoning the SHS office at 621-8150 or Island Bus Company at 747-7321.

Breakfast/Lunch Program

The Sitka School District offers a breakfast and a hot lunch program at the high school. Breakfast is provided between 8:00 and 8:45am. Students who do not qualify for free or reduced breakfast will be charged **\$4.00** for breakfast each day. Lunches include several entrees, dessert, milk and a complete salad bar and condiments counter. **Cost of a lunch is \$6.25.** Prices are subject to change by action of the School Board.

Students may purchase lunch for a friend; however, it is important that they notify the lunch line attendant. Students should be sure that their parent/guardian approves.

The parent/guardian is encouraged to provide payment of a minimum of one week's worth of meals. Purchase of a daily lunch or payment of any amount towards the lunch account must be made in the office. Money is not accepted at the cafeteria lunch line.

Students eligible for free or reduced lunches may purchase an additional lunch at the full price.

Money in a student's account at the close of the school year will be held and available for use in the next school year. The parent/guardian may, however, request in writing a refund on or before the end of the school year. Refunds will be mailed from the District Office in June. When the amount is less than \$10, the reimbursement will be given to the student. When the amount is more than \$10, a check will be mailed to the parent/guardian. No refunds over \$10 will be made at the high school.

Lost and Found

Any item lost by students in and around the school building should be turned in to the office. Owners may recover their belongings at the office upon identification. If the owner does not claim an item within 30 days, it will be returned to the finder. All unclaimed items will be donated.

Student/ Parent Complaints

Students may file a complaint regarding School District policies, rules and regulations or other matters. The complaint will be formalized in writing by completing the Parent/Student Complaint Form obtained from the office. This procedure is strictly followed except in extreme cases.

- If an employee is involved, discuss the complaint with the employee within 24 hours of the incident.
- If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 6 school days of the employee's response or the incident.
- If unsatisfied with the principal's response, talk to the superintendent within 6 days of the principal's response.
- If unsatisfied with the superintendent's response, the student may request to speak to the Board at the next scheduled meeting. The Board determines whether it will address the complaint.

STUDENT ACTIVITY TRAVEL

Students involved in extra-curricular activities may be involved in overnight travel, which may require that school will be missed. Because of this, students must be in good standing academically prior to traveling.

Students may be expected to pay an activity fee (depending upon the activity) and expenses for their meals. For most travel, students are group housed in schools or other local group housing.

Traveling on school sponsored activity is a privilege. Students represent themselves, the team, the school, and the community. If a student is found to have violated school rules or the Sitka School District Code of Conduct on a school trip (such as, but not limited to drinking, possession of drugs, shoplifting, vandalism, violation of a coaches directive, and/or does not represent the school in a positive light), consequences may result in the student's immediate return to Sitka at the parent/guardian's expense. Violations of this matter may suspend a student from travel and/or participation in any district activity for up to one calendar year.



Kathrynn Hollis-Buchanan
District Business Manager
8/12/2026 Board Meeting Finance Summary Report

REPORT COVERAGE:

For this board meeting, I am presenting brief review of FY26 outstanding items as well as YTD FY27 through end of day 8/06/2026.

FY27 BUDGET:

- Budgets have been entered into the finance system for expenditures, as approved by the board in April. Revenue budgets will be entered soon.
- Budget revision for FY27 revenue will be adjusted as needed when the count is confirmed by the state of Alaska's Department of Education.
- Expenditures have begun, as you can see.

FY26 REVIEW:

- Audit visit is scheduled for **9/14-9/18** and we expect that the audit will be completed by the November deadline.
- Impact Aid Revenue totaled **\$47,308**-out last budget revision changed our expected amount to \$3,000, per information we got from the federal monitoring process, so this is a gain of \$44,308.
- **\$880,965.82** has been received in FY27 for FY25-26 Secure Rural Schools-not posted as of the printing of the report, but it has come in. FY 26 is expected to arrive by the end of May '27.
- **\$315,000** overage in utilities and property insurance.

FY26 EXPENDITURE SUMMARY:

- Function 200/220-SPED Specialists underbudgeted due to higher needs than expected
- Function 350-eRate reimbursable in July (internet)
- Function 511-reclassified labor for board secretary
- Function 600-Electricity, custodial (some of this will be reimbursed by CBS)

Sitka School District

August 7, 2026

Monthly Revenue Report

Account No	Account Description	Current Budget	YTD Revenues	Remaining Balance	Percent Outstanding
27-100-000-000-000-011	CITY/BORO APPROPRIATION	0.00	683,492.67	-683,492.67	#DIV/0
27-100-000-000-000-040	MISC. LOCAL REVENUE	0.00	70.14	-70.14	#DIV/0
Report Total		0.00	683,562.81	-683,562.81	

Monthly Expense Report

Accounts Summarized By Function	Current Budget	YTD Expenditures	Remaining Balance	Percent Available
100 - REGULAR INSTRUCTION	8,907,729.00	122,661.29	8,785,067.71	98.62%
120 - BILINGUAL/BICULTURAL	273,490.00	997.60	272,492.40	99.64%
130 - ENRICHMENT	2,522.00	0.00	2,522.00	100.00%
140 - CORRESPONDENCE STUDY	370,256.00	613.25	369,642.75	99.83%
160 - VOCATIONAL EDUCATION	404,404.00	2,057.62	402,346.38	99.49%
200 - SPECIAL ED INSTRUCTION	5,326,392.00	53,359.20	5,273,032.80	99.00%
220 - SPECIAL ED SUPPORT	1,280,816.00	17,323.80	1,263,492.20	98.65%
300 - PUPIL SUPPORT	9,669.00	0.00	9,669.00	100.00%
320 - GUIDANCE	712,775.00	2,643.68	710,131.32	99.63%
330 - HEALTH SERVICES	145,136.00	241.87	144,894.13	99.83%
350 - SUPPORT SERVICES	63,800.00	0.00	63,800.00	100.00%
352 - LIBRARY SERVICE	8,000.00	0.00	8,000.00	100.00%
400 - SCHOOL ADMINISTRATION	1,364,352.00	4,959.12	1,359,392.88	99.64%
450 - SCHOOL ADMIN. SERVICES	813,628.00	3,728.51	809,899.49	99.54%
510 - DISTRICT ADMINISTRATION	157,052.00	34,392.13	122,659.87	78.10%
511 - SCHOOL BOARD	134,113.00	7,642.02	126,470.98	94.30%
512 - SUPERINTENDENT'S OFFICE	459,343.00	16,461.10	442,881.90	96.42%
518 - SAFETY AND SECURITY	1,000.00	0.00	1,000.00	100.00%
550 - DISTRICT ADMIN. SUPPORT	803,089.00	171,877.74	631,211.26	78.60%
556 - TECHNOLOGY SERVICE	188,830.00	153,295.77	35,534.23	18.82%
600 - MAINTENANCE/OPERATIONS	1,888,146.00	251,623.25	1,636,522.75	86.67%
700 - Athletics	305,287.00	0.00	305,287.00	100.00%
900 - FUND TRANSFERS	200,000.00	0.00	200,000.00	100.00%
Report Total	23,819,829.00	843,877.95	22,975,951.05	
Percentage of School Year Remaining				100.00%
Percentage of Fiscal Year Remaining				100.00%

*The State has required all Districts to recognize and report on their financial statements their portion of the TRS/PERS relief as passed by 2008 Legislature appropriation. This causes the total budget to appear inflated by 2,404,470 from the approved 2011 budget due to this recognition. The value is represented in the Revenue section as TRS On-Behalf (2,270,918) and PERS On-Behalf (133,552) and the Expenditure section it is included in the various functions as a portion of benefits (2,404,470). No actual dollars pass through the District.

May 6, 2026

School Board
Sitka School District
300 Kostrometinoff Street
Sitka, AK 99835

Re: Distribution of Capital from Alaska Public Entity Insurance (APEI)

Dear Members of the School Board,

As you are probably aware, the Sitka School District was a member of APEI, a non-profit organization responsible for administering a group of public entities that had joined together for the purpose of self-insuring one another and buying excess insurance as a group. Joint insurance arrangements like APEI are often referred to as a "pool".

The APEI membership voted in November 2024 to have APEI merge with the other public entity pool in Alaska, AMLJIA, into a newly created pool, the Alaska Public Risk Alliance (APRA). This merger was completed on July 1, 2025, at which point both APEI and AMLJIA ceased to exist and all liabilities and operations of both pools transferred to APRA.

As part of the merger, APEI had some remaining capital funds that were not required to be transferred to APRA. The APEI Board of Directors adopted a Capital Distribution Plan in April 2025 specifying that these funds were to be distributed to former APEI members over a five-year period, beginning in the spring of 2025. The second distribution is occurring now, with approximately \$1,509,000 being sent to former APEI members.

The check for \$9,903 accompanying this letter represents the Sitka School District's share of the 2026 distribution.

We appreciated your trust in APEI to manage the pool you have been a part of in the past and look forward to continuing to work with the Sitka School District as part of APRA.

Please feel free to reach out to me if you have any questions.

Sincerely,



Barbara Thurston
Director of Insurance Services
Alaska Public Risk Alliance
(907) 560-2007

cc by email: Kathryn Hollis-Buchanan, Business Manager
Mike Venneberg, USI Insurance Services

Calculation of 2026 APEI Capital Distribution

Sitka School District -- APRA ID: 415S

Calculated Based on Contributions, Losses, and Dividends for Policy Years 2002/2003 through 2024/2025
plus the 2025 APEI Capital Distribution

	Sum of All Former APEI Members	Sum of Former APEI Members Qualifying for a 2026 APEI Capital Contribution	Sitka School District
Total Contributions 2002/03 - 2024/25:	332,441,516	196,951,449	900,686
Total Losses Paid PY 2002/03 through 2024/25:	306,485,004	60,676,811	~~54,465~~
Net Contributions:	25,956,513	136,274,638	846,221
Total Member Dividends Paid through 7/1/2024:	12,239,058	7,525,374	0
Total Capital Distribution paid June 2025:	1,999,415	1,816,443	13,645
Net Contribution less Dividends and Capital Distributions:	11,718,040	126,932,821	832,576
Sitka School District's share of the 2026 Capital Distribution:			0.66%
Total 2026 APEI Capital Distribution:			1,509,856
Sitka School District's 2026 Capital Distribution:			9,903

Members qualify for a Capital Distribution if they still exist, and if their Net Contribution Less Dividends and 2025 Capital Distribution is > \$0

A member's share of the distribution is proportional to their share of the Net Contribution less Dividends and the 2025 Capital Distribution for Qualifying Members

Total Losses Paid are as of 3/31/26 and exclude amounts paid by the member under the Deductible or Shared Legal



Dr. Deidre Jenson
Superintendent Report
8/12/26 Board Meeting

Professional Development: Strategy 1: We will identify strategies to close learning gaps and Strategy 5: We will develop an internal and external District communication plan.

- We held a school secretary training all day on August 7th. The school nurse, data manager, and registrar also join for most of the day. Gathering input from secretaries and holding conversations with all schools collaborating will improve consistency between schools as well as communication with the public.

Food Services: Strategy 5: We will develop an internal and external District communication plan.

- School meal balances (and other fees) will be payable through a new program that we are implementing called e-funds. This will replace revtrak. An information letter will be mailed to all parents, and we will send information about this system change through parent square.
- School meal prices will remain the same this year.
- We are planning a full presentation on food service in October, as this is National School Lunch Month.

Superintendent's Summer Conference: Overall, the conference provided valuable and timely information on emerging federal issues.

- **HB 28:** HB 28 became law without the Governor's signature due to constitutional time limits. It provides FY27 energy relief funding (estimated at **\$324,860** for SSD) and **may** provide up to 100% reimbursement of a three-year average of district energy costs beginning in FY28, subject to future legislative funding.
- **Required Local Contribution:** HB 28 **could** change how the Required Local Contribution is calculated to comply with federal Impact Aid requirements. While the state passed the federal disparity test this year, DEED is still developing regulations; the impact on Sitka School District remains uncertain.
- **Federal Education Update (AASA):** Federal education discussions focused on proposed FY27 grant changes that shift funding into a new block grant, creating uncertainty for programs such as Title I, Title II, and Migrant Education.
- Additional topics included potential E-rate changes, food service flexibility, new Perkins reporting requirements, and implementation of the new federal tax credit/scholarship program, which may create opportunities for districts and families.

STA backpack giveaway: Strategy 5: We will develop an internal and external District communication plan.

- We attended the backpack giveaway event sponsored by STA on Saturday, August 8th. We gave away SSD hacky sacks, Sitka School District pencils and provided information including migrant ed flyers, free and reduced lunch applications, school calendars, and other relevant information.

Curriculum: Strategy 1: We will identify strategies to close learning gaps and

Strategy 5: We will develop an internal and external District communication plan.

- We are piloting 2 ELA curricula this fall at Xóots Elementary School and Kéet Gooshí Héen Elementary School.
- CKLA (Core Knowledge Language Arts by Amplify) has been piloted at Xóots, previously, but we are adding some components. KGH will engage with the pilot this year as well.
- IntoReading (by Houghton Mifflin) is the other program selected to pilot.
- These two programs, as well as the other 4 programs selected by the state to meet the AK Reads Act requirements, are based on the science of reading.
- A committee will be gathered, which will include stakeholders a little further into the year, to gather input and disseminate information to the public regarding curriculum adoption prior to selection and board approval.
- More information to follow!

Classified staffing update:

- We retained the data manager position half time to support our IT changes and improvements with our data.
- The previous district nurse resigned, and Julie Skordahl moved from Xóots secretary to fill the school nurse role full time.
 - Kat Richards did a phenomenal job working on updating our health forms. While we don't have all of those forms updated online, we are working through those.
 - We are modifying two links on our website to the following: one link with health information, such as our new lice resources and concussion information; and one link for health forms. The new "Care Plan" forms and previous relevant forms will be located on the forms link. We will continue to build this website with resources and updated forms.
- Natallia Winther moved from BMS secretary to XTS secretary (replacing Julie Skordahl).
- Amanda Johnson moved from paraprofessional to KGH secretary (replacing Twila Keaveny, who retired).
- There are several certified teaching position changes and hires. We will give an update on certified positions at the September meeting.

Superintendent Travel: AASB Fall Boardsmanship Academy September 12th and 13th,
SERRC board meeting Sept. 21st, followed by the Fall Superintendent's conference from the
23rd-26th.

Agenda Item Details

SSD MEMORANDUM #002
August 12, 2026



SITKA
SCHOOL DISTRICT
DISCOVER | NURTURE | INSPIRE

(2026-2027)

TO: SCHOOL BOARD

FROM: DEIDRE JENSON, SUPERINTENDENT

SUBJECT: Technology Refresh Plan

PURPOSE: To establish a long-range technology replacement plan that provides direction for future budgeting, purchasing, and grant opportunities.

RECOMMENDATION: To approve the technology refresh plan as presented.

PERTINENT FACTS:

- The Technology Refresh Plan provides a framework for maintaining a predictable device replacement cycle, reducing unexpected costs, and avoiding large one-time technology expenditures.
- Board approval of this plan does not authorize expenditures or commit the district to funding the items identified. Instead, it affirms the district's long-range approach to maintaining technology infrastructure and provides guidance for future budget discussions.
- Estimated costs are based on current market pricing and are subject to change. Prices have been rising quickly over the past year and are expected to continue, primarily due to AI demand, memory (RAM) costs, tariffs, and market conditions.
- Funding decisions will be considered and approved through the annual budget development process, or by separate Board action.
- The district administration may adjust the timing, quantities, equipment, or vendors identified in this plan based on operational needs, available funding, E-Rate eligibility, grants, or changing technology priorities.
- SSD is a warranty service center for Dynabook. If Dynabook devices are selected again, the District can perform warranty repairs in-house, eliminating the need to purchase extended warranties and allowing users to be charged only for actual repair costs. Dynabook also maintains replacement parts for seven years.
- The Technology Committee participated in the development and review of this plan and provided input throughout the process. A Board member regularly attended the committee meetings and participated in those discussions.

Prepared by: Dr. Deidre Jenson

	Estimated Amount	Network	Staff Devices	Student Windows Devices	iPads	Boards, Cameras, AV	Copiers (Guaranteed 7 Years)
2026	\$400,000	E-Rate refresh (\$80K of total \$224K)		- Full set of new model High School laptops (\$235K for a device around \$700) 330 Units and the SLG2 ("silvers") would stay and go to PHS, Paras at HS, Subs, Temp Staff, School Board	450 new iPads with cases (\$50K) on 4-year, 0% interest term. \$450/iPad with case - Sell all old iPads		- SHS Staff Copy 1 Replace \$12K - DO Xerox Replace \$12K
2027	\$100,000			Mac option for students (M4, 16 GB, 13") \$1,143/device over five years includes full Warranty	Apple payment (\$50K)		- SHS Staff Copy 2 - KGH Ernie - BMS Office Copy
2028	\$100,000				Apple payment (\$50K)		- BMS Downstairs Copy - XTS Thing 1
2029	\$250,000		Staff Laptops (\$200,000)		- Apple payment (\$50K or \$25 with guaranteed buyback with optional refresh Apple devices) - Buyback would put Apple on a four-year rotation		- PHS Darth Vader - XTS Thing 2 (smaller copier for 1st grade)
2030	\$280,000?		Phones (lifespan?)			Verkada Cameras (\$100,000) Newline (\$160,000)	- SHS Office Kyocera - XTS Dr Seuss
2031		E-Rate refresh		High School Refresh	No iPads purchased this cycle. iPads purchased every other cycle in the future		XTS Snuffleupagus
2032				- New model for Freshman - Seniors to BMS			- BMS Staff Copy - XTS Oscar
2033				- New model for Freshman - Seniors to BMS			- SHS Staff Copy 1 - DO Copier - RCH Kyocera - Ventures Kyocera
2034				- New model for Freshman - Seniors to BMS			- SHS Staff Copy 2 - KGH Ernie - BMS Office Copy
2035			Staff Laptops and Phones	No student devices purchased this year			- BMS Downstairs Copy - XTS Thing 1

Notes:

- More cost effective to make bulk purchases one time than spread out smaller purchases. Also, means fewer models to manage
- Prices have been rising quickly the past year and is expected to continue, mostly due to AI and RAM costs
- SSD is a warranty service center for Dynabook, so if we go with that company again, we won't need to purchase warranties and can charge users for actual repair costs. Dynabook keeps parts for devices for 7 years.
- Next Year Counts: Classified Staff – 118, Certified Staff – 82, HS – 430, BMS – 251, KGH - 355, XTS – 140?



Agenda Item Details

SSD MEMORANDUM #001 (2026-2027)

August 12, 2026

TO: SCHOOL BOARD

FROM: DEIDRE JENSON, SUPERINTENDENT

SUBJECT: Substitute Rates of Pay

RECOMMENDATION: Approve the updated substitute rates.

PERTINENT FACTS:

- Vacancies for classified, certified, and administrators continue to be difficult to fill, and raising the rates slightly will provide an incentive to become a substitute in the district.
- To improve recruitment, the proposed schedule recognizes different levels of education, training, and certification. Individuals with a current Alaska teaching certificate are eligible for a higher rate because they are immediately eligible to serve as teachers in Alaska classrooms, while those with an out-of-state certificate or teaching degree receive an intermediate rate recognizing their preparation and potential for Alaska certification.
- Current daily substitute rates are as follows: \$150 for non-certified substitutes, \$200 for certified substitutes, and \$350 for long-term teacher substitutes (over 20 consecutive days) and individuals substituting in an administrator position. See the following recommended varying levels and rates below:

Category	Half-day Rate	Full-day Rate
High school diploma or equivalent	\$90	\$180
Bachelor's degree in teaching or valid out of state teaching certificate	\$100	\$200
Current AK teaching certificate	\$115	\$230
Administrator Substitute: (Must hold an Alaska or out-of-state administrative certificate; applies only when substituting for an administrator position.)	\$175	\$350
Long-Term sub for teacher (Over 20 days) Must hold Alaska certification or application submitted	N/A	\$350

Prepared by: Dr. Deidre Jenson