

# Wrangell Public School District



**Proud Home of the Evergreen Eagles!**

## **Parent & Student Handbook 2025-2026**

- \* 2019 National ESEA Distinguished School
- \* 2019 -2020 National Guard Patriotic  
Employer Recognition
  - \* 2020 Inclusive Practice Award Nominee
- \* 2021 Exemplar *Leading Learning  
Communities: A Principal's Guide to Early  
Learning and the Early Grades*

### **Evergreen Elementary School**

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# Welcome to Evergreen Elementary School!

Dear Families,

Evergreen Elementary School Teachers and Staff are gearing up, more excited than ever, for the 2024-2025 school year and wish to extend a warm and sincere welcome to you. We believe that education is a life-long process that doesn't begin when one enters school; it begins at home where parents are the child's first teachers and it is our responsibility to build upon those teachings. Together through collaboration between the staff at Evergreen Elementary and parents/guardians we can provide a safe, nurturing, and comfortable environment for all students. Students will learn a variety of content, grow as leaders, and gain the knowledge and skills they need to be successful.

The purpose of the student & parent handbook is to provide you information that outlines our schedules, operations and expectations, as well as contact information. The expectations are in place because we want to provide your child(ren) a safe and positive learning environment at its best. However, this is NOT an all-inclusive policy and procedural manual and items are subject to change. It is our hope that you will read this handbook and refer to it as needed.

Let's work together to make this a successful and exciting year filled with many positive learning experiences and opportunities for your child(ren). If you have any questions or concerns regarding these guidelines please do not hesitate to call!

Go, EVERGREEN EAGLES!

Cathy Winn  
Evergreen Elementary School, Principal

*Evergreen Elementary School Believes that children learn at different rates and in different ways to become collaborative workers, self-directed discovery learners, complex thinkers, community contributors, and quality producers.*

**Our Mission: To educate and inspire every student.**

**Vision Statement: Graduate students who are resilient, innovative and prepared for the future.**

**School Board Members:**

President: David Wilson

Vice President: Dr. John DeRuyter

Secretary: Angela Allen

Member: Elizabeth Roundtree

Member: Dan Powers

Superintendent: Dr. Joshua Garrett

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This handbook does not address every situation that could arise at school. School Board policy or administrative regulation may change throughout the year and will supersede the handbook. Nothing in this handbook creates an implied contract.

## **General Information**

### **Archery**

EES offers National Archery in the Schools (NASP). Generally, classes are on a rotation starting with the 4-5 grade students, who are eligible for State of Alaska virtual competition. Grade 3 students receive a general overview and archery basics in order to provide a jumpstart to the 4-5 practice sessions. NASP guidelines are strict. Genesis bows are utilized. Permission forms and information forms are sent home prior to NASP Archery Classes. No student may attend class without a signed parent permission form on file, as well as teacher permission, as NASP Archery Classes are generally held during the school day.

### **After-School Arrangements**

Consistency is important for our students. Please arrange a routine pick up/travel plan for your child. If there are changes in the plan, please inform the elementary office of the change **no later than 2:00 p.m.** Last minute changes may cause confusion between a student and staff resulting in not getting to where he/she may need to go. Please help us avoid situations that could potentially become a safety issue.

Arrangements to visit a friend's house should be made prior to the school day. Students should NOT be calling home from the District Office or Elementary office to make after-school arrangements. If they are unsure about what they are to do after school, they can request assistance.

### **After-School Homework Club**

The purpose of Homework Club is to provide students with a QUIET work area, as well as additional support/assistance in a particular subject. When available, Homework Club will be staffed from 2:30-3:15 p.m. on full-school days, Monday through Thursday. It does not run on Fridays.

#### **Homework Club Expectations:**

- Students must have a signed contract on file with the EES Office/Homework Club to attend.
- Students must commit to attending everyday. Three absences for any reason may result in a space being given to a student on the waitlist.
- Sign-in when entering the homework room (first and last name).
- Take a pencil and sit down quietly. Raise your hand for assistance.
- There is no talking except when receiving help from the adult in the room. Students are there to do work and receive assistance, not to visit.
- Students are allowed to help each other on occasion, UNLESS it becomes distracting to other students. If distractions occur, students may be asked to move to another seat.

- Snacks from home are allowed in the room. EES will NOT provide snacks.
- Friends may not wait for students to finish.
- Please pick up students in the elementary office. Students will stay in the homework room until 3:15 p.m. unless parents come to the elementary office to pick them up. The secretary will call the homework room to notify the student to come to the office if they must leave early.
- Students need to have a book to read in case they finish their homework early.
- Students who ride the late bus will be escorted to the bus stop by 3:10 p.m.
- If students are disruptive they may be asked to go call parents to be picked up early. Disciplinary action may be taken depending on the frequency and severity of the issue.
- Space may be limited; priority is given to teacher recommended student participation.

**Homework Club Consequences: (by the week)**

- 1st warning: Name on the board. Classroom teacher is notified. Walk on the walking path for 5 minutes the next day for recess.
- 2nd warning: Check by name. Teacher notified. Walk on the walking path for 10 minutes the next day for recess. Phone call home regarding behavior.
- 3rd warning: Second check. Teacher notified. Walk on the walking path for all recesses the next day. Phone call home to create a behavior plan and/or discuss if homework club is an appropriate placement at this time.
- Any behavior issues after 3rd warning will result in loss of privilege or implementation of a formal behavior plan at the discretion of the teacher, homework club supervisor(s), parents/guardian and/or principal. The principal will be notified of each level of warning. Every effort will be made to help the student have success.

**Assemblies**

Parents are welcome to join us for our assemblies. Please make sure to sign in at the Elementary Office and receive a visitor pass. Information of when these will happen will be announced in advance through the school bulletin. Topics may include social-emotional learning, student leadership, celebrating our successes, making general announcements, and student performances. We do ask if you join us that proper audience behavior is modeled for our students. Younger children are welcome if you feel they can practice proper audience behavior and participation.

## **Attendance and Tardies**

The start of the day sets the tone and expectations for the day. It's very important for the best results for student lifelong learning success. Evergreen Elementary Staff expects all students to be on time and in school every day. Students arriving at school after 8:00 a.m. will enter through the elementary office and are considered tardy. Students arriving late will be admitted to class with a tardy pass and will be marked tardy in their official attendance. Attendance records are submitted to the State of Alaska in end of the year reports.

When a student will be late or absent, parents/guardians should contact the school office as soon as possible when they know this will occur. If a call is not received by 9:30 a.m., office personnel will attempt to call parents to check on the child's absence. Staff document all absences and tardies.

- After 8 cumulative days of absences or tardies, a letter will be sent home describing the attendance concern.
- After 13 cumulative days of absences or tardies, a second letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law
- After 20 cumulative days of absences or tardies, a third letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law. A meeting may be scheduled to discuss attendance concerns.
- Beyond 20 cumulative days of absences or tardies, the matter may be referred to the Superintendent.

We recognize that there may be extenuating circumstances where an extended school absence will be necessary (i.e. medical conditions/emergencies, funerals, specific family situations, etc. or documented family trips) and we are more than willing to work with individual families on these situations.

## **Behavior Expectations for Students**

Beyond the basic school-wide rules of "Be Responsible, Be Respectful, Be Safe", and classroom rules established by each teacher within their classroom learning community, plus the playground safety rules, Evergreen Elementary School strives to assist students in developing the following student traits:

- Collaborative Worker
- Self-Directed Discovery Learner
- Complex Thinker
- Community Contributor
- Quality Producer

Students are grouped in culturally diverse settings for the purpose of developing leadership skills and a sense of cooperation with everyone. To encourage cooperation and teamwork, we will continue to promote character traits like trustworthiness, respect, responsibility, fairness, caring, and citizenship. We will also focus on leadership skills and opportunities. As a parent, please join us in this important effort to make Evergreen Elementary a safe and productive environment for all children by encouraging character trait development and desired behaviors.

If a student exhibits dangerous or unhealthy behaviors, they will be removed from the situation immediately and a decision will be made on a case-by-case basis as to what should follow. Parents will be contacted following any defiant, dangerous, or unhealthy episodes.

### **Birthdays**

We often have had families wanting to distribute birthday invitations at school. We can allow this only if an entire class is invited and the invitations are put into mailboxes for the end of the day. Please DO NOT have your child bring invitations for students in other classes (unless a whole other class is invited too). It creates chaos when the focus is on the invitations. We welcome birthday treats, however please check with your child's teacher at least two days prior to the day you'd like to bring them. Treats should be dropped off in the school office for delivery when the classroom teacher is ready for them.

### **Book Fairs**

In partnership with the PTCC, EES hosts an annual Scholastic Book Fair as a fundraiser for new literacy and classroom materials. We are always looking for volunteer help to set up, work at, and clean up the event. There is an alternative option to make purchases online. Each year, book fairs will be calendared based on the needs of the school and community. EES serves to promote literacy as essential for student success.

### **Bus Transportation**

Bus transportation is provided to eligible students. Parents must fill out paperwork for bus riders during the initial school registration process. Proper conduct while on the bus is MANDATORY. Violations may result in loss of the privilege to ride the bus. Additional bus information has been provided by the bus company. You can find it in the Appendix section of this handbook.

### **Chain of Command/Line of Communication**

Please always start any questions or concerns you may have at the classroom level with the classroom teacher. If a solution isn't reached, it's possible the classroom teacher will suggest a meeting that the building administrator attends or if needed, will refer you to the building administrator. If a solution still hasn't been attained, the building administrator may suggest the involvement of the superintendent and/or refer you to the District Office for further assistance.

To summarize:

Step 1: Visit with your child's teacher. Please contact the elementary office for appt. If the problem is not solved...

Step 2: Visit with the school principal. Please contact the elementary office for appt. If you are still dissatisfied...

Step 3: Please contact the District Office.

**Every effort should be made to resolve a complaint at the earliest step possible.**

## **EES Teacher and Secretary Phone Extensions and E-mail Addresses**

**Evergreen Elementary School: 907-874-2321**

Employee	Position	Ext. #	Email
Cathy Winn	Principal	243	cwinn@wpsd.us
Kendra McDougall	Elementary Secretary	225	kmcdougall@wpsd.us
Ryan Howe	Special Education Teacher		rhowe@wpsd.us
Madison Blackburn	Kindergarten		mblackburn@wpsd.us
Michelle Clark	1 <sup>st</sup> Grade	238	mclark@wpsd.us
Aly Howell	2 <sup>nd</sup> Grade		ahowell@wpsd.us
Jennifer Davies	3 <sup>rd</sup> Grade	246	jdavies@wpsd.us
Brian Merritt	4 <sup>th</sup> Grade	245	bmerritt@wpsd.us
Holly Padilla	5 <sup>th</sup> Grade	239	hpadilla@wpsd.us
Tawney Crowley	SEL/Art Teacher	240	tcrowley@wpsd.us



## **Cold/Wet Weather (Dress for the weather)**

Please make sure your child dresses appropriately for ANY weather (waterproofs, appropriate shoes, hats and gloves, etc.) as we will almost always have an outdoor recess. On rare occasions, a combination of cold and wet weather may prevent students from going outside for recess or other activities. School personnel will determine when conditions are such that going outside will not be permitted. If you feel your child should stay inside, send a note to the office each day that it is necessary. A doctor's note is required for an extended period (more than 3 days).

## **Conflict Resolution**

As part of our Title 1 Social-Emotional Learning program at EES, students will have the opportunity to attend classes and learn about conflict resolution topics through the use of various learning programs utilized by our SEL Teacher. There will also be opportunities for one-on-one and/or small group interventions/mentoring. Conflict resolution is a skill that needs to be taught, just as reading, writing, or math. Like academic areas, all students are at different skill levels and teachers need to teach toward each student's strengths and challenges. For more information see School Counselor/SEL on page

Alaska State Content Standards include Skills for a Healthy Life. These standards are listed on the state website at: <https://education.alaska.gov/akstandards/Skills-for-Healthy-Life.pdf>

It is important for all students to learn life-skills standards, as well as recognize the difference between inappropriate *rude behavior*, versus *mean behavior*, versus *bullying*, which is "intentionally aggressive behavior, repeated over time, that involves an imbalance of power". To learn more about the differences visit: <https://bit.ly/2KF0Hfn>. We encourage you to educate yourselves, as well as your children, about these differences in an effort to work together on positive behavior in schools (PBIS), as well as in life. Act laws are being protected and should not be viewed as indifference toward certain instances. If there are concerns, encourage your student to tell a staff member near them for help and empower them to engage in restorative practices. It is important that students report issues WHEN they are occurring. If the problem persists, please follow the District line of communication to address the issue.

## **Confidentiality**

All staff members and volunteers are trained in confidentiality laws and policies that protect students and families by restricting school staff from commenting on individual situations or providing specific details. Please understand that staff members can provide information about your child only, however they are unable to provide information about other children. We appreciate the chain of command being followed to avoid uncomfortable situations where a staff member is unable to make comments. Please report any possible confidentiality issues to the building administrator.

## **Consequences/Restorative Practices**

There will be times when children will need redirection and/or encouragement to complete the job at hand. Students unwilling to listen or to follow the directions of adults will need to develop a plan to re-enter the learning environment. On those rare occasions when children

insistently refuse to cooperate, parent contact may be necessary. In-school suspension is preferred over out of school suspension in order to continue the learning process. However, out of school suspension may be necessary at times.

Consequences for misbehavior will vary, depending on the severity of the infraction, the circumstances surrounding the issues, as well as a history of student behavior. Behavioral interventions will range from reminders, time out from activity, time out in the office, writing up a think sheet, in-school suspension or out of school suspension. For more serious or repeated offenses, parents will be contacted and a plan for behavioral improvement will be determined. Restorative practices will be attempted in all cases first. For more information on restorative practices see: <https://www.leaderinme.org/restorative-practices/>.

In cases where necessary, the EES Discipline Matrix will be used. You can find this matrix as an appendix in this handbook. You will also find our Positive Behavior Matrix that lines out the desired behaviors. Please discuss these with your student.

### **Dress Code**

Students should be dressed for the weather (neck to knee) and wear clothing that supports movement during physical activity. Any form of dress that is considered contrary to good hygiene or is distracting or disruptive to the purpose of school, will not be allowed. Hats, hoodie, or any other headgear are not to be worn in the classroom on regular days unless medically necessary (must have IEP or letter from doctor). Offensive clothing or clothing that advertises alcohol, tobacco, or drugs, are not to be worn. Students not following these guidelines will be required to come up with a solution to the problem with our help. They may call parents for assistance.

### **Eligibility of Students**

Children living within the boundaries of the Wrangell Borough are eligible to attend Evergreen Elementary. A child is eligible to be enrolled in Kindergarten provided they are (5) years old by September 1 prior to the beginning of school. If a child has not previously been enrolled in a school the child may be enrolled in 1st Grade provided they are (6) years old by September 1 prior to the beginning of school.

### **Emergencies**

Emergency drills will be conducted on a regular basis. Staff and students are given instructions regarding response to these emergency drills. All alarms indicate a possible emergency and will be obeyed. In a real emergency, parents are encouraged not to call school in order to keep school phone lines clear for emergency communications. Parents should follow directions of the emergency team, which may include police and/or firefighters. Students will not be released to anyone not authorized to pick up their child.

### **Entrance/Exit Information**

EES shares the building with the WPSD District Office that is located on the intermediate side of the building. Due to safety and organizational reasons, DO NOT enter the District Office for EES business. We must record/check in visitors through the EES Office, which is located on the "old hospital" side of the building. It is important that all our visitors are signed in and have

a visitor pass if entering the building. Students will enter the building through the back gym door for 2nd - 5th grades and will enter at the south end of the building for K-1 Grades. For dismissal, all students will exit from the designated areas.

### **Family Trips/ Extended Absence**

We believe makeup work cannot equal the learning experience of the classroom, however if you plan on traveling or may have an extended absence, proper forms should be obtained from the teacher and completed **at least one (1) week prior to leaving**. Teachers will provide up to 3 days of class work. Once that work is completed, the teacher will provide any further assignments. All assignments that are missed will be expected to be completed. In some cases, teachers may provide more at one time.

### **Field Trips**

When you enroll your child in school, you will be asked to sign a permission slip that gives your child permission to leave the school building for local field trips (examples: baseball field, high school building, or public library). Every effort will be made to provide prior notice before a field trip, especially the larger planned field trips (examples: Sea Day, River Trip). This notice will explain where the class will be going, time of departure and return, plus any additional information necessary. Sometimes quick walking field trips occur, mainly when we are getting the nicer weather to take advantage of. Spontaneous, shorter field trips due to great weather (walking the nature trail, sledding, playing kickball at the baseball field, walking to KSTK or the Public Library) may not have prior notification.

### **Food Service at EES (Breakfast and Lunch)**

EES contracts with a local restaurant business establishment and grocery stores to provide lunch services for students. The Elementary office will send out information on what will be offered. EES also provides breakfast service. Elementary parents will sign students up for breakfast/lunch using a weekly online form. The link to the form will be emailed out, while also being available in the school bulletin and on the WPSD website.

Please fill out a **Free and Reduced Meal Application** at the time of initial registration so that your child(ren)'s eligibility can be determined within the first month of school. Information on this application is completely confidential, but necessary for the school to determine eligibility. For all other student **school lunch balances should be prepaid**. Payments by cash, check and credit/debit card, can be made at the Elementary Office as well as online.

Meal prices for Students\*:

Breakfast \$2.00 Lunch \$5.50

Reduced price: Breakfast \$.75 Lunch \$1.00

### **Immunization and Health Examinations**

Current immunizations are required in order for a student to be enrolled. Students without current immunization records may not enter school until the school receives them. All health concerns should be provided in written form, then discussed with the office and the teachers. Since there is no school nurse on the premises, the public health nurse may make periodic visits to assist in various health-related items. Immunization records can be obtained by calling your primary physician's office. The EES Office is happy to assist with any further

questions. If you have questions regarding what vaccinations are required you can find information at <http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/alaska.aspx>.

### **Injury/Illness**

Students will not be allowed to leave the school grounds before 2:30 p.m. without prior approval and parent/guardian permission for any reason including doctor or dentist appointments. Parents/guardians will check students out with the elementary office personnel before leaving school grounds and must check them back in when they return. A doctor's note is requested for any limitation from the normal school routine. In the event a student becomes ill or is injured during the school day, the parent/guardian will be contacted, if possible, to determine appropriate action to be taken. If parents cannot be reached and immediate action is necessary, the emergency contact listed on the student's enrollment will be called. Accident reports of a serious nature will be kept on file in the office. It is very important that families keep emergency contacts and phone numbers up-to-date with the EES Office.

### **Interventions**

There are times that some students may need a little extra support on something particular. EES has many interventions to encourage student success. These can range from modifications done in the classroom, to behavior charts that go between home/school, to full programs to assist. Programs could include Special Education services, Title 1 and Migrant programs, IEA, etc.

### **Library**

Students in grades 2<sup>nd</sup>-5<sup>th</sup> may check out two books at a time. K- 1<sup>st</sup> grade students may also check out two books, however, they **may** be kept in the classroom, rather than getting sent home. For specific classroom assignments students are allowed to check out more than 2 books. These are usually checked out under the teacher's name and do not leave the classroom. Special circumstances may be allowed.

Books are checked out for a two-week period. At the end of two weeks if the book is not returned students are then placed on an overdue list that is updated each week. Every other week teachers receive a copy of this list to post in their classroom. Students who have overdue books are not allowed to check out, however if a student is missing one book, they may still check out a second.

If books are not returned by the end of each semester, letters are sent to parents to inform them of the overdue books. The letters will include the title of the book, when it was due, and the price of the book. If a book is paid for, but is later found, the district office would reimburse the price of the book.

### **Lice**

If a teacher has a reason to suspect the presence of head lice from either personal observation or a note from a parent, the first step is to contact the principal. At that point, the staff will check the class or the students involved, as well as siblings in other classes.

If lice or nits are found, the student will be sent to the office. Office staff will call a parent to pick the child up immediately for at-home treatment. The student may return to school when no evidence of nits or lice is apparent in a follow-up check by school personnel.

## **Lost and Found**

EES will maintain a lost and found service. Students and parents can search through the lost and found box to recover misplaced items. Small items such as eyeglasses, watches, and jewelry will be held in the EES Office. Items left unclaimed will be donated to an appropriate agency after each reporting period. **We suggest your child's name be put on personal items.**

## **Lunch Expectations**

The school must accommodate many students at the same time that may have varied understanding of what acceptable behavior is for mealtime. Staff will help students as quickly as possible to take care of individual needs. The following rules are used to make the dining experience as pleasant as possible.

Expectations:

- wash/sanitize hands before you eat
- walk when moving about the room
- stay in your assigned space
- use good manners

Raise your hand to:

- leave your area at any time
- get attention from an adult
- take things to the trash

Also remember to:

- use kind words at all times
- talk quietly
- eat only your own food, especially due to allergy issues
- if you have lunch from home, take home anything you don't eat

Failure to follow these simple rules may result in the student having lunch in a separate location.

## **Medical Alert**

If a student has an ongoing medical condition, the school secretary must be informed regarding the student's medical needs by giving "medical alert" information on the school registration form. This information will be kept confidential, but will be shared with the staff, as they will need to be informed of the condition should a medical situation arise.

## **Medication**

It is preferred that medication be given to children by their families before or after school; however, this may not be possible at all times. For everyone's safety, parents of students who are taking prescribed or over-the-counter medication at school **MUST** bring it to the office in the original labeled bottle. Parents must also fill out a "permission to administer medication" form.

## **Messages**

Every effort will be made to get emergency messages to students during the school day. We request that families provide their children with a plan for their day prior to coming to school, as receiving messages during the school day are disruptive to the learning environment. If you must get a message to your student during the day, please go through the EES office and our school secretary will deliver the message to your child. Please call before 2:00 pm for end of the day messages, otherwise it is likely we will not have enough time to relay the message. In

the case of a modified schedule, like early release, please provide ample time for the school secretary to relay your message.

### **Morning Announcements**

Announcements are made at EES daily starting at about 8:10 a.m. Announcements include, but are not limited to, The Pledge of Allegiance, Land Acknowledgement, morning message, etc.

### **Music Program**

The K-5 Music Program is an integral part of your child's overall well-rounded learning program. K-4 utilizes a digital curriculum that provides a good elementary music sequence. Our K-3 students will do lots of hands-on and vocal work, as well as our 4th graders who also will be learning recorders and/or ukuleles. By 5th grade, our students are heavily into learning musical instruments.

### **Open House**

At the beginning of the school year, we will have an informal open house to provide the opportunity for students to take their parents on a tour of the school building and introduce their parents to the teachers and other staff. The Open House is not for private parent/teacher conferences. Please schedule those at another time, or wait for the allotted day.

### **Parent, Teacher ,Community Club (PTCC)**

The EES PTCC is a volunteer group of individuals that work hard to support the endeavors of EES, and fundraise to help financially with programs and opportunities. The EES PTCC meets once per month while school is in session. Parents and community members are welcome to join the PTCC.

### **Parent's Right to Know - Educator Qualifications**

Parents of all children attending Title I-A schools can request information on the professional qualifications of the student's classroom teachers including whether the student's teacher:

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher; and

whether the child is provided services by paraprofessionals, and, if so, their qualifications.

### **Personal Property**

Students may not bring items that may be stolen or become a distraction during the school day (i.e. toys, electronic devices, cellphones, video games, cameras, jewelry and other accessories). If such items are needed for a related medical or educational purpose, parents should provide notification to, or seek permission, from the teacher. Students should never bring money to school, or other items that are considered to have a monetary value.

### **Pets/Animals**

Pets and animals are not allowed in the school without prior approval from the teacher. Special care and consideration must be taken to protect the health and safety of students and staff. Animals that follow their owners to school will need to be picked up by families. Effort will be made to contact families when this occurs. The police will be notified to impound if the animal becomes a continuous problem or the animal is thought to be a danger to the students

and staff. Park away from the school building if an animal that is left in the vehicle is noisy, as this noise becomes a distraction during the school day.

### **Plagiarism**

Plagiarism, put simply, is misrepresenting the work of another including using AI (artificial intelligence) in digital and print format, as the student's own without indicating so. Since a plagiarized assignment is not the student's work, it cannot be graded as a measurement of the student's learning. Plagiarism is not only dishonest but also stunts the learning process and teaches students that they can succeed through dishonest means. Students will be expected to repeat the plagiarized assignment in order to demonstrate their ability to complete age and grade level work. Plagiarism shall be considered cheating as defined in the discipline matrix.

### **Playground**

The playground is closed after school until 4:00pm. There is no staff supervision after school is dismissed, as programs are still running. Students will have adult supervision on the playground during school hours. The adults on duty have the authority to enforce the safety rules. All students will obey the safety rules or will be asked to leave the playground area (to office, back to classroom, or take a time-out). Adults on duty will determine if the children are properly dressed for the existing weather. Visitors should not be on the playground unless they are in an official volunteer capacity, and are assisting a classroom. Playground rules are created to provide a safe yet enjoyable environment for all age students. Some rules may seem restrictive to older students, but are necessary to create consistent guidelines for everyone to follow. Students will be asked to defer conflicts they cannot manage on their own to the adults in charge.

- Follow directions from ALL adult workers.
- Respect others' personal space. Keep hands/feet to yourself.
- Be a good sport; use kind words and actions, no bad language.
- Do not go above bars or equipment.
- Play with school equipment only. Any other equipment must have admin approval.
- Play safe, non-violent games. Play safe in freezing weather: no snowballs, no whitewashing.
- Do not leave the playground area without permission.
- Pick up after yourself.
- Play safe on the slide; don't walk up or down the slide
- No standing on the merry-go-round.
- Do not swing sideways or twist on swings.
- Do not play ball tag.
- Balls not allowed on equipment.
- Do not kick balls unless it is a soccer ball.
- No food on the playground.
- When bell rings, WALK to line up and walk to class

### **Consequences at recess:**

- **First Offense: Reminder warning**
- **Second Offense: Take a break and walk on the walking path**
- **Third Offense: Walk on the walking path for the rest of recess or next recess and notification to teacher**
- **Fourth Offense: To be determined by the Principal and Staff as per the EES Discipline Matrix**

- **More serious offenses such as hitting, fighting or refusal to follow directions, may result in immediate third or fourth step.**

### **Pledge of Allegiance**

The Pledge of Allegiance is recited each morning at Evergreen Elementary School. A person may recite the Pledge, salute to the flag of the United States, or maintain a respectful silence. The United States Flag is raised and lowered by EES 5th Grade Students except during inclement weather.

### **Physical Education/Movement**

Physical Education and movement is integral to a child's growth and development. There should be a mix of free play, as well as some structured play in order to learn rules of games, sports, etc. The State of Alaska provides schools with standards for K-12 Physical Education: <https://education.alaska.gov/schoolhealth/pestandards>. In addition, Alaska has a 54 minute requirement for school physical activity. It is suggested that this 54 minutes includes any combination of recess, physical education, school-wide activities and in-classroom activities to meet the 54-minute requirement. At EES, you will find staff utilizing the outdoor classroom, nature trail, ball fields, walking field trips, a playground walking path, gardening at the school garden, using GoNoodle, Yoga for Kids, and other movement breaks in class, plus a variety of other strategies to get kids moving all through the day.

### **Reporting Periods**

There are four official reporting periods per year. Report cards contain the best information the teacher has at hand concerning the progress of each child. Parents are encouraged to meet frequently with the teachers to note the progress throughout the marking period. The grading periods are approximately twelve weeks in length. Reporting periods for the 2024-2025 year are scheduled as follows:

**End of Quarter 1: Oct 24, 2025**

**End of Quarter 2: Dec 19, 2025**

**End of Quarter 3: March 13, 2026**

**End of Quarter 4: May 21, 2026**

### **School Bulletin**

The main modes of communication between EES and our families are the School Bulletin, which is emailed weekly, and other individual emails (as needed). Please make sure that you've provided your email address and are receiving school bulletins and correspondence via email within the first two weeks of school. If you need information on anything, please check the school bulletin and your emails first. If you do not see what you are looking for, please contact the EES Office for assistance.

### **School Closure**

In the event that the school will be closed for any reason, information will be provided to the local radio station and through our school messenger notification system. Please make sure the school has your correct phone number and e-mail addresses for those notifications.

### **SEL (Social-Emotional Learning) Teacher**

Wrangell Public Schools has access to district-wide counseling services as well as services through SEARHC Behavioral Health. Evergreen Elementary will have an on-site Social-Emotional Learning Teacher to teach and assist all K-5 students with conflict resolution,



social skills, cooperative learning, individuality, leadership, etc. Time will be allocated for both whole and small group instruction, as well as work with individuals upon request. The SEL Teacher will assist with positive reflection on undesirable behaviors, while promoting/praising desired behaviors. The SEL Teacher will also provide daily, whole-school character education during morning announcements. **It is important to note that the EES SEL Teacher is not a certified counselor.** More information on our SEL program can be accessed at: <https://www.wpsd.us/domain/279>.

### **School Property/Fees**

Students are expected to take good care of all school property. Intentional destruction or loss of school property will result in restitution. Fines for overdue or lost books (library or class books) may also result. There will be a \$40 technology/book fee collected at the time of student registration.

### **Second Contact**

Custodial parents or guardians not residing with the student may request to be included in all mailings and be contacted in case of an emergency for their child. A "Second Contact Mailing" form is available in the elementary school office. **Please fill one out each year.**

### **Snack**

Students are welcome to bring a healthy snack for mid-morning or in the case of modified scheduling, mid-afternoon. Students are not allowed to share food, due to allergies that may not be known and health regulations. Students will eat snacks in class. For those students that are attending an after school homework club, please feel free to pack extra snacks for them.

### **Student Assessment/Data**

To assure your student is being provided the best possible educational experiences and opportunities, teachers utilize multiple data points. These range from classroom based assessments and observations, to school-wide Measures of Academic Progress (MAP) and mClass (K-3) testing three times per school year. Using these data points, teachers will inform their instruction and differentiate for your student by supporting their weaknesses with interventions and supporting their strengths with enrichments. The teaching staff desires to partner with parents in order to achieve the learning goals. Please work closely with your student's teacher to understand the data.

### **Student Council**

EES has had an active student council. The student council is voted on by the student body each school year. Our 4th and 5th grade students are eligible to run for President, Vice-President, Secretary, and Treasurer positions. Those positions are voted on by the 3rd - 5th graders. There are representative positions for Grades 3-5 that are voted on in individual classrooms. Student Council generally meets before school or at lunch.

### **Student Hours**

School begins at 8:00 a.m. and ends at 2:30 p.m. for students in Kindergarten - 5<sup>th</sup> grade. PreK may have different school hours depending on age. Students will NOT be allowed in the building until 7:45 a.m. Staff supervision does not begin until then. At 7:45 a.m. 2nd - 5th grade students and any students requiring breakfast will be allowed into the gym, unless otherwise directed. At 7:50 a.m. will be dismissed to their classrooms. At 7:50am, K-1

students will enter through the south end of the building doors. Students will not be allowed to leave the school grounds before 2:30 p.m. without prior approval and parent/guardian permission. 2nd - 5th grade students will be dismissed at 2:30 p.m. from the gym area and K-1 will be dismissed from the south end of the building.

### **Parent and Student Communication Days**

Parent and Student Communication Days are held at the end of the first and third reporting periods to discuss each child's learning growth. Parents and students are both encouraged to attend these conferences. The schedule for these conferences will be announced closer to the date. Conferences with teachers throughout the year can be scheduled by appointment on an individual basis with the student's teacher or through the EES Office.

### **Student Records**

Student records are collected and maintained to provide for the growth and development of individual students and to provide information to parents/guardians and teachers. All official records will use the child's legal name (including report cards) and be appropriately stored to maintain confidentiality.

### **Student Responsibility**

Students will be expected to adhere to the EES student handbook and discipline matrix. Students and parents should read this handbook together. If you have any questions, call the elementary school office at (907) 874-2321. A student/parent/teacher contract is signed upon enrollment of your child, which ensures that you have read the handbook and agree to the rules set forth by EES and WPSD.

### **Symptom Free School Protocol (When to Stay Home)**

Good attendance at school is important, but when a child is truly ill, school is not the best place to be. It is often difficult to know when a child should stay home from school and when they should be encouraged to try and attend. These guidelines might help make a decision. A student should be kept home from school for the following:

- **FEVER:** If there is a temperature of 100.0 or above the student should be kept home. There should be no fever for at least 24 hours without the aid of a fever reducer before the child returns to school.
- **VOMITING & DIARRHEA:** The students should be kept home until vomiting has ceased for at least 24 hours.
- **CONTAGIOUS DISEASE:**
  - Chicken Pox - keep home until all spots are dry and crusted over.
  - Influenza - keep home until fever, vomiting, and diarrhea have ceased.
  - Strep Throat - students should be on antibiotics and without fever for 24 hours before returning to school.
  - Any other disease diagnosed contagious by the physician and recommended to stay home.
  - Physician recommendation-although the student may not be contagious to others, some illnesses, such as mono may require some absence from school.

Sometimes the symptoms are vague or intensify as the day progresses. It is often difficult to assess the symptoms and decide on attendance for the day. If you send them to school and the symptoms intensify, we will notify you. We appreciate you providing us a heads up if a student is not feeling their best, but you are sending them. You may also be contacted to

make an informed or joint decision. Therefore, it is important to keep current work and emergency phone numbers available to the school.

### **Title 1**

Title 1 is a federally funded program that our school employs as a part to help at-risk students who are at a disadvantage and/or low achieving with their academic achievements. In Title 1, we work with students on their reading, writing, and math fluency. The setting for our Title 1 groups are small groups and/or one on one. To determine if your student qualifies for Title services, screening is performed to see where the student places within the program.

### **Tlingit Language and Culture Class**

EES is proud to provide Tlingit Language and Culture classes due to partnership with Johnson O'Malley, and Wrangell Cooperative Association. Students learn language basics (sounds and naming words), drumming, dancing, art, and more. Gunalsheesh!

### **Visitors**

**All visitors must have a pre-scheduled appointment and sign-in at the EES Office.** For the safety of students and staff during the school day, the elementary office entrance is the only entry to be used for access to the school. While we welcome everyone, all visitors will be asked to wear a visitor tag if entry into the building is needed. If you are not wearing a tag, you will be required to return to the office to pick up a tag. This is to ensure the safety of our students and visitors, as well as keep disruptions in the classrooms to a minimum. Thank you for your help in keeping everyone safe.

### **Volunteers**

EES encourages parents and other community members to volunteer their time and energy to our programs. Interested parents/guardians and others may contact staff members to become involved in activities, events, and organizations. Volunteers in the classroom and on field trips are valued and appreciated assets. Please let us know you are willing to assist and help our school! All volunteers must file a Volunteer Application with the district office and be approved prior to volunteering. A packet can be picked up in school offices or filled out online, printed, notarized, and returned to the district office. The state requires schools to report the average number of volunteer hours per week. There is a volunteer log in the office that volunteers will need to sign. This log is used to identify persons in the building during an emergency. See under "School-wide Events" for volunteering for special events.

### **Withdrawing From School**

Parents/guardians are requested to contact the EES office prior to withdrawing their child from school. Proper checkout includes the following to be completed; all necessary release forms need to be signed, library books and technology devices/accessories returned, all personal items retrieved from the classroom, and lunch balances paid.

## **APPENDIX**

**APPENDIX A ... School Bus Expectations page**

**APPENDIX B ... Positive/Discipline Matrix**

**APPENDIX C ... Symptom Free School**

## **APPENDIX A**

### **School Bus Expectations**

DBA Taylor Transportation  
P.O Box 2076  
Wrangell, AK 99929  
Main Phone: (907) 874-2402  
John Taylor: (907) 305-0416  
Zach Taylor: (907) 305-0206  
taylorbuswrangell@gmail.com

Student safety is a primary concern for us here at Wrangell Public Schools. We consider it one of our most important duties: to provide each student with a learning environment that is safe and secure. This learning environment also includes the buses that transport your students to and from school as well as the bus loading areas before and after school. Taylor Transportation and Wrangell Public School District have been working together to address concerns about student behavior on the buses that can affect student safety. Together we have established some expectations for student behavior that we believe will improve the safety of all students who ride the school bus. First, a reminder that riding a bus to/from school is a privilege and that privilege can be lost if students repeatedly refuse to follow bus-riding expectations. Student behaviors that require the driver to divert his/her attention from the road, place all student's safety at risk and will not be tolerated.

Wrangell Public School Policy, BP-3540 (a), desires to provide transportation for eligible students in accordance with state and federal law. Such as:

1. To provide maximum safety for students between home and school and on school-sponsored trips.
2. To promote desirable student behavior and respect for traffic safety.
3. To provide assistance and transportation for handicapped students.

Students living more than one mile from school are eligible for bus transportation. Bus transportation is intended for home to school transportation only. Those past 13-mile need to get to the 13-mile School Bus turn-around for pick up. It is expected that students will demonstrate appropriate behavior while riding the bus and at bus stops.

- When your child is to get off at any other stop other than their own, he or she will need a note to give to the driver, or call a school official to write a note, or call the driver directly.
- Do not distract the driver while the bus is in motion.
- Follow directions of the driver.
- Show respect for the driver and other riders.

- Remain seated at all times.
- No hands out the windows.
- Low “classroom” voices and show appropriate “classroom” behavior.
- No fighting or wrestling.
- No climbing over seats.
- No food or drinks on the bus.
- No large instruments, sleds or the like.
- No live animals, birds or bugs.
- No sharp objects, matches, lighters.
- Always cross in front of the bus, not behind.
- No use of large electronics ie: laptops, iPads, tablets while on the bus.

The buses run every day that school is in session. If there is a delay in the schedule KSTK will be notified to air the information. Due to Federal Law, students will need to wear a mask while on the bus.

The following steps will be used to address student undesirable behaviors on the bus: Drivers will make every effort to work with students to remind them of appropriate conduct, review rules/expectations, create and enforce a seating chart if needed, change seats prior to issuing a citation. If it becomes necessary to remove a child from the bus for a time, the driver will fill out a citation for the child to give to the parent and every attempt will be made to contact the parent or guardian. Once a child has been removed 4 times it will be for the rest of the year. Contact phone numbers are listed at the top. There is a bus radio in the Elementary Office. Both John & Zach have handheld radios scanning the bus channel. All buses also have this channel.

John Taylor President, John Taylor & Sons, Inc  
DBA Taylor Transportation



## APPENDIX B



# Evergreen Elementary

## Discipline/Positive Behavior Matrix

An atmosphere that is conducive for learning is the foundation that affects and supports all other aspects of instruction and learning. It is an integral component to fostering "a culture of learning" that naturally supports the diversity of learning necessary to meet the societal demands of today in preparing our children for contributing to the betterment of our communities.

Evergreen Elementary Discipline Matrix supports processes for creating, managing, and preserving an atmosphere of learning in our elementary school system with emphasis on:

- Mentoring patterns of behavior conducive to a healthy learning environment.
- Appropriate intervention when disruptive patterns of behavior emerge that affect a healthy learning environment.
- Protecting students, teachers, and facilities when disruptive patterns of behavior become chronic or extreme.
- Utilizing available resources (within and outside of the education system).
- Promoting accountability by the school system, students, parents, and external resources.

Such a process must be understood and supported by students, parents, teachers, and school administration with outcome-based expectations.

*\* School Administrators determine what level an infraction is based on severity of the behavior, past infractions, and student demeanor. School administrators have the option to replace "Out of School Suspension" with "In School Suspension" when deemed appropriate.*



**EVERGREEN EAGLES ARE RESPONSIBLE,  
RESPECTFUL, & SAFE!**



	COVID	ALL SETTINGS	BEFORE/AFTER SCHOOL	HALLWAYS
<b>RESPONSIBLE</b>	<p>Stay aware of bubble &amp; respect distance.</p> <p>Stay home when sick.</p> <p>Use own supplies &amp; keep track of them.</p> <p>Ask for help when you don't understand.</p> <p>Always be ready to listen.</p>	<p>Do what is right.</p> <p>Watch out for danger.</p> <p>Own your attitudes &amp; choices.</p>	<p>Go straight home.</p> <p>Follow your family plan.</p> <p>Inform your teachers of changes.</p>	<p>Keep belongings with you.</p> <p>Be in hall only with permission.</p> <p>Get where you are going.</p>
<b>RESPECTFUL</b>	<p>Be flexible.</p> <p>Follow adult instructions the first time</p> <p>Be kind to others.</p> <p>Respect the space of others.</p>	<p>Treat others well.</p> <p>Be inclusive.</p> <p>Use kind words.</p>	<p>Walk and be aware of your bubble.</p> <p>Inside voice inside the building.</p> <p>Use sidewalks and walkways</p>	<p>Voices off or low.</p> <p>Hands to self; give others space</p> <p>Walk in line appropriately.</p>
<b>SAFE</b>	<p>Wear mask in the building at all times.</p> <p>Sanitize my hands going in/out of spaces.</p> <p>Clean items/area after you finish using them.</p> <p>Wash hands thoroughly after bathroom</p> <p>Keep others safe; greet with a wave!</p> <p>Keep hands away from your face.</p>	<p>Settle conflict with kind words.</p> <p>Keep bodies &amp; feelings safe.</p> <p>Stay where adults can see you.</p>	<p>Cross at the crosswalk.</p> <p>Arrive/depart on time. Use correct entrances</p> <p>Be aware of your surroundings.</p>	<p>Always walk.</p> <p>Stay to the right</p> <p>Pay attention.</p>

**EVERGREEN EAGLES ARE RESPONSIBLE,  
RESPECTFUL, & SAFE!**



	LIBRARY			LUNCHROOM			PLAYGROUND			BATHROOM		
RESPONSIBLE	Use shelf markers. Return books on time. Be honest about lost books.			Find your seat quickly . Eat during eating times Clean up after yourself .			Put up equipment after you use it. Play fair; follow game rules. Line up quickly and quietly.			Take care of business. Go straight back to class Flush & wash your hands.		
RESPECTFUL	Use quiet voices. Have books with you. Clean up area when you are done.			Use good table manners. Use indoor voices Be polite.			Treat others well. Include others. Follow adult instructions the first time.			Throw away trash Use bathroom respectfully. Give others space & privacy at all times.		
SAFE	Use library with adult supervision. Treat books with care. Follow library rules and be kind.			Include others. Walk at all times. Stay in your seat unless you have adult permission.			Use equipment safely. Stay in the boundaries. Ask for permission to leave area.			Wipe up any spills. Wash hands well. Walk.		

**EVERGREEN EAGLES ARE RESPONSIBLE,  
RESPECTFUL, & SAFE!**



	ASSEMBLY	BUSES	SPECIALS	TECHNOLOGY
RESPONSIBLE	Line up quietly. Help when needed. Listen and learn.	Find your seat & be aware of your bubble. Feet on floor. Belongings in. Always be ready to listen.	Participate appropriately. Complete work. Communicate.	Report issues immediately. Handle devices appropriately. Use tech as a tool.
RESPECTFUL	Be a good audience member and listen. Use applause in a respectful way. Follow directions when given.	Follow directions; listen to the driver. Stay in your assigned seat. Use kind words.	Help when needed. Speak nicely. Clean up area/belongings .	Take good care of equipment. Follow all instructions the first time. Use it only for the job you are on.
SAFE	Sit flat. Hands to your self. Use kind words.	Enter and exit by the rules. Follow adult instructions the first time. Keep your belongings with you.	Walk at all times . Hands to self. Follow directions the first time.	Sanitize often as shown by staff. Search using safe words and sites. Be a role model for others.

**EVERGREEN EAGLES ARE RESPONSIBLE,  
RESPECTFUL, & SAFE!**



HOMEWORK CLUB		FIELD TRIPS		OFFICE VISIT	SCHOOL PROPERTY
RESPONSIBLE	Know your job(s) before arriving. Sit and get to work quickly. Ask for help when needed.	Be polite with classmates. Pay attention to surroundings. Stay with your group.	Let adult know of emergency. Take care of business and get back to class.	Handle with care. Take it out; put it away. Report problems you notice.	
	Work quietly. Stay in your seat. Raise your hand when you need help.	Quiet voices. Be ladies and gentlemen. Wait your turn. No passing.	Wait your turn. Communicate your needs. Speak kindly.	Use appropriately. Take care of business. Treat items well; clean after if needed.	
SAFE	Walk at all times. Stay in Homework Club Room. Sign in and let an adult know what you need.	Stay on sidewalk. Hands to self. Walk.	Walk at all times. Be patient. Let your teacher know where you are at all times.	Pick up after yourself. Give space to others. Hands and feet to yourself at all times.	

<b>Level One</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>Cheating on Assignments</b>	Parent Contact Recess walking path for 5 minutes	Parent Contact Recess walking path for 10 minutes	Parent Contact Recess walking path for 15 minutes	Bumps to level 2
<b>Classroom Rule Violation</b>	Parent Contact Recess walking path for 5 minutes	Parent Contact Recess walking path for 10 minutes	Parent Contact Recess walking path for 15 minute	Bumps to level 2
<b>Disobedience</b>	Parent Contact Recess walking path for 5 minutes	Parent Contact Recess walking path for 10 minutes	Parent Contact Recess walking path for 15 minute	Bumps to level 2
<b>Disruptive Behavior (Profanity, Rudeness, Disrespectful, etc.)</b>	Parent Contact Recess walking path for 5 minutes	Parent Contact Recess walking path for 10 minutes	Parent Contact Recess walking path for 15 minute	Bumps to level 2
<b>Falsification/Misrepresentation (dishonesty)</b>	Parent Contact Recess walking path for 5 minutes	Parent Contact Recess walking path for 10 minutes	Parent Contact Recess walking path for 15 minute	Bumps to level 2
<b>Out of Assigned Area</b>	Parent Contact Recess walking path for 5 minutes	Parent Contact Recess walking path for 10 minutes	Parent Contact Recess walking path for 15 minute	Bumps to level 2
<b>Prohibited Items (Toys, Spinners, etc.)</b>	Parent Contact Recess walking path for 5 minutes	Parent Contact Recess walking path for 10 minutes	Parent Contact Recess walking path for 15 minute	Bumps to level 2
<b>Student Arguing Roughhousing Confrontation</b>	Parent Contact Recess walking path for 5 minutes	Parent Contact Recess walking path for 10 minutes	Parent Contact Recess walking path for 15 minute	Bumps to level 2
<b>Technology (Inappropriate Use - Computers or network)</b>	Parent Contact Recess walking path for 5 minutes	Parent Contact Recess walking path for 10 minutes	Parent Contact Recess walking path for 15 minute	Bumps to level 2

<b>Level Two</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>3 or More Offenses from Level 1</b>	Parent called Counselor referral Recess detention Lunch detention	In school suspension 1-5 days Mandatory parent meeting Behavior Contract	Suspension 1-5 days	Bumps to level 3
<b>Bullying / Harassment</b>	Parent called Counselor referral Recess detention Lunch detention	In school suspension 1-5 days Mandatory parent meeting Behavior Contract	Suspension 1-5 days	Bumps to level 3
<b>Disobedience / Insubordination</b>	Parent called Counselor referral Recess detention Lunch detention	In school suspension 1-5 days Mandatory parent meeting Behavior Contract	Suspension 1-5 days	Bumps to level 3
<b>False Accusations (Minor)</b>	Parent called Counselor referral Recess detention Lunch detention	In school suspension 1-5 days Mandatory parent meeting Behavior Contract	Suspension 1-5 days	Bumps to level 3
<b>Fighting / Hitting / Punching</b>	Parent called Counselor referral Recess detention Lunch detention meeting Behavior Contract	In school suspension 1-5 days Mandatory parent meeting Behavior Contract	Suspension 1-5 days	Bumps to level 3
<b>Inappropriate Language / Hand Gestures</b>	Parent called Counselor referral Recess detention Lunch detention	In school suspension 1-5 days Mandatory parent meeting Behavior Contract	Suspension 1-5 days	Bumps to level 3
<b>Theft less than \$20</b>	Parent called Counselor referral Recess detention Lunch detention	In school suspension 1-5 days Mandatory parent meeting Behavior Contract	Suspension 1-5 days	Bumps to level 3
<b>Theft over \$20</b>	Parent called Counselor referral Recess detention Lunch detention	In school suspension 1-5 days Mandatory parent meeting Behavior Contract	Suspension 1-5 days	Bumps to level 3
<b>Vandalism</b>	Parent called Counselor referral Recess detention Lunch detention	In school suspension 1-5 days Mandatory parent meeting Behavior Contract	Suspension 1-5 days	Bumps to level 3

<b>Level 3</b>	<b>Step 1</b>	<b>Step 2</b>
<b>Arson</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Battery on Another Student</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Battery on Employee</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Bomb Threat (Placing, False reporting)</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Chronic Bullying</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>False Accusation (Major)</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Vandalism to School Property</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Possession of Alcohol / Drugs</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Possession of Weapon (knife, gun, etc)</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Pulling Fire Alarm</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities

<b>Repeated Offenses from Level 2</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Sexual Misconduct</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Technology (explicit websites)</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities
<b>Unlawful Breaking / Entering a School Facility</b>	Suspension Mandatory parent meeting Contact Authorities	Expulsion Contact Authorities

**Recess detention:** Students will walk around the gym during recess with an adult instead of being outside with peers.

**Lunch detention:** Students will eat lunch in the principal's office away from peers.

**All discipline measures are subject to administration discretion.**

## **Definitions:**

**Battery on Another Student/Employee:** To strike another or act in threatening manner.

**Bomb Threat:** Verbal or written threat to detonate an explosive or incendiary device to cause property damage, death, or injury.

**Bullying/Harassment:** An imbalance of power: Children who bully use their power, such as physical strength, access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

\*Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. **Bullying/Harassment may include but is not limited to: Social Media (Facebook/Instagram/Twitter, etc.), Physical abuse, Damage or theft of another's property, Social exclusion from activities, Verbal taunts, Name-calling, Rumors, Innuendoes, Drawings, Jokes, Gestures, Pranks, Put-downs relating to real or perceived differences(including culture, race, ethnicity, gender sexual orientation religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability, disability, or other distinguishing characteristics.**

**Cheating on Assignments:** Copying of anyone else's work or cheating on any test or assignment, using materials not authorized to use, plagiarize, etc.



**Chronic Bullying:** Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. It can take the form of physical contact, words or more subtle actions lasting more than 6 months.

**Classroom Rules Violation:** Students are not to violate specifically posted or written school or classroom rules. Example: Consistently not completing assignments, being out of seat without permission, etc.

**Disobedience:** Refusal or failure to obey the school/classroom rules.

**Disruptive Behavior:** Causing disruption in the classroom; teacher not able to teach.

**False Accusations:** Intentional lying; Fabricated reports.

**False Accusations(Major):** Accusations used to defame another person.

**Falsification/Misrepresentation:** Not telling the truth.

**Fighting:** To strive to overcome someone by hitting.

**Inappropriate Language/Hand Gestures:** Using offensive language. Movement of position of the body that is considered offensive or vulgar.

**Inappropriate Use of Technology:** Students on websites other than what has been assigned by staff.

**Major Vandalism:** Deliberate destruction of or damage to public or private property; property will have to be replaced or remodeled.

**Out of Assigned Area:** Students being out of assigned area without permission and/or in a restricted access area without permission.

**Petty Theft:** Taking of another person's property; less than \$20.00.

**Possession of Alcohol/Drug:** Possessing a controlled substance.

**Possession of Weapon:** Unlawful possession of weapon; knife, gun, object that can cause bodily harm.

**Prohibited Items:** Students are not to bring toys from home to school. Example: Spinners, basketballs, baseballs, footballs, etc.

**Sexual Misconduct:** Any conduct of sexual nature that causes harm, has the effect of threatening, or intimidating another person.

**Student Arguing/Roughhousing/Confrontation:** Disagreements between students, play fighting.

**Technology/Explicit Websites:** Viewing content that might be deemed offensive.

**Theft (Greater than \$20.00):** Taking of another person's property; greater than \$20.00.

**Unlawful Breaking/Entering a School Facility:** Destruction of school to enter and do harm to facilities.

**Vandalism:** Deliberate destruction of or damage to public or private property.

# Wrangell Public Schools



## Symptom-Free Schools Protocol

### Students, Staff, Volunteers, and Visitors:

If you are experiencing one or more of these symptoms\* stay home, and do not go to school or report to work:



- **Temperature of 100.4°F or greater**
- **Cough or Sore Throat**
- **Shortness of Breath**
- **Chills, Muscle Pain, Unexplained Headache**
- **Runny or Stuffy Nose**
- **Vomiting, or Diarrhea**
- **New Loss of Taste or Smell**
- **New undiagnosed or untreated rash or skin condition**
- **You are taking the first 24 hours of antibiotic treatment**



FEVER



COUGH



FATIGUE



LACK OR LOSS OF APPETITE



SHORTNESS OF BREATH



SPUTUM PRODUCTION



MYALGIAS

### When to Return to School after Illness:



- If you have been tested and are diagnosed with COVID-19, you may return to school when cleared by Public Health.
- If you have COVID-19-like symptoms but choose not to be tested, you may return to school no sooner than 5 days after the onset of symptoms AND you must be fever-free for 24 hours without taking any medicine to reduce the fever AND you must be 24 hours without a cough, without taking medication to reduce the cough. This may be as long as 11 – 14 days.

*\*Exceptions for preexisting conditions will be determined and potentially approved by the building administrator*

CDC: <https://www.cdc.gov/coronavirus> City & Borough of Wrangell COVID-19 webpage: <https://www.wrangellcovid19.org>

State of Alaska Health and Social Services: <http://dhss.alaska.gov/dph/Epi/id/Pages/COVID-19>

## **Wrangell School Board Policies**

### **Drugs, Alcohol and Tobacco**

#### **Products (BP 5131.6)**

1. Students are prohibited from possessing, using, being under the influence of, selling, distributing, bartering or transporting alcohol, drugs, drug paraphernalia, or counterfeit drugs at school, on school property, at or in connection with any school activity, or while in transit to or from school or a school activity.
2. The term "drug" is defined to include all controlled substances, all chemicals that release intoxicating vapors and other harmful psychoactive substances, and any prescription or over-the-counter medication, except those medications for which a student can demonstrate lawful possession, consistent with applicable district policies, and a legitimate medical need.
3. The term "counterfeit drug" is defined to include any substance that is designed to look like or is represented to be a controlled substance.
4. The term "drug paraphernalia" is defined as devices and materials that are designed or are being employed to permit or facilitate the ingestion of drugs.
5. The prohibitions contained in these regulations do not apply to the authorized and appropriate possession, manufacture, use or distribution of chemicals in connection with an approved educational activity,
6. Violation of this policy may be grounds for suspension or expulsion, depending on the type and severity of the infraction.
7. Students involved in substance abuse infractions may be required to attend alcohol and/or substance abuse counseling/training as a condition of early re-admittance or continued attendance.
8. State and local extracurricular activities eligibility rules may apply further conditions related to the abuse of substances prohibited by this policy.

#### **Drug and Alcohol Violations (AR 5131.6)**

1. A student who for the first time possesses drug paraphernalia, a counterfeit drug, or who possesses, uses, or is under the influence of either alcohol or any drug as defined by BP 5131.6 at school, on school property, at or in connection with any school- sponsored activity, or in transit to or from school or a school activity shall be suspended from school for a period of five to ten days. The period of suspension may be reduced if the student agrees to undergo a drug/alcohol use assessment and successfully completes the activities prescribed in an intervention plan developed by school officials following review of the student's assessment and consultation with appropriate drug and alcohol treatment personnel.
2. If a student commits a second drug or alcohol violation of the type described in Section 'A above during the same school year, the student shall be suspended from school for a period of up to thirty days. The period of suspension may be reduced if the student agrees to participate in and successfully completes an assessment and intervention plan developed by school officials, as described above. If a student commits a third drug or alcohol violation of the type described in Section A during the same school year or the following school year, the student shall be recommended for expulsion.
3. Any student selling, offering to sell, distributing or bartering alcohol or drugs at school, on school property, at or in connection with a school-sponsored activity, or in transit to or from school or a school activity shall be suspended from school for a period between thirty days and the remainder of the school year and may be recommended for expulsion, depending on the severity of the offense. Violations involving the offer for sale or the sale of a controlled substance will normally prompt a recommendation for expulsion. Any student selling, distributing or bartering drug paraphernalia or a counterfeit drug shall be suspended from school for a period of at least thirty days.
4. Criminal activity involving the possession, offer, sale, distribution or barter of alcohol or controlled substances by students in violation of this policy shall be reported to the appropriate law enforcement authorities.
5. The minimum and maximum penalties described above may be modified by the Superintendent or the school board to address unusual circumstances requiring either a more or less severe penalty in a particular case.

## **Interagency Cooperation for Student and Staff Safety (BP-1410 (a))**

*Note: State law allows the sharing of information between law enforcement agencies and school districts when a student has committed, or been the victim of, a serious crime. Law enforcement and youth service agencies are authorized to disclose information to a school district as may be necessary to protect the safety of school students and staff and this information should be disclosed as soon as it is reasonably practicable. The School Board should work with the appropriate youth services or law enforcement agencies in the community to develop procedures for the disclosure of information to school officials. By January 1, 2001, districts must have procedures in place for notifying teachers of dangerous students when information is received from law enforcement or other agencies. In addition, the School Board should direct the development of procedures for ensuring the confidentiality of this information once it is received by the district.*

Students and staff have a right to feel safe and secure within the school environment. The Board recognizes that a safe school environment can be furthered by cooperation between the district and other agencies, including law enforcement. The district will actively facilitate such cooperation, including the sharing of criminal information as allowed by law. The Superintendent or designee shall work with appropriate agencies for the sharing of information as may be necessary to protect the safety of school students and staff. A teacher, teacher's assistant, principal or other person responsible for students who receives information about a student that may affect the safety of students or staff, including information from other agencies, shall disclose such information in accordance with procedures developed by the Superintendent. Note: Effective January 1, 2001, a teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. AS 14.33.130. The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. AS 11.81.900. Staff members who, in the course of their employment, observe a student committing a crime (as defined by Alaska Statute 11.81.900) shall report the crime to local law enforcement. The staff member shall also immediately report the crime to the site administrator or the Superintendent if the site administrator is not available. When the notice is made to the site administrator, the administrator shall contact the superintendent. The district will encourage programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials. Law enforcement participation in such programs and activities is encouraged. Law enforcement officials may enter school facilities if a crime has been committed on district property or to investigate matters concerning staff and students upon request initiated by either agency officials or by relevant district administrators. Legal References: ALASKA STATUTES 11.81.900 Definitions 14.12.150 – 14.12.170 Regional Resource Centers 14.33.120 School Disciplinary and Safety Program 14.33.130 Enforcement of Approved Program; Additional Safety Obligations 47.12.310 Agency Records 47.12.315 Public Disclosure of Information in Agency Records Relating to Certain Minors 47.10.093 Disclosure of Agency Records 47.10.090 and 47.12.300 Court Records Adoption Date: October 3, 1988 Revised: December 17, 2018 Revised: April 19, 2021

## **Non-Discrimination (BP-0410)**

The School Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on age, gender, sex, race, color, religion, national origin, ethnic group, sexual orientation, gender identity, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices and disproportionate impacts are eliminated in all district activities. District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with disabilities. The superintendent shall ensure that interested persons, including individuals with disabilities, can obtain information about the programs, facilities and activities available to them.

## **Notification of Privacy Rights Under the Protection of Pupil Rights Amendment and Alaska Law EXHIBIT-5145.15 (a)**

The Protection of Pupil Rights Amendment (PPRA) and Alaska Statute 14.03.110 afford parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys. The PPRA also conveys rights relating to the collection and use of information for marketing purposes, and certain physical exams. These include: The right to consent before students are required to participate in a survey that inquires into "personal or private family affairs" or one or more of the following protected areas: 1. Political affiliations or beliefs of the student or the student's parents; 2. Mental or psychological problems of the

student or the student's family; 3. Sex behavior and attitudes; 4. Illegal, anti-social, self-incriminating, or demeaning behavior; 5. Critical appraisals of others with whom respondents have close family relationships; 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers; 7. Religious practices, affiliations, or beliefs of the student or parents; or 8. Income, other than as required by law to determine program eligibility. The right to receive notice and an opportunity to opt a student out of the following activities: 1. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screening permitted or required under Alaska law; and 2. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information for marketing purposes. o The right to inspect upon request and before administration or use: 1. Protected information surveys of students; and 2. Instruments used to collect personal information from students for marketing purposes. The right to inspect instructional material used as part of the educational curriculum, upon request. The District has adopted a policy or policies, in consultation with parents regarding these rights. The district will directly notify parents and eligible students of its policies at the start of each school year and after any substantive changes. Copies of the district's current policies and regulations may be obtained from your school administrator or the district's central office. The district will also annually notify parents and eligible students of the specific or approximate dates of the following activities: Collection, disclosure or use of personal information for marketing or sales purposes. Administration of any protected information survey described above. Any non-emergency, invasive physical examination or screening as described above. Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-4605 Adoption Date in Consultation with Legal Council: December 8, 2003 Reviewed & Renumbered: September 20, 2010 Reviewed: June 16, 2014 Reviewed: May 15, 2017 Reviewed: April 19, 2021

## **Notification of Rights Under FERPA**

This notice is to be provided annually to parents of students currently in attendance and eligible students currently in attendance to inform them of their FERPA rights, as required by federal regulation.

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

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

Parents or eligible students should submit to the school principal or the Superintendent's office a written request that identifies the record(s) they wish to inspect. The appropriate District official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent is authorized in the following circumstances, among others:

-The District may disclose student education records without consent to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement until personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving

on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the District also discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

In addition, the District may disclose “directory information” concerning students without obtaining prior consent. The District has designated the following information as “directory information”: a student’s name, address, telephone listing, electronic mail address, photographic or video image, date and place of birth, major field of study, information regarding participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors and awards received, and the identity of the most recent previous educational agency or institution attended by the student.

The primary context in which the District discloses directory information is in school publications such as the yearbook, programs for school performances, honor rolls and recognition lists and sports activity sheets showing information regarding team members. The District may also disclose directory information to outside individuals and organizations, such as news media, college recruiters and companies that manufacture class rings or publish yearbooks. In addition, state law requires the District to release the names and addresses of graduating students who meet scholarship eligibility requirements to the University of Alaska’s scholarship program, unless parents or eligible students object to the disclosure. Federal law also requires the District to provide military recruiters upon request, with secondary students’ names, addresses, and telephone listings unless parents or eligible students object.

Parents or eligible students have a right to instruct the District that they do not wish some or all of this directory information to be disclosed without their prior written consent. Parents or eligible students exercise this right by informing the school principal or the office of the Superintendent of their choice within ten (10) school days of the commencement of the school year. If you object to the release of some or all categories of directory information, you should fill out the attached form and submit it to the school principal or Superintendent.

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

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605**

Adoption Date in Consultation with Legal Council: December 8, 2003

Revised in Consultation with Legal Counsel: August 15, 2005

Reviewed; December 16, 2013

### **Pesticides (BP 3514.1)**

The Superintendent or designee shall, when practical, ensure the use of non-chemical methods to control pests, including proper sanitation practices, structural repair and window screens. When application of pesticides is necessary, the Superintendent or designee shall ensure timely notice to parents and the public.

### **Questioning and Apprehension (Board Policy P-5145.11)**

Law enforcement officers may interview students on school premises, as suspects or witnesses. When such an interview is requested, the building administrator or designee shall ascertain the officer’s identity, official capacity and the authority under which he/she acts. If the officer needs to interview the student immediately, the building administrator or designee shall accommodate the questioning in a way that causes the least possible disruption to the school process, gives the student appropriate privacy, and models exemplary cooperation with community law enforcement authorities. Except when prohibited by law enforcement, such as in cases of child abuse or neglect, the building administrator or designee shall make a good faith effort to notify and gain permission of the parents prior to a law enforcement officer interviewing a student on school premises. At the law officer’s discretion and with the student’s approval, the building administrator or designee may be present during the



interview. When a site administrator releases a student into the custody of a law enforcement officer, he/she shall immediately notify the parent/guardian or responsible relative, of the student's release and the place to which the student is reportedly taken, except when prohibited by law enforcement such as in cases of suspected child abuse. Whenever a student is suspected of being a victim of child abuse and is being removed from the school premises, the Superintendent or designee shall give the telephone number and address of the student's parent/guardian to the law enforcement officer so that the appropriate authorities may contact the parent/guardian. Adoption Date: October 3, 1988 Revised in Consultation with Legal Counsel: February 28, 2005 Revised & Renumbered: October 11, 2010 Reviewed: May 11, 2015 Revised: April 19, 2021

(AR-5145.11)

**Questioning on School Grounds** - The School shall keep a record of any interviews of students by law officers on school premises. Such records shall include the date and time, name of the officer, the agency employing the officer and his/her official capacity, the time when he/she arrived and left, the fact that the building administrator or designee was or was not present during the interview, the reason for the questioning and/or release and any other pertinent information.

**Apprehension** - Police officers and other authorized law enforcement officials have an absolute right to enter a school to take a student into custody or to make an arrest of a student. The Superintendent or designee shall immediately be notified of the student's removal. This initial verbal notice will be followed by a written report by the building administrator or designee and shall include the date and time of arrest, the identity and official capacity of the officer and the reason for the removal of the student. Adoption Date: April 19, 2021

#### **Search and Seizure (BP-5145.12 (a))**

*Note: 4 AAC 07.010 requires districts to adopt policies regarding student rights and responsibilities. The U.S. Supreme Court decision New Jersey vs. T.L.O. holds that the legality of a student search will depend on the reasonableness of the search. Determining the reasonableness of any search involves determining whether the search was justified at its inception and whether, as conducted, it was reasonably related in scope to the circumstances that justified the interference in the first place. Under ordinary circumstances, the search of a student by a school official is justified at its inception when there is reason to suspect that it will turn up evidence of a student's violation of the law or school rules. The search is permissible in scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the student's age or sex and the nature of the infraction.*

The School Board is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers by school officials. The Board authorizes school officials to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. In determining when reasonable cause for a search exists school officials shall consider: 1. The prevalence and seriousness in the school of the problem to which the search was directed. 2. The urgency required the search without delay. 3. The substantive value and reliability of the information used as justification for the search. 4. The location of the student at the time of the incident which gave rise to reasonable suspicion. The Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure. Before searching a student's possessions, school officials will seek, but need not receive, the freely offered consent of the student. Whenever reasonably possible, a search of a student's person shall be conducted in the presence of the student's parent/guardian, a staff member, and/or the building administrator. The parent/guardian of the student being searched shall be notified by the district as soon after the search as possible. The use of drug-detection dogs and metal detectors or similar detection devices may be used upon express authorization of the Board/Superintendent.

Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare, or safety emanate from the locker. For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned. Notice will also be posted

in prominent locations. Legal Reference: ALASKA STATUTES 14.03.105 Search of School Lockers ALASKA ADMINISTRATIVE CODE 4 AAC 07.010 – 4 AAC 07.900 Student Rights and Responsibilities Adoption Date: October 3, 1988 Revised in Consultation with Legal Counsel: September 20, 2004 Reviewed & Renumbered: September 20, 2010 Reviewed: May 19, 2014 Revised: April 19, 2021

**EXHIBIT-5145.12 (a) STUDENT SEARCHES CHECKLIST** This checklist is to be used in conjunction with a student search incident. 1. What factors caused you to have reasonable suspicion that a search of this student, of the student's effects, will provide evidence that the student has violated or is violating the law or rules of the school? a. Eyewitness account: i. By whom: ii. Date/time: iii. Place: iv. What was observed? b. Information from a reliable source: i. From whom was information received: ii. Date and time received: iii. How was information received: iv. Who received the information: v. Describe information received: c. Suspicious behavior. Please explain: d. Date and time search was conducted: e. Location where search was conducted: f. Reason given to student for search: g. Was the student's consent requested? Given? 2. Reasonableness of search in terms of scope and intrusiveness a. What were (are) you searching for? b. Age and sex of student: c. Exigency of the situation: d. What type of search was (is being) conducted? e. Who conducted (is conducting) the search? f. Who witnessed the search? 3. Explanation of Search a. Describe the time and location of the search: b. Describe exactly what was searched: c. What did the search yield? d. What was seized? e. Was anything released to the police? f. Were parents notified of the search, including the reasons and the scope? **EXHIBIT-5145.12 (b) STUDENT LOCKER ASSIGNMENT AGREEMENT** The undersigned student and parent/guardian request that the student be assigned a school locker at . We understand and agree that the locker is the property of the school and is assigned to the student only upon the student's agreement to the following terms and conditions: 1. The student is responsible for all property placed in the locker. The locker shall be used only for storage of property that is reasonably necessary for the student's activities such as school supplies, books, school projects, gym clothes, etc. 2. No weapon, alcoholic beverage, illegal or prescription drug, tobacco or any other item students are prohibited from using or possessing at school may be stored in the locker. 3. Students are not allowed to put their own locks on the school lockers. The lockers have assigned combination locks. Students who put their own locks on lockers will be requested to remove them. If they do not, the lock will be cut off. Students who violate this rule will have their locker privileges terminated. 4. School authorities may open and remove from the locker any item which may endanger the health, safety or welfare of students or school personnel, or which is present in violation of law or school rules. Prohibited items located as a result of a locker search may be used as evidence in disciplinary or legal proceedings. 5. Lockers may be searched anytime there are reasonable grounds to suspect that the search will reveal evidence of a violation of law or school rules or anytime a search is necessary, in the judgment of school officials to protect the health, safety or welfare of the student body. Student Date Parent/Guardian Date Adopted in Consultation with Legal Counsel: December 13, 2004 Revised and Renumbered: September 20, 2010 Reviewed: May 19, 2014 Revised: April 19, 2021

### **Student and Family Privacy Rights (BP-5145.15 (a))**

The School Board believes that personal information gathered from a student may be helpful or necessary to facilitate school safety, student welfare or the continued success of academic programs. However, these goals must be balanced with the expectations of privacy of our students and their families. The following procedures shall be followed so that parents may make informed choices regarding the disclosure or collection of personal information from their student. Student Surveys Note: Federal law requires prior written parental consent before certain surveys may be administered to students. Effective June 30, 2017, AS 14.03.110 requires written parent permission before a school may administer, or permit to be administered in a school, a questionnaire or survey, whether anonymous or not. The following policy sets forth the notice and consent provisions required by law and identifies when parental consent and notices are required. Additionally, state law provides that no students may be required to participate in a questionnaire or survey if the student objects to participation. The School Board recognizes that student surveys administered in the public schools may be beneficial for the purposes of study, the improvement of education, for class assignment and to assist in providing guidance or counseling services to students and their families. In administering surveys or questionnaires to the District's students, the District shall comply with state and federal laws concerning parental notice and consent. Surveys will not be administered without prior parental consent. Annual Consent: The District may seek written parent/guardian permission, on an annual basis, for the administration of anonymous student surveys. Consent to anonymous surveys obtained annually will be valid until the beginning of the subsequent school year, or until written notice of withdrawal of consent is provided to the school administrator. Parents or guardians shall receive at least two weeks' notice prior to the administration of an anonymous questionnaire or survey. Consent for Surveys that are Not Anonymous: Prior to the administration of a survey that is not anonymous the District shall obtain written permission from the parent/guardian at least two weeks prior to the survey. Notice Requirements: At least two weeks prior to the administration of a questionnaire or survey, whether anonymous or not, that requires parental



consent as identified above, the school shall provide each student's parent or legal guardian with written notice explaining: 1. How and where the parent may preview the survey. 2. How the survey will be administered. 3. How the survey results will be used. 4. Who will have access to the questionnaire, survey or results; and 5. For those surveys which are not anonymous, explain that written parental consent is required before participation in the particular survey and include a permission form to be returned by the parents, with instructions that the form must be returned at least two weeks before the survey. Instructional Material A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. Physical Exams or Screenings Note: Effective June 30, 2016, provisions of AS 14.30.070 and the entirety of AS 14.30.120 require school districts to provide for or require each child to have a physical examination is repealed. The requirement that school districts provide vision and hearing screening examinations remains. AS 14.30.127. Although districts are no longer required to provide for and require physical examinations of every child attending school, the Department of Health and Social Services may require the district to conduct physical examinations it considers necessary and may reimburse the district for examinations. The federal Protection of Pupil Rights Act states that a student's parent(s)/guardian(s) may refuse to allow their child or ward to participate in "non-emergency, invasive physical examinations or screening." 20 U.S.C. 1232(C)(2)(A)(ii). A student's parent(s)/guardian(s) may refuse to allow their child to participate in any nonemergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student, or of other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision or scoliosis screening. The above paragraph does not apply to any physical examination or screening that: 1. Is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification. 2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et. seq.). 3. Is otherwise authorized by board policy. Collection of Personal Information from Students for Marketing Note: Federal law allows schools to collect personal information from students for marketing (20 U.S.C. 1232(c)(1)(E)), provided the board, by policy, allows parents to preview the instrument and opt their child out of the activity. The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, or (4) a Social Security identification number. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or sale. The above paragraph does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: 1. College or other post-secondary education recruitment, or military recruitment. 2. Book clubs, magazines, and programs providing low cost literary products. 3. Curriculum and instructional materials used by elementary schools and secondary schools. 4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments. 5. The sale by students of products or students to raise funds for school-related or education-related activities. 6. Student recognition programs. Notification of Rights and Procedures The Superintendent or designee shall notify parents(s)/guardians(s) of: 1. This policy, as well as its availability upon request. 2. How to opt their children out of participation in activities as provided in this policy. This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive changes in this policy. Legal Reference: ALASKA STATUTES 14.03.110 Questionnaires and surveys administered in public schools 14.30.070 Physical Examination required 14.30.127 Vision and hearing screening examinations UNITED STATES CODE 20 U.S.C. 1232h Protection of Pupil Rights Act Adoption Date in Consultation with Legal Council: December 8, 2003 Reviewed & Renumbered: September 20, 2010 Revised: May 15, 2017 Revised: April 19, 2021

### **Student Interviews (BP 5145.11)**

This policy governs all interviews of students by non-school employees **other than interviews conducted in the course of a child abuse investigation**. Exceptions to this policy may be made only by the Superintendent or Superintendent's designee.

#### Interviews by law enforcement officers

Law enforcement interviews of students shall take place in private. Students shall be informed of their right to decline to be interviewed and given an opportunity to contact their parents or an attorney prior to being interviewed.

#### Interviews by other non-school personnel

A. Any person who seeks to confer with a student in school or on the school grounds, or who telephones or otherwise wishes to leave directions as to where a student should meet another person, must provide positive proof of their identity to the Principal or designee in charge. Principals are responsible for the enforcement of this regulation and for informing clerks, teachers, and custodians concerning the full implication of this rule.

B. Individual students may not be interviewed by any person other than an employee of the District without approval of the principal or his/her designee. Interviews will not be permitted unless the student or the student's parent, if the student is a minor, consents to the interview.

### **Weapon Free Schools (BP 5131.7)**

Possession and/or use of a weapon or replica of a weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Bringing any weapon or replica onto school premises or to the location of a school activity is also prohibited. Prohibited weapons include, but are not limited to, guns, bombs, explosives, and all firearms as that term is defined in Section 921 of Title 18 of the U.S. Code (18 U.S.C. § 921), including the parts from which firearms may be assembled. Prohibited weapons also include axes, clubs, bludgeons, knives, artificial knuckles, slingshots, firecrackers or similar devices, mace, pepper spray, stun guns and any item the purpose of which is to inflict bodily harm or to cause serious physical discomfort.

Violations of this policy will subject student violators to suspension or expulsion. Students who are determined to have violated this policy with a firearm, as that term is defined in 18 U.S.C. § 921, shall be expelled from the district for a period of not less than one year. Students who are determined to have violated this policy with a deadly weapon other than a firearm shall be suspended for a period of at least thirty days or expelled, depending on the severity of the offense. Deadly weapons include any item designed for and capable of causing death or serious physical injury. Students who are determined to have violated this policy with a replica or a weapon other than a deadly weapon or firearm shall be suspended for a period appropriate to the nature of the offense or expelled, depending on the severity of the offense.

Students may apply for early reinstatement following suspension or expulsion by submitting a written request to the Superintendent. Early reinstatement may be granted when consistent with the requirements of federal law, if the student demonstrates that he or she has taken effective steps to remediate any harm caused by his/her offense and can provide effective assurance that the behavior will not be repeated. The Board and/or the superintendent may modify the mandatory discipline requirements of this policy where the law would prohibit the imposition of the prescribed discipline, or for other good cause. Good cause will typically require the presence of mitigating circumstances, the student's demonstration that he or she understands and accepts responsibility for the consequences of his or her actions, and a reason to believe that the student will not repeat the offense.

All incidents involving the presence of weapons at school, in a school vehicle or at a school-sponsored activity in violation of federal and state law shall be reported to the appropriate law enforcement authorities.

The provisions of this policy do not apply to the authorized use of weapons or tools for educational purposes or food preparation, or to the authorized possession of weapons other than firearms, as that term is defined in 18 U.S.C. § 921, where the Superintendent or the Superintendent's designee has granted prior permission for the possession.

More information regarding Wrangell School Board policies can be found online at:

<https://www.wpsd.us/domain/194>