# Lake and Peninsula School District

# Student - Parent Handbook
# 2026 – 2027

**THE LAKE AND PENINSULA SCHOOL DISTRICT**
101 Jensen Drive
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Phone (907) 246-4280 / Fax (907) 246-4473

Dear Students and Parents,

The School Board, District Administration and Staff of the Lake and Peninsula School District welcome you to the 2026-27 school year! The purpose of this handbook is to provide LPSD students and parents with information concerning the school operating laws, regulations and procedures. Please take time to read this handbook and familiarize yourself with the basic operating rules of our schools.

The components of this handbook are based on State of Alaska Statutes regarding school law, policies, procedures and regulations. Community input was sought by the School Board and was incorporated into this document. This handbook was also created with additional guidance from LPSD Board Policies and Administrative Regulations.

Following the procedures within this handbook will ensure consistency across our district this year. It is recommended that school staff, and students with their parents, have an open discussion on these procedures at the beginning of the year. Again, please take some time to review the contents of this document.

Check out our great staff on the next page. We are here to help you!

If you have any questions or concerns with these policies and procedures, please feel free to give me a call. I look forward to another great school year!

Sincerely,

Kasie Luke
Superintendent
Lake and Peninsula School District
907-745-7092

## 2025-26 LPSD STAFF DIRECTORY

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|---|---|---|
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**The Lake and Peninsula School District**

# STUDENT AND PARENT HANDBOOK

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## DISCLAIMER for Student-Parent Handbook

**LPSD Board Policies, Administrative Regulations, and Alaska Statutes are referenced throughout this Student-Parent Handbook. These references are sometimes direct quotes, but other times may only be a summary of a policy. These superior documents may be revised at any time and, if in conflict with this document, the superior document always supersedes this Student-Parent Handbook which aims to summarize policies for clarity and readability. When acting on or trying to study a policy, always refer to the most current version of the superior document. If a superior document is not referenced, then that particular policy may only exist in this board-approved Student-Parent Handbook.**

### SCHOOL BOARD MISSION STATEMENT

The mission of the Lake and Peninsula School District is to nourish student growth by investing in partnerships and implementing culturally responsive, place-based education.

### ATTENDANCE — Board Policy 5110

The School Board recognizes that individual student attendance in school is an important aspect affecting the quality of instruction offered to individual students as well as to the entire student population.

Parents of students between the ages of 7 and 16 are expected to follow the provisions of Alaska School Law 14.30.010 to Section 14.30.050, which explains compulsory attendance expectations. Site administrators, teachers, and LSACs shall report students not complying with the Law. Students are expected to attend school regularly and punctually. Parents/guardians are responsible for ensuring that their children attend school as required by Alaska Statute AS 14.30.010–14.30.050. [BP 5110 – Attendance].

Each school in the District is expected to develop a specific tardy policy to reduce tardiness at its site. Tardiness is defined as a student not being in his/her assigned classroom or seat in that classroom at the beginning of the period. A tardy becomes counted as ½ day unexcused absence after the tardiness exceeds 30 minutes.

Successful educational advancement is enhanced by regular school attendance. The responsibility for regular attendance lays with each student and his/her parents or guardian. However, it is the obligation of the school to assist the student and parent to assure that regular school attendance does occur.

1) All absences, whether excused or unexcused, are considered an absence, including but not limited to being sick, family trips, religious holidays, emergencies at home, death in family, medical appointments, and out of school suspension. For those students whose families are engaged in commercial fishing when school begins in the fall, a prearranged absence not to exceed 15 days may be granted.
2) It is the belief of the School Board that family trips should be scheduled either during summer vacation or at times when school is out for vacation. Should a family vacation require the student to miss more than 15 school days, assignments will not be given for the class or classes missed. For absences up to 15 days, the teacher will be required to provide assignments in each class including homework. The work must be completed and returned to the teachers no later than one week after the return to school. If a family wishes to vacation for more than 15 school days the parents would be encouraged to enroll the student in a school district in the area of the vacation.
    a) A student who has not been in attendance in the District for 20 days, during any reporting period (Quarter) will not receive a Snapshot. (*Added: 7/03*) A Snapshot is the reporting tool that identifies the student's level of progress.
3) Any student attending school in the District must maintain regular attendance. A student who has missed 10 consecutive days unless the absence has been pre-arranged will be dropped from the attendance records. On return the student must re-enroll prior to attending school (Board Policy revision 8/26/97 and 5/05).
4) When a student's absences exceed 10 days per semester the Site Administrator, shall by written memo, indicate the number of absences and dates of absences and request the parent or guardian to improve their child's attendance at school.

5) When the student's absences exceed 15 days per semester the Site Administrator, shall by written memo, notify the parent and send a copy of the notice to the District Office. Upon receipt of this letter the District Office administrator shall within three (3) days, and monthly thereafter, check and ensure that the student is attending school. If continued violation occurs, the designated District Office Administrator or Superintendent or Chief School Administrator, shall by written letter request parental assistance to immediately improve school attendance. A copy of this letter will be sent to the VPSO or nearest state trooper's office requesting enforcement of the Attendance Law.
6) Each site administrator shall notify the students of the attendance and absence policy at the beginning of the school year. Each student shall return to the school a copy of the Statement of Understanding, from the Parent Student Handbook, with parent signature, noting the parent has read the District attendance expectations.
7) Students shall provide a written excuse or telephone call from the parent or guardian indicating the reason for each absence from school.
8) Students maintaining regular attendance shall be eligible to participate in competitive sports activities or other school sponsored activities.
9) No student will participate in a school activity or sport if absent from school the day of the scheduled travel or activity.
10) Any student absent from school for a period of ten consecutive school days will be dropped from the attendance rolls of the school unless satisfactory arrangements are made with the site administrator in advance.
11) Each LSAC is free to adapt more stringent modifications to the above attendance policy provided the modification is coordinated with the District Office.

**BECOMING A SUCCESSFUL STUDENT**

Success in school involves commitment, effort and time. The following general information is provided for students as a guide for the development of a successful and enjoyable school career.

1. **Set Goals:** Clearly defined goals help to identify where you want to go, how you are progressing and when you reach the finish line. Set both short and long term goals.
2. **Work Independently:** Be a self starter. Discipline yourself to complete assignments and track your goals to be sure you are meeting them.
3. **Organize Your Time:** Your schedule should provide for study time, school-related activities, out-of-school activities and leisure activities.
4. **Find or Make a Good Place to Study**: Remove any distractions. Do not fool yourself into thinking you can study as effectively with music blaring or TV playing as you can in a quiet atmosphere. Gather all needed materials before starting to study. Have easy access to pencils, books and any other materials that are needed.
5. **Use an Assignment Notebook**: Don't trust your memory. You should be sure that you know what assignments are required **and** when they are due. Do your very best to never miss a deadline.
6. **Tackle Hard Assignments First:** Do memory work first and alternate between written assignments and reading. Most students can learn more in three 40-minute sessions than they can in one session of 120 minutes.
7. **Concentrate:** Break up your study time. It is easier to concentrate if you divide your study time among different subjects and give yourself a study break occasionally (about 10 minutes per hour).
8. **Take Notes in Class**: You will be able to pay closer attention to the instructor if you take notes in class. Note-taking also helps you to better remember the information. Your teacher will help you to recognize important information by giving you clues. Important statements may be spoken more slowly, written on the chalkboard or repeated. Write key phrases only. Keep your notes together, dated and in order. They will be helpful when studying before a test.
9. **Listen in Class and Then Ask Questions for Clarifications:** If you do not understand the information, do not be afraid to ask for an explanation!
10. **Communicate with the Staff**: Take the initiative. Be respectfully assertive. Let your teachers and counselor know who you are and what you require in order to achieve your goals. Communication is one of the key elements of a successful school career. It is a valuable asset that can only be developed through continued use and interaction.

**CURRICULUM & INSTRUCTION** **Board Policy 6146.1/AAC 06.075**

The program of instruction in the schools shall be that prescribed by the State Department of Education and as

supplemented by the Board of the Lake and Peninsula School District.

The instructional program of the District shall provide instruction suited to and open to all legally eligible children to attend school in the District. All schools within the Lake and Peninsula School District have been designated as Kindergarten through 12th grade.

**STANDARDS-BASED SYSTEM**

In 2020-21 LPSD began its 20th year as a standards and performance-based district, implementing a standards-based system that is aligned to the Alaska State Content and, where appropriate, the Alaska State Performance Standards. Teachers, administrators, staff and community members have worked hard over the years to develop, adapt, and adopt standards. These standards form the basis of our curriculum.

The district's standards-based system consists of specific performance standards in each of the eight content areas listed below**.** *(revised 7/09)*

| | |
|---|---|
| READING | SCIENCE |
| WRITING | TECHNOLOGY |
| MATH | CULTURE AWARENESS |
| SOCIAL STUDIES | EMPLOYABILITY |

The District standards are the basis for all instruction. The District continues to develop skills-based, analytical and performance-based assessments for each level of the district performance standards. Students must demonstrate 80% proficiency on each assessment to advance from one level to the next.

Students are leveled in each content area and receive instruction at their actual ability level rather than age as in a traditional system. Students must demonstrate mastery on each standard in a level before passing a level. Resources have been carefully chosen to align with our standards and teachers are expected to use LPSD recommended resources. In order to graduate from LPSD, a student must meet minimum graduation levels and acquire a minimum of twenty-one credits (see Credit Conversion Chart and Pacing Chart, below).

**GRADUATION REQUIREMENTS FOR HIGH SCHOOL**

Students must be proficient or better in the levels listed below:

| | |
|---|---|
| L10 READING | L10 SCIENCE |
| L10 WRITING | L10 TECHNOLOGY |
| L10 or L11 MATH (or higher) | L10 CULTURE AWARENESS |
| L8 through L11 SOCIAL STUDIES (any 3, must include 0.5 in AK studies**) | L10 EMPLOYABILITY |

**Credit Conversion Chart for High School Credits**

Credit Conversion/Minimum Graduation Levels (shaded)

*LPSD Levels in green, graduation levels in peach, numbers are grade levels*

| Standard Area | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Reading | | | | | | | | | | 1 | 1 | 1 | 1 |
| Writing | | | | | | | | | | 1 | 1 | 1 | 1 |
| Math* | | | | | | | | | 1 | 1 | 1 | 1 | 1 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Social Studies** | | | | | | | | | 1 | 1 | 1 | 1 | |
| Science | | | | | | | | | | 1 | 1 | 1 | |
| Technology | | | | | | | | | .5 | 1 | 1 | | |
| Cultural Awareness | | | | | | | | | | .5 | 1 | | |
| Employability | | | | | | | | | 1 | 2 | 2 | | |

* Need a total of 3 credits in Math
** Need to earn three social studies credits from Levels 8-11 and students must complete the Alaska Studies portion (.5 credits) of Level 8 SS in order to graduate. (The Alaska Studies requirement is waived if the student is a junior or senior transferring into an Alaska public school or if they have successfully completed a different state's state history class 4 AAC 06.075.)

**Pacing Chart (How grade levels approximate standard levels)**

| Standard Areas | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Reading | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11+ | |
| Writing | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11+ | 11+ |
| Math* | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10 | 11+ |
| Social Studies** | K | 1 | 2 | 3 | 4 | 5 | 6-7 | 7-8 | 9-11 | 9-11 | 9-11 | 9-11 | 12 |
| Science | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11+ | |
| Technology | | | | | 4-5 | 5-6 | 6-7 | 7-8 | 9-12 | 9-12 | 9-12 | | |
| Cultural Awareness | | | | | 4 | 5 | 6 | 7 | 8 | 9-12 | 9-12 | | |
| Employability | | | | | 4-5 | 5-6 | 6-7 | 7-8 | 9-12 | 9-12 | 9-12 | | |

**CTE/CAREER & VOCATIONAL EDUCATION**

LPSD is pleased to offer a robust CTE program for high school students. In cooperation with three other school districts, professional vocational trainers give students excellent vocational training and licensure in a large variety of areas, including, but not limited to welding, computers, heavy equipment, health services, graphic arts, marine skills, driver education, and carpentry. Students apply to each session and when accepted, leave their local school for a superb week of training at a well-tooled site. Priority is given to upperclassmen. Flyers are given to schools weeks in advance advertising the next sessions. Keep asking your school office or contact the CTE Director for more information.

**DISTANCE EDUCATION COURSE OFFERINGS**

To be eligible for advanced distance education coursework, students must first pass the minimum graduation level in the content area in which they wish to take an advanced course. The school counselor or principal will meet with the parents, student and teacher to determine the appropriate course work for each student. Once a distance course has been identified it must be submitted to the Curriculum Director for final approval. Parents will pay for the initial cost of tuition and books for all distance courses.

Students who qualify to take advanced coursework, are eligible to take the following number of credits, based on their grade level:

9th Grade Year: 6 credits

10th Grade Year: 9 credits

11th Grade Year: 12 credits 12th Grade Year: 24 credits

Courses taken from institutions outside of the UA System, BYU, or APEX, will be reimbursed up to a maximum amount of $200 per credit hour, and $150 for books and materials, per course.

Students/Parents/Guardians are responsible for the cost of the course/s and materials needed. LPSD will reimburse the cost of the course only if the student and parent/guardian agree:

- to complete all coursework within two months of the proposed completion date above
- to achieve a C grade (70%) or higher
- to turn in proof of completion of the course and all receipts within two weeks of receiving the final grade to Reimbursements in the Finance Office.

**For APEX courses, LPSD pays the initial fees, but students must reimburse LPSD if the course(s) is not completed with a C grade (70%) or higher at the end of the course term. Cost for APEX courses is $300 per semester, per course. If a student does not repay the District, they will not be allowed to take further advanced online courses.*

**DRESS CODE**

The purpose of our dress code is to create a culture of learning, respect, and safety. A dress code promotes a more serious school atmosphere, which encourages authentic learning and positive behavior. In general, our school dress code for both students and staff is to be clean, respectful, and modest. In particular, clothing should be worn as designed and not be worn that shows underwear or undue exposure of skin, including backside and midriff. Hats and hoodies can be worn to school, but to demonstrate professionalism and respect for learning they should not be worn in class. Logos or writing on clothing should always be positive and encouraging, including inferences. Logos and writing on clothing that break district policies (discrimination, tobacco, alcohol, drugs, weapons, profanity, harrassment, crude speech, and disrespect, etc.) are prohibited. Footwear should be worn at all times in the building for hygiene and to be prepared for evacuation drills and emergencies. Other items may be addressed by the site administrator.

**DUE PROCESS (SEE APPENDIX A)**

Inevitably, in the course of human events, people have misunderstandings or violate policies. LPSD believes strongly in due process and has our Due Process policy printed in this handbook for student and parent review and reference.

**EMAIL ETIQUETTE**

1. Be polite – Use appropriate language. Be careful in your use of sarcasm, anger and other emotions. Your tone may not always come through the way you intended. Be professional and careful what you say about others. E-mail is easily forwarded.
2. Double check the mailing address(es) before you send your message. Be sure your message is going where you want it to go.
3. Keep paragraphs and email short and to the point.
4. Use correct grammar, spelling, and punctuation.
5. Use both UPPER and lowercase letters in your messages. It is normally inappropriate to use all capital letters: IT LOOKS LIKE YOU ARE SHOUTING.
6. Type your name at the end of each message to “sign” your message.
7. Delete messages as soon as possible to free up valuable storage space on mail servers.
8. Use bulk mailing techniques only when necessary. Don’t “spam” users of the system.
9. Print only the important parts of e-mail messages, web pages or files. Don’t waste paper.

**HOMEWORK**

Homework is considered a regular part of the school's academic program. Parents are encouraged to provide a regular time and place for students to complete the day’s assignments. The schools and all personnel hired by the District are required to support this effort and provide alternatives at school to accomplish homework when no other place is available.

**INTERNET SAFETY and ACCEPTABLE USE POLICY (SEE APPENDIX B)**

**NOTICE FOR STUDENT RECORD REQUESTS**

The Lake and Peninsula School District forwards all educational records (including discipline and suspension reports) to other agencies or institutions that have requested records and in which the student seeks or intends to enroll. At the request of the parent or eligible student a copy of the record that was disclosed will be provided.

**PARENT-TEACHER CONFERENCES**

LPSD believes that a healthy parent-teacher partnership is crucial to optimize the learning potential of each student. Parent-teacher conferences are held at least twice per school year for the purpose of scheduling an official time for parents/guardians to meet with teachers to discuss student progress. Parents/guardians are also encouraged to contact the school to arrange conferences with the teacher whenever desired or to contact the teacher directly throughout the year. In addition, teachers are instructed to reach out frequently to parents/guardians to keep them in the loop on the successes and challenges of each student.

**PERSONAL ELECTRONIC DEVICES**

Personal cell phones, iPods, iPads, and other electronic devices are to be turned off and out of sight during class unless the teacher has given specific permission for their use. If an item is confiscated for violation of school rules, it may be retrieved from the teacher on the first offense. For subsequent offenses, the item will be turned over to the Site Administrator. A meeting to include the student, parents, teacher and Site Administrator will be required before retrieval of the item. Site administrators with LSACs may implement additional policies.

**PHONE CALLS TO TEACHERS**

Since most of our teachers are in class all day and some schools do not have other staff to answer phones, it is important to reduce the number of calls to students or teachers while they are in class. Each site administrator shall advise parents of the times when calls may be made to the school.

**PUBLIC DISPLAY OF AFFECTION**

The public display of affection on campus or school-sponsored activities, such as holding hands, arms around, kissing, necking, or anything else deemed inappropriate by an adult, is not conducive to a culture of academic learning or student respect. Students will be informed of inappropriate behavior. Parents will be notified and the student will be subject to discipline.

**RECESS**

Fresh air and exercise are a good way to improve health and learning. At the discretion of the principal or head teacher, elementary children will be expected to go outside for recess down to a chill factor of -10 degrees Fahrenheit. Ensure children have sufficient clothing at school to enjoy recess in cold or wet weather.

**REPORT CARDS/STUDENT REPORTING**

The Lake and Peninsula School District has established a reporting system using Snapshots and MAPs Growth Reports and alternative approaches for measuring student performance. These measurements are consistent with the educational program in the District. Transfer students must be in attendance for a minimum of 20 days to receive a Snapshot for any 9 weeks reporting period, although students and parents have access to online versions of the Snapshot within a week of student enrollment.

Appropriate Snapshots, forms and procedures for reporting student progress to parents have been established by the District. The reporting tools are designed to help all parents understand their child's current level of achievement in all eight content areas. Weekly and/or bi-weekly communication with the community is essential to meet the educational goals of the District.

**MOVEMENT THROUGH LEVELS**

Criteria for determining student movement through the District's curricular levels shall be guided by student performance as measured by:

- Skills based assessments
- Analytical assessments
- Performance based assessments

**SPECIAL EDUCATION SERVICES** **Board Policy 6172**

Federal and State Laws require that the Lake and Peninsula School District find and provide a ***free and appropriate and public education*** (FAPE) to all disabled school age individuals (ages 3-21) residing within the District. The State of Alaska, in accordance with IDEA, recognizes 14 categories of disabilities under which a child may qualify for special education services. These 14 categories are: autism, cognitively impaired, deafness, orthopedic

impairment, deaf-blindness, other health impairment, emotional disturbance, traumatic brain injury, hearing impairment, multiple disabilities, visual impairment, specific learning disability, early childhood developmental delay and speech or language impairment.

Students with certified disabilities may require specialized or modified materials, equipment, instructional programs and/or related services. In all such instances, the educationally related services will be provided to the individual in accordance with the Individual with Disabilities Education Act (IDEA).

District Personnel, in conjunction with village health aides, conduct an annual Child Find Screening every fall at the District's school locations. While a concentrated screening effort is made every fall, Child Find Screening services are available through the school year. Anyone knowing of a child who may be in need of screening is encouraged to contact the District's Child Find Coordinator.

**SPECIAL EDUCATION AT THE LAKE AND PENINSULA SCHOOL DISTRICT**

The Lake and Peninsula School District Special Education team is committed to seeing all students within the District succeed in their educational pursuits. The team aims to meet this goal by working with teachers, aides, parents and students to facilitate the individual child's ability to achieve.

The District's Special Education team is led by the LPSD Special Education Director and carried out by on-site special education teachers and paraprofessionals under the oversight of the school principal.

Special Education services are provided in the Lake and Peninsula School District at no cost to the parent/guardian of those students who qualify as having a disability that impacts their ability to achieve academically. Students who are identified by their teachers, parents, or other concerned adults, as having possible academic issues can be referred to special education for possible screening, assessment or to begin the intervention process. If you have questions about your child or if you would like general information regarding services that could be provided to your child please feel free to contact your local principal, head teacher or special education teacher.. The Special Education Team looks forward to working with you this coming school year to meet the needs of every student facing a challenge in learning. By working together we can help our students achieve more than they ever dreamed possible.

**STUDENT-PARENT-SCHOOL AGREEMENT (SEE APPENDIX C)**

LPSD believes strongly that students have the best chance at school success when the student, the parent/guardian, and the school are all in partnership to pursue the LPSD Mission Statement (page 6) together. The district asks that older students, the parent/guardian, and the principal/head teacher annually sign their intent to work together in good faith, fulfilling their individual responsibilities to advance the student as far and as fast as possible. (See Appendix C for the Student-Parent-School signature form.)

**SUPER SENIORS**

Definition- A super senior is a student who completes grade 12, but falls short of completing the graduation minimum levels required to graduate from LPSD.

Curriculum:

- Once a student reaches "super senior" status, the district will assess their current academic standing and make coursework recommendations. When necessary, regular classroom instruction will be substituted with a performance-based independent learning model, including consideration of distance courses.
- Academic goals will be set and a timeline established. If for some reason the student does not meet the goals in the allotted amount of time, the school and district will monitor, adjust, and intervene.

Athletics and Activities: ASAA policy states that-

- No student may participate in more than eight consecutive semesters after becoming a traditional 9th grader (except for eighth grade eligible students who may participate in ten consecutive semesters in any interscholastic activity.
- A student who becomes 19 years of age, on or before August 1, shall be ineligible for interscholastic activity.

Based on these ASAA policies, super seniors are not eligible for any extracurricular activities. This includes, but is not limited to, any activity falling under ASAA's policies (e.g., Cross-Country Running, Volleyball, Wrestling, AASG, and Basketball, etc.) and any LPSD-sponsored activities (e.g., Mix 3 Volleyball, Mix 3 Basketball, SNAP Meet (including prom), NYO, Student Government, and CloseUp, etc.).

If they apply and are selected, super seniors will be allowed to attend CTE courses, because CTE is part of the curriculum.

**TRANSFER STUDENTS**

Students who apply for admission to district schools will be placed at the level they have reached elsewhere pending observation and evaluation of their academic, social and emotional performance by their teachers, guidance personnel and the Principal/Head Teacher or designee (BP5188).

Records from prior schools should be sent to the LPSD Registrar at registrar@lpsd.com. The LPSD Registrar and Curriculum Director will then review records to create the Leveling Form to be sent to principals and head teachers. The Leveling Form instructs educators onsite where to place each student in each subject.

In considering whether a student's transfer credits meet requirements, the Curriculum Director will exercise his/her judgment as to whether or not subjects transferred into LPSD are acceptable. Any significant deviations from LPSD's course requirements should be referred to the District Office before consideration for graduation.

Questions regarding these requirements should be directed to the Superintendent. The School Board will consider unresolved questions.

**QUALIFIED TEACHERS AND PARAPROFESSIONALS**

Parents of Lake and Peninsula School District may request information regarding the professional qualifications of their child's teacher(s) and/or paraprofessionals. Specifically, parents can ask if their teachers have met State qualifications for licensure and if any teachers are under emergency or provisional certification. In addition, parents may request information regarding the qualifications of a paraprofessional who may be working under the direct supervision of the classroom teacher. Parents/guardians may request this information from Human Resources.

**FEDERAL PROGRAMS COMPLAINTS**

The Lake and Peninsula School District participates in a number of Federal Programs. (Examples: Title IX (equal opportunity in education for males and females), Title 1-A (Education for the Disadvantaged), Title 1-C (Migrant), Title I-D (Neglected & Delinquent), Title II-A (Teacher and Principal Training), and Title X (Homeless Education)

Should you have concerns about the District's participation in any Federal Programs you are encouraged to talk to your local school administrator. If you continue to have concerns please contact

Business Manager
Lake and Peninsula School District
907-745-7090

When you contact the Business Manager, you will be presented a complaint form and the following procedures will be followed:

1. Federal programs-related complaints filed with Lake and Peninsula School District will be investigated and resolved, when possible, at a district level.
2. Complaints will be addressed in a prompt and courteous manner.
3. A response will be provided to the complainants within 30 days, with an additional 30 day allowance, if exceptional conditions exist.
4. Complaint form, findings and resolutions will be disseminated to all parties to the complaint and to the school board. Such findings and resolutions shall also be available to parents, teachers and other members of the general public, provided by the school district, free of charge, if requested.

If after allowing Lake and Peninsula School District adequate time to address and attempt to resolve your complaint, it remains in dispute, complainants have the right to contact the Alaska Department of Education & Early Development, 801 W. 10th Street, Suite 200, PO Box 110500, Juneau, AK 99811-0500.

**GENERAL CONCERNS/COMPLAINTS PROCEDURE**

The District recognizes that students/parents may have concerns regarding the professional staff, support staff, or the instructional program. By direction of the District School Board, the proper procedure for dealing with complaints will be as follows:

1. If the problem involves a classroom teacher or staff member, the complaint should go to that first level employee first.
2. If the problem cannot be resolved with the first level employee, the complaint should go to the Administrator/Head Teacher.
3. If the Administrator/Head Teacher cannot resolve the problem or if the problem involves the Administrator/Head Teacher, the complaint should go to a District Administrator. Every effort should be made to resolve the problem on the local level.
4. If the problem still cannot be resolved after consulting a District Administrator, the Superintendent should be consulted.
5. When all other attempts to solve the problem fail, it should be brought before the School Board. The Board's decision will be final.

**GUIDANCE AND COUNSELING**

Problem solving: A counselor or teacher can be a great help when you have personal problems. You may want to see a staff member if:

1. You need someone to listen;
2. Things aren't going well at home;
3. You feel sad, lonely, depressed or unloved;
4. You're worried about something;
5. You're forming habits you would like to stop;
6. You're having trouble saying "No" to your friends;
7. You need help in getting along with others; or
8. You would like to join a group to share thoughts and feelings about problems.

College and Career Information: Your teacher(s), or Principal can help put you in contact with the District's Itinerant Counselor when…

1. You want information about making your career choices or require job information;
2. You need college or other post-high school information;
3. You need financial aid information;
4. You would like information on scholarships;
5. You need to request letters of recommendation;
6. You would like to use the AKCIS website; and/or
7. You need information about yourself, your likes and dislikes or need help to make informed decisions.

Our counselor serves multiple sites. Please email the LPSD Guidance Counselor when you need assistance.

**PARENT NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Lake and Peninsula School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Lake and Peninsula School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lake and Peninsula School District to include this type of information from your child's education records in certain school publications. Examples include:

- **A playbill, showing your student's role in a drama production;**
- **The annual yearbook;**
- **Honor roll or other recognition lists;**
- **Graduation programs; and**
- **Sports activity sheets, such as for wrestling, showing weight and height of team members.**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside

organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

The Lake and Peninsula School District has designated the following information as directory information:

- **Student's name**
- **Participation in officially recognized activities and sports**
- **Address**
- **Telephone listing**
- **Child's photograph**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **The most recent educational agency or institution attended**

If you do not want the Lake and Peninsula School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the 2nd Friday of September. Please contact the Principal/Head Teacher at your child's school to complete the "opt out" form.

**STUDENT ACCIDENTS AND ACCIDENT INSURANCE**

Parents are primarily responsible for their children's health care. The School District does not provide medical care or insurance for student injury that may occur while attending school or participating in school sponsored activities. The District can provide information on student school accident insurance. This insurance can be purchased by the parents. Contact the site Principal for more information.

**STUDENT ACTIVITIES**

**ACTIVITY TRAVEL/STUDENT RELEASE** **Administrative Regulation AR 5131.8**

Due to safety and legal liability responsibilities, the district discourages parents/guardians from requesting a student release. Chaperones will only release students to immediate family members, including: parents, grandparents and siblings 21 years of age or older. Family members must have been previously approved and have signed the Request For Travel Release Responsibility form.

In order for a student release to be granted the following conditions are required:

1. An official Student Release Form must be received by District Office prior to student departure to planned activity.
2. The form must have been signed by Parents, Site Administrator, and Activities Coordinator.
3. Release only to the immediate family member listed on the student release form.
4. The student release will in no way interfere with full participation in the activity.
5. The chaperone must have verification of the release.
6. The approved adult picking up the student must sign the release form upon pick up.
7. The chaperone has the right to refuse release if the student's safety is a concern.

**FIELD TRIPS/STUDENT TRAVEL** **Board Policy 5131.8**

Field trips may be planned for groups of students throughout the year. These activities enhance our total educational program.

Student field trips and student travel sponsored by the school must be carefully planned. No student travel away from the local school site may be made without prior approval of the District Office. Considerations must be made with regard to funding, timeliness, and sufficient educational benefit prior to approval of any student travel.

Student travel on all school-sponsored trips shall be on District approved vendors. Approval of the Superintendent

must be obtained prior to any travel using any method of transportation outside of the list of District approved travel providers. District Policy details procedures for submitting student travel requests for approval by the District School Board and District Office.

The Administrator/Head Teacher must submit a travel proposal to the Activities Coordinator 60 days prior to the proposed travel date. The Activities Coordinator has the responsibility to inform the Superintendent of all student travel requests.

**Note: All school rules, eligibility criteria, discipline, and conduct rules, etc. apply during any student travel sponsored by the District.**

**ELIGIBILITY FOR ACTIVITIES**

An LPSD student must adhere to the following guidelines if they wish to be eligible for school-sponsored trips: Students may also be held to the guidelines as outlined by the Alaska School Activities Association:

1. Starting their freshman year, a student must have passed a minimum of 4 levels (or classes) the previous school year to be eligible. An eighth grade student is eligible regardless of their prior academic performance.
2. A middle school student must be developing in level 7 Employability to be eligible for travel.
3. A High School student must be developing in level 8 Employability to be eligible for travel.
4. Conduct at School: Students must conduct themselves in an acceptable manner with all school staff. If a student is reported as having poor conduct in one class, he/she will be declared ineligible for extracurricular activities for the next week. Poor behavior or attitude could be recorded as an Emerging score in Employability, creating the ineligibility.
5. Conduct on Trips: Students are required to conduct themselves properly while participating in activities and the guest of another school. A student shall not disobey rules or regulations that have been established by the coach, supervisor, chaperone, or hosting school. Infringements of this section shall be dealt within accordance with the student disciplinary section of Board Policy.
6. The student must have no more than ten absences a semester. If absences exceed 10, the student will be ineligible for the remainder of the semester.
7. Suspensions (in or out of school) will result in a student becoming ineligible for extra-curricular activity participation until reinstated by the site Principal.
8. The students must be free of tobacco, alcohol, and drugs. Students who are caught using these substances will be subject to district policy as outlined in the student handbook.
9. The student must be developing in all content areas. A student will be eligible when they bring their emerging scores to developing or proficient.

LPSD defines developing and emerging as follows:

Developing- The student is scoring below 80% on classroom assignments and projects. The student is making steady progress toward 80% proficiency. Assignments are complete and handed in on time.

Emerging- The student is not making progress toward the 80% proficiency. Assignments are not complete and/or are not handed in on time. Students must also be attempting to make progress in their academic programs.

**For the student athlete:**

All of the above guidelines are required for student athletes. In addition:

1. The student must maintain a 90% attendance rate at practice to be eligible for travel. What constitutes 90% attendance is at the discretion of the site administrator.

2. The student must be in attendance the day before, the day of and the next school day after an event, if applicable. If they are absent on any of these days, they will be ineligible for the following event. A student must attend the entire day of school the day of an event, except for required travel time. A student who is more than 30 minutes late for any class is considered absent and will not be eligible for the event. Extenuating circumstances will be evaluated by the site administrator.

3. Physicals: A student must have a physical and ASAA physical form completed by the first day of practice (for both Mix 3 and ASAA sanctioned sports). The physical must be completed by a physician, physician assistant or advanced nurse practitioner.

**If a student is sent home from a trip:**
A letter will be sent to the parents or guardians and the student will not be allowed to travel again until the district receives reimbursement, in the form of 20 hours of community service, for the cost of the trip. The community service will be arranged through the site principal.

After due process, the penalty for being sent home or other major infraction while a member of a school-sponsored team is:

**First** Offense: No activity or travel for 45 school days of ineligibility from date of infraction
**Second** Offense: No activity or travel for 90 school days of ineligibility from date of infraction
**Third** Offense: No activity or travel for 120 school days of ineligibility plus 20 hours of documented counseling, or 150 calendar days of ineligibility from the date of infraction
**Fourth** Offense: Suspension of all district travel and activities through remainder of school career with LPSD.

After the suspension period, the student must submit a letter of apology to the LPSD Superintendent and ask for their eligibility to be reinstated. The letter must contain the offense and the corrections made to ensure it will not happen again.

A student will also be held to site and district discipline policies when they return to their school site.

**Other instances that will result in a review of a student's eligibility:**

1. Leaving a school sponsored trip for non-emergency situations.
2. Not attending a trip without giving at least a 7 calendar day notice of cancellation.

**STATEMENT OF UNDERSTANDING (SEE APPENDIX D)**
Students enrolled in LPSD grades 5 through graduation will be required to sign a "Statement of Understanding" signifying that this Student-Parent Handbook, eligibility requirements and penalties have been read and understood. This must be signed and on file before any participation can take place. (See APPENDIX C: Statement of Understanding)

Parents(s) or guardian(s) of all students regardless of student level will be required to sign a "Statement of Understanding" signifying that this Student-Parent Handbook, eligibility requirements and penalties have been read and understood. This must be signed and on file before any participation can take place. (See APPENDIX C: Statement of Understanding)

**WEATHER RESTRICTIONS FOR TRAVEL**
Student travel is prohibited on any piston aircraft when the ambient air temperature is twenty (20) degrees Fahrenheit below zero or colder.

Student travel is prohibited on any turbine aircraft when the ambient air temperature is thirty (30) degrees Fahrenheit below zero or colder.

Student transport in the back of an open vehicle is prohibited if the ambient air temperature is twenty (20) degrees Fahrenheit below zero or colder.

**Student travel above these temperatures is at the discretion of the individual.**

Be aware that we all need to renew our awareness of the increased danger of travel due to inclement weather and short daylight hours available for flying at certain times of the year.

Please take the extra precautions to provide for the maximum safety margins we owe the students, staff and ourselves. These extra precautions include, at the minimum, the following:

1. Prior planning, including written travel information with students' names, telephone numbers, addresses and dates of travel. This should be available for the travel coordinator no later than one week before travel is to begin. Of course, we will always deal with emergencies, but the longer lead time we have, the better we can get the job done.

2. All students and chaperones traveling on District sponsored aircraft, are required to be dressed appropriately for the weather. **Coaches and siteheads are to be adamant on this requirement with students.** This requirement shall be observed during the winter months which extend through April in our area.

3. All personnel are reminded that at no time should they feel compelled to travel when conditions are questionable. If you think that weather or other conditions warrant a postponement or rescheduling, please inform District Office that a plane should not be sent for you or your students.

**STUDENT DISCIPLINE** **Board Policy 5144**

**BOARD PHILOSOPHY ON DISCIPLINE**

The School Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to self-directed with minimal application of disciplinary measures.

The Board recognizes that there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provides the basis for sound disciplinary practices within each school in the district in order to maintain an environment conducive to learning. These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color or sex.

The administration, teachers and classified staff share mutual responsibility for the enforcement of district policies and regulations pertaining to student conduct and safety. The Board shall give reasonable support and assistance to employees with respect to student discipline. The Board shall review its policies related to student rights and responsibility at least once every three years and shall modify its policies as needed in accordance with law.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

Each Principal/Head Teacher shall publish school rules for student discipline, which describe the school's behavior management plan and consequences for student misconduct. Special care shall be taken when developing school rules to solicit the views of the school community, including administrators, teachers, school security personnel, parents/guardians and students.

School site rules must be strictly based on district policy, regulation and state and federal laws and be enforced fairly and uniformly. The Superintendent or designee shall establish procedures for the approval of such rules.

At the beginning of each school year, the Superintendent or designee shall ensure that every student and his/her parents/guardians are notified in writing of the availability of Board policies and administrative regulations related to student rights and responsibilities. Such policies shall be posted in accordance with law. (4 AAC 07.030)

**CORPORAL PUNISHMENT**

Corporal punishment is prohibited by law as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students.

The prohibition on corporal punishment does not prevent the use of reasonable and appropriate force by a teacher or other supervising employee, which is necessary to maintain order or protect student welfare. Reasonable and necessary force or physical restraint against a student may be used to protect the student, or others, from physical injury; to obtain possession of a weapon or other dangerous object; to maintain reasonable order in the classroom or on school grounds; or to protect property from serious damage or destruction. The force shall not be greater than

necessary to control the misconduct or dangerous situation. In no event may deadly force be used against a student. (See RESTRAINT/SECLUSION policies)

**DISCIPLINE PROCEDURES** **AR 5144**

(A) Corporal punishment is not allowed as a means of discipline in the Lake and Peninsula School District.
(B) Suspension and expulsion of pupils from school is allowed under District policies.
(C) The Rules of Discipline.They are not binding to the extent that they rule out common sense and good judgment but are cited in an effort to achieve fairness and consistency. In all cases, parents will be notified as soon as the site administrator has cause to believe that a student is guilty of any of the following unacceptable behaviors.

**DETENTION**

Each school and teacher in the District has the right to require a student to report for after-school detention. Parents will be notified prior to a child being detained. Detention may be assigned to assist a child who has fallen behind in studies or to discipline a child who has been a disruption at school or in class.

**SUSPENSION**

A Principal/Head Teacher may suspend temporarily a pupil from school for reasons only as outlined in AS 14.30.045. Suspensions shall be immediately reported to the parent/guardian and to the Superintendent or Chief School Administrator.

Reasons for suspension, expulsion, or denial of admission of pupils by the Hearing Authority as detailed in Alaska Statutes are as follows:

1) Continued willful disobedience or open and persistent defiance of reasonable school authority.
2) Behavior which is inimical (harmful, hostile or adverse ) to the welfare, safety, or morals of other pupils.
3) A physical or mental condition, which in the opinion of competent medical authority will cause attendance of the child to be inimical to the welfare of other pupils.
4) A physical or mental condition which in the opinion of competent medical authority will render the child unable to reasonably benefit from the programs available.
5) Conviction of a felony, which the governing body (School Board) of the District determines will cause attendance of the child to be inimical to the welfare or education of other pupils.

Where suspension is specified or recommended, In-School Suspension should be the first consideration. Only the most severe infractions should result in Out-of-School Suspension. In-School suspension means that the student is required to report to a specified supervised area where he/she has limited interaction with other students or the teachers. In one-teacher schools, for example, the student could be placed in an area of the room away from the students for the specified time. The suspended student would not participate in any class activities or interact in any way with the other students. The suspended student should have daily assignments given to him/her or be otherwise occupied with academic activities.

Students who have received In-School or Out-of-School Suspension for any part of a day are not permitted on campus after school hours or to participate in or observe school activities for the rest of that day.

**GUIDELINES FOR VIOLATIONS**

The following recommendations for consequences are meant to provide sites with general guidelines. It is to be understood that certain actions may call for recommendations outside the guidelines below per the discretion of the school principal, the superintendent, or school board.

1. Use and/or possession of illegal drugs (substances).
   Penalty: 3 days minimum suspension. Village Public Safety Officer (VPSO ) / State Troopers will be notified. Expulsion may be recommended.
2. Use and/or possession of alcohol.
   Penalty: 3 days minimum suspension. VPSO/ State Troopers will be notified. Second offenders may be subject to expulsion.
3. Fighting or the physical abuse of another.
   Penalty: 1 day to 10 days of suspension. VPSO/State Trooper may be notified.
4. Possession of a dangerous or illegal weapon.

Penalty: Expulsion based upon State and Federal Law.

5. Bullying/Harassment/Physical Attacks on students, teachers or staff members. *This includes all forms of harassment such as verbal, sexual, racial, physical threats, gestures, hazing, and threatening words.*
   Penalty: 1 to 10 day suspension. Parent notification and conference established as soon as possible after the incident. Superintendent/Chief School Administrator, District Office Administrators or immediate supervisor notified. May be recommended for expulsion. Subject to arrest.
6. Vandalism.
   Penalty: 1 to 10 day suspension. Restitution and VPSO/State Troopers notified in cases of damage to District property. A complaint will be filed by the Site Administrator.
7. Theft.
   Penalty: 1 to 10 day suspension. Restitution and notice to the VPSO/ State Trooper. In cases of theft of District property, a complaint will be filed by the Site Administrator.
8. Internet Usage Policy Violation (see Student Use Agreement)
   Penalty: Downloaded materials will be sent to parents. 1st offense: 1 to 3 day suspension; 2nd offense: 3 to 5 days suspension; 3rd offense: 5 to 10 days suspension. May be denied access to computers at any time.
9. The use, sale, possession, or distribution of tobacco or any smoking devices such as "E" or electronic cigarettes, e-vaporizers (vapes), or similar items by a student, including students who are 18 years old or older while under the jurisdiction of the school, is prohibited.
   Penalty: 1st offense: 1 to 3 day suspension, 2nd offense: 3 to 5 days suspension. All infractions require notification of parents and proper authorities.
10. Profanity, obscenity, or verbal abuse. This includes speaking, writing, or displaying lewd, vulgar, improper, offensive, or disrespectful words. Students are to use discretion in their language. Profane and/or obscene language will not be tolerated. Teachers and principals will use judgment in applying penalties.
    Penalty: 1st offense: 1 day in-school suspension and parent conference required. 2nd offense: 1-day out of school suspension, parent conference required. 3rd offense: 3-5 days out-of-school suspension, parent conference required.
11. Defiance of school authority.
    Penalty: 1st offense: 1 to 3 days suspension, 2nd offense: 3 to 5 days suspension. Expulsion may be recommended.
12. Disruptive behavior in school.
    Penalty: 1 to 5 day suspension and/or restriction from school sanctioned activities.
13. Snowball/Rock Throwing.
    Penalty: 1st offense: 1 hour detention. 2nd offense: 2 hour detention. 3rd offense: 5 hour detention
14. False Alarm. Note: False Alarms are illegal according to State Law.
    Penalty: 1st offense: 1 to 5 days suspension. VPSO/State Trooper will be notified. 2nd offense: 5 to 10 days suspension. VPSO/State Trooper will be notified. A "False Alarm" is defined in AS 11.56.800(3) as making a false report or giving a false alarm that a fire or other incident dangerous to life or property and calling for an emergency response has occurred or is about to occur. The penalty: Up to $5,000.00 fine and up to a year in jail.
15. Academic Honesty. Academic Honesty is the practice of a moral code by students and teachers alike. Academic dishonesty includes plagiarism (***Plagiarism*** *is taking the ideas of another and using them without giving proper credit. It is a form of stealing and a serious academic offense*), inappropriate assistance, cheating, fabrication or falsification of work, and calling someone else's work your own. Academic Dishonesty is not acceptable and will not be tolerated.
    Penalty: 1st infraction: Ineligible for student travel and extracurricular activities for 20 school days, will fail the assignment and requires a parent conference. 2nd infraction: parent conference, failed assignment and ineligible for student travel and extracurricular activities for 45 school days.
16. Violation of School Rules and Policies while A Member of a School Sponsored Team and/or on any and all District Sponsored Activities.
    *Students are to conduct themselves in accordance with school rules, policies and expectations that regulate student behavior at all times while on any and all District sponsored activities and District sponsored trips. The following penalties apply while a Member of a School Sponsored Team and/or on any and all District Sponsored Activities.* ***Severity of Offense may require notification of law enforcement***.

    After due process, the penalty for being sent home or other major infraction while a member of a school-sponsored team:

**First** Offense: No activity or travel for 45 school days of ineligibility from date of decision
**Second** Offense: No activity or travel for 90 school days of ineligibility from date of decision
**Third** Offense: No activity or travel for 120 school days of ineligibility with 20 hours of documented counseling, or 150 calendar days of ineligibility from the date of decision
**Fourth** Offense: No student activity or travel for any student activities for remainder of student's school career with LPSD.

***Penalties are cumulative. Infractions will accumulate during the student's entire high school career.***

**IN-SCHOOL SUSPENSION**
In an effort to establish disciplinary procedures that are effective in reducing student truancy and misbehavior and do not interrupt the educational process, the School Board, Superintendent, or designee may authorize In-School suspension as an alternative to Out-of-School Suspension.

In-School Suspension removes the student from the school social scene while still requiring him/her to maintain the same basic school day schedule and to keep up with required academic assignments. Failure to serve In-School Suspension or removal from the In-School Suspension program for disciplinary reasons shall result in Out-of-School Suspension or additional time assigned.

**OUT-OF-SCHOOL SUSPENSION**
In the case of more severe behavior or if In-School Suspension was violated, a student may be suspended from the school building and campus in an Out-of-School Suspension for a certain number of days.

**RIGHTS AND RESPONSIBILITIES**
The Lake and Peninsula School District Board of Education recognizes that education is a right not to be taken away without cause. This right, however, is conditional upon the individual's willingness to obey reasonable rules and regulations. Rules, regulations and disciplinary actions are to be directed toward serving educational outcomes. The School Board, given authority by the state government, delegates to the administration of the District the responsibility to use democratic principles and to exercise prudence in the formulation of essential and enforceable rules. Students must conduct themselves in an appropriate manner in which learning can take place and where mature behavior, self-discipline, and personal responsibility are nurtured.

Since it is necessary for rules and regulations to be established, students are to be informed of the rules and the rationales underlying them. Adult authority will be used to enforce these rules when it becomes necessary. The importance of individual rights and privileges that accrue from a democratic society can be maintained only if each individual assumes personal responsibility for his/her behavior.

**IT IS THE RESPONSIBILITY OF THE STUDENT TO:**

1. Attend school daily, except when ill, and to be on time to all classes.
2. Express his/her opinions and ideas in a respectful manner so as not to offend or slander others.
3. Dress in a manner so as not to be an undue distraction or interfere with the activities of others
4. Act responsibly at all times, and take into consideration the feelings of others.
5. To not interfere with the rights of others.
6. Conduct oneself in accordance with school rules, policies and expectations that regulate student behavior.
7. Be willing to volunteer information in a disciplinary case should he/she have knowledge of importance in such case.
8. Take an active part in student government by running for office or conscientiously voting for the best candidates.
9. Make problems known to the administration through the student government.
10. Review questions with the teacher before bringing grievances before a local administrator.
11. Question, review and understand current policies.
12. Request a review of grades, assignments or tests.
13. Enhance the learning culture by approaching studies diligently and honestly.

**REPORTING TO LAW ENFORCEMENT**
In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal

proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. The Superintendent should ensure cooperation with law enforcement in the criminal investigation of students who commit crimes while under the jurisdiction of the school.

**RESTRAINT/SECLUSION** **Board Policy 5142.3**

On occasion restraint/seclusion becomes necessary to protect our students. Any Restraint/Seclusion-trained staff member should be involved at the earliest reasonable time.

The prohibition on corporal punishment does not prevent the use of reasonable and appropriate force by a teacher or other supervising employee, which is necessary to maintain order or protect student welfare. Reasonable and necessary force or physical restraint against a student may be used to protect the student, or others, from physical injury; to obtain possession of a weapon or other dangerous object; to maintain reasonable order in the classroom or on school grounds; or to protect property from serious damage or destruction. The force shall not be greater than necessary to control the misconduct or dangerous situation. In no event may deadly force be used against a student.

If the need for restraint or seclusion arises, there are two forms required by law to fill out. One records the incident and the other the debriefing. Please ensure that these are filled out in a timely manner and sent to the HR Director as soon as possible.

**SEARCH AND SEIZURE** **Board Policy 5145.12**

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.

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.

**SPECIAL EDUCATION STUDENT DISCIPLINE**

Most special education students will be disciplined according to the District's policies and procedures except for the following reasons: 1) The Student's Individualized Education Plan (IEP) calls for the modified disciplinary procedure and/or 2) The Student's IEP team members hold a meeting and determine that the misconduct was related to the student's disability.

**TOBACCO, ALCOHOL AND DRUGS** **Board Policy 5131.6, 5131.62 and 5144**

The District enforces a zero tolerance policy concerning alcohol, drugs and tobacco.

Students found in possession or under the influence of tobacco, alcohol, or a controlled substance while on school grounds will face disciplinary sanctions. Students found in possession or under the influence of tobacco, alcohol, or a controlled substance while on a school sponsored trip will be transported back to site immediately after notification of the District Office and Parents.

Prohibited Conduct: The possession, distribution or use of any tobacco products, alcohol and controlled substances by a student whether it occurs on or off school property, is prohibited and shall result in the following penalties: Penalty: 1st offense: 1 to 3 day suspension, 2nd offense: 3 to 5 days suspension. All infractions require notification of parents and proper authorities.

The use, sale, possession, or distribution of tobacco or any smoking devices such as "E" or electronic cigarettes, e-vaporizers (vapes), or similar items by a student, including students who are 18 years old or older, while under the jurisdiction of the school is prohibited.

Substance Abuse Programs are available through Bristol Bay Area Health Program and Southcentral Foundation. Please contact them for additional information.

**WEAPONS AND DANGEROUS INSTRUMENTS** **Board Policy 5131.7**

Students shall not bring to, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures.

School employees may confiscate weapons or dangerous instruments on school grounds or at school-related or school- sponsored activities in order to maintain discipline and to protect the welfare and safety of students, staff and the public.

The School Board shall expel any student who brings a firearm to school, in violation of this policy for a period of not less than one (1) calendar year. The School Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The district may consider requests for early reinstatement by students suspended or expelled for violations of this policy.

The Superintendent or designee shall permit the possession of weapons, dangerous or deadly instruments, or their replicas at school or at school-related or school-sponsored activities only at the request of a teacher and with the assurance that such possession serves a positive, appropriate purpose. Before granting permission, the Superintendent or designee shall verify that proper precautions have been taken to ensure that no accidents will occur and that the weapon or dangerous or deadly instrument will not be misused while under school supervision.

> (Some examples of weapons are guns, knives (a blade more than 2.5 inches in length) and incendiary devices (a device designed to explode). It is to be understood that any item used to inflict harm to another individual may be defined as a weapon)

**WEAPONS REPORTS**

A school employee confiscating any weapon or dangerous or deadly instrument shall deliver it to the building Principal/Head Teacher or other appropriate authority immediately.

If an employee confiscates a weapon or dangerous or deadly instrument or knows or suspects that a student possesses such a weapon or instrument which has not been confiscated, the employee shall report the matter to the Principal/Head Teacher immediately, and the Principal/Head Teacher shall take appropriate action.

When informing the Principal/Head Teacher about the possession or confiscation of a weapon or dangerous or deadly instrument, the employee shall report the name(s) of persons involved, the names of any witnesses, and the location and circumstances of the matter.

The Principal/Head Teacher shall report any possession of a weapon or dangerous or deadly instrument to the student's parents by telephone or in person, if practicable, and shall follow this notification with written notification to the parents, and shall report all violations of this policy to the Superintendent.

**DISCIPLINARY ACTION**

The Principal/Head Teacher shall take appropriate disciplinary action in accordance with existing School Board policies and regulations and shall report all such actions to the Superintendent or designee.

When the weapon involved is a firearm, as defined in Section 921 of Title 18 of the United States Code, or a deadly weapon as prohibited in AS 14.03.160, the Principal/Head Teacher shall immediately refer the matter to the Superintendent or designee for appropriate action. In cases of firearms, the Superintendent or designee shall recommend the student's expulsion from school for a period of not less than one (1) calendar year. In cases of deadly weapons, the Superintendent or designee shall suspend the student for a period not less than 30 days. A different period of suspension or expulsion may be justified after consideration of the matter on a case-by-case basis. The Superintendent or designee shall consider any special circumstances involved in the violation, including those in aggravation or mitigation. The Superintendent or designee shall also be responsible for referring to law enforcement authorities any student who violates this policy.

If the student involved has an individual education plan, an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline or placement of the student, in accordance with applicable law.

A student who has been suspended or expelled for violating this policy may seek early reinstatement by submitting a written request to the Superintendent or designee. The request must identify all the reasons why the student feels that early reinstatement is appropriate. In evaluating the request, the Superintendent or designee should consider the severity of the weapons violation, the student's discipline record, the amount of the suspension or expulsion the student has served at the time of the request, and any other relevant criteria. As a requirement of early readmission, a student must sign a written contract with the district which identifies conditions of early reinstatement. The contract shall clearly state that any violation of school rules by the student will result in immediate reinstatement of the remaining suspension or expulsion period for the prior weapon violation. A decision of the Superintendent or designee to grant or deny a request for early readmission shall be final and the student will be notified of the decision within ten school days.

The Superintendent or designee shall provide the School Board with a written report of all violations of this policy, including the circumstances of the violation, the type of weapon involved, and the disciplinary or other action taken in response to the violation of policy.

**VISITORS TO THE SCHOOL**

All visitors must report to the office and receive Head-Teacher or Principal permission to be in the building prior to going to other parts of the building. Loitering by unauthorized individuals will not be permitted.

Students who are under a school suspension are not permitted on LPSD campuses without the permission of the site administrator. Students who have withdrawn from school should not be on campus during school hours.

## APPENDIX A

**DUE PROCESS** **Administrative Regulation 5144**

**Due Process Procedural Requirements:**

1) In any disciplinary action, including suspension of ten (10) school days or less, the student (s) shall have the opportunity to contest any alleged fact leading to disciplinary or other action taken against him/her. He/she has the right to have his/her claims heard before the Principal/Head Teacher. The student shall have the opportunity to have his/her parent(s)/guardian(s) present and to be informed of all the evidence and arguments against him/her. The findings of the Principal/ Head Teacher shall be final.
2) When the Principal/Head Teacher or the Superintendent or Chief School Administrator or designee recommends suspension of more than ten (10) school days, a written notice of said intent shall be delivered by Certified Mail or in person to the student and his/her parent/guardian. This Notice shall state the student's right to a fair hearing, specific charges lodged against him/her, and the recommended sanctions.
3) The student and/or his/her parent/guardian shall reply in writing within five (5) school days of receipt of the Notice of Suspension, indicating whether he/she shall request a hearing, whether he/she will be represented by legal counsel, and whether he/she wishes the hearing be opened or closed. If such a reply is not received within the five-day period, the student and his/her parent/guardian shall be deemed to have waived his/her right to a hearing and the recommended sanction shall take effect. If a hearing is requested, it shall be held within five (5) school days of such a request.
4) The Hearing Authority, who shall be the School District Superintendent or Chief School Administrator, may request the student and parent/guardian to attempt conciliation first, but if the student and parent/guardian decline this request, the Hearing Authority shall schedule the hearing in accordance with these rules:
    a) Written Notice of charges against a student and recommended sanctions shall be supplied to the student and his/her parent/guardian.
    b) Parent/guardian should be present at the hearing.
    c) The student and parent/guardian may be represented by legal counsel.
    d) The student shall be permitted to inspect in advance of such hearing any affidavits or exhibits, which school authorities intend to submit at the hearing.
    e) The student shall be given an opportunity to present his/her version as to the charges by oral or written argument, affidavits, exhibits, and such witnesses as desired.
    f) All relevant, not duly repetitious, evidence shall be accepted.
    g) The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witnesses.
    h) The Hearing Authority shall make determination solely upon the evidence presented at the hearing.

i) Either a tape-recorded or verbatim record shall be made of the hearing by the School District.
j) Within three (3) school days of the hearing, the Hearing Authority shall render its decision upholding, modifying in any manner, or repudiating the recommended sanction. The student and his/her parent/guardian shall be mailed or otherwise provided with a written statement of the decision, supported by written findings of fact, within five (5) school days of the hearing.

**Interim Suspension**
Suspension ordered by the Superintendent or Chief School Administrator or designee without the right to a prior hearing in cases where a student is reasonably believed to be a danger to him/herself, to other students, teachers, school administrators, or the educational process of the student's school. If a student is placed in Interim Suspension, the student, or his/her parent/guardian has the right, upon submitting a written request within three (3) days of his/her suspension, to request an immediate hearing before the Superintendent or Chief School Administrator who shall then schedule and hold the hearing within five (5) school days of such a request. No Interim Suspension shall exceed seven (7) school days, by which time the student is either reinstated by the suspending authority or given a fair hearing.

**Expulsion**
Expulsion is defined as the denial of the right of school attendance for an indefinite period of time. No student shall be expelled unless other means of correction have failed or would not be adequate in bringing about proper conduct. In addition, the matter of an expelled student's further education shall be referred to the appropriate authority.

Suspension from school as a penalty is used for various infractions of school rules. When a student is suspended the case may be referred to the Board of Education for an expulsion hearing. Parents and all other concerned parties will be informed in writing of the Board's hearing. When a student has been expelled by the Board, they may be re-admitted only by the Board or in the manner prescribed by it.

**Expulsion Procedural Requirements**
When the Superintendent or Chief School Administrator or designee recommends expulsion, a written Notice of said intent shall be delivered by Certified Mail or in person to the student and his/her parent/guardian. This Notice shall state the student's right to a fair hearing, specific charges lodged against him/her, and the recommended sanctions.

The student and/or his/her parent/guardian shall reply in writing within five (5) school days of receipt of the Notice of Expulsion, indicating whether he/she shall request a hearing, whether he/she will be represented by legal counsel, and whether he/she wishes the hearing to be open or closed. If such a reply is not received within the five-day period, the student and his/her parent/guardian shall be deemed to have waived his/her right to a hearing and the recommended sanction shall take effect. If a hearing is requested, it shall be held within ten (10) days of such a request.

**The Hearing Authority**, who shall be the District School Board, may request the student and parent/guardian to attempt conciliation first, but if the student and parent/guardian decline this request, the Hearing Authority shall schedule the hearing in accordance with these rules:

a) Written Notice of charges against a student be supplied to the student and his/her parent/guardian.
b) The parent/guardian should be at the hearing.
c) The student and parent/guardian may be represented by legal counsel.
d) The student shall be permitted to inspect in advance of such hearing any affidavits or exhibits, which school authorities intend to submit at the hearing.
e) The student shall be given an opportunity to present his/her version as to the charges by oral or written argument, affidavits, exhibits, and such witnesses as desired.
f) All relevant, not duly repetitious, evidence shall be accepted.
g) The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
h) The Hearing Authority shall make determination solely upon the evidence presented at the hearing.
i) Either a tape-recorded or verbatim record shall be made of the hearing by the School District.
j) Within three (3) school days of the hearing, the hearing authority shall render its decision upholding, modifying in any manner, or repudiating the recommended sanction. The student and his/her parent/guardian shall be mailed or otherwise provided with a written statement of the decision, supported by written findings of fact, within five (5) school days of the hearing.

**Re-Admission** **AS 14.30.047**

A child who has been suspended from or denied admittance to a school according to Section 45 (3) or (4) of this Chapter shall be permitted to attend school when he/she is obviously recovered or presents to the governing body a statement in writing from a competent medical authority that he/she is no longer afflicted with or suffering from, the physical or mental condition to the extent that it is a cause for suspension or denial of admission according to Section 45 (3) or (4) of this Chapter.

## APPENDIX B (*Beginning of Signature Pages*)

All students, staff, or other users must have a signed copy of the form below on file with the Lake and Peninsula School District before access to the Network will be allowed. It is important that users and parents carefully read and understand the terms of this Internet Safety & Acceptable Use Policy. If you have any questions about the contents of this agreement, contact your local site administrator or district technology staff.

By entering into this User Agreement, the user and his or her parents or guardians agree to release the District from liability and waive any and all rights to assert claims or damages which may arise due to or as a result of any use of the District's computers and network services.

**The Lake and Peninsula School District**

**INTERNET SAFETY and ACCEPTABLE USE POLICY** (Revised 2/2020)

**Introduction**

The computers, hardware, software, and local area computer network (LAN) in each school and the district office are maintained to provide a variety of quality educational resources to the students, staff, and communities of the Lake and Peninsula School District including:

- Electronic Mail (e-mail)
- The World Wide Web and other Internet Resources
- File sharing of local and District information
- Internet connected devices and software

The goal in providing these services is to support the District's Mission and Student Outcomes by facilitating resource sharing, innovations, research, and communication.

**Internet Safety & Acceptable Use Policy**

In response to the Children's Internet Protection Act (CIPA) and subsequent Federal Communications Commission (FCC) rulings on the implementation of the Act, Lake and Peninsula School District has implemented the following measures to ensure the safety of its students and to comply with the requirements of the Act.

1. To prevent access to visual depictions of an obscene or child pornographic nature, Lake and Peninsula School District will implement a technology protection measure to filter all web access on all computers to inappropriate visual materials and supervise all student use of computers.

2. To prevent access by minors to inappropriate materials on the internet and to ensure the safety and security of minors when using e-mail, chat rooms, etc., Lake and Peninsula School District will supervise all student use of computers and will filter student internet access using filtering software.

3. To prevent unauthorized access such as "hacking" and other unlawful activities by minors, Lake and Peninsula School District will utilize network security and maintenance software and will supervise all student use of computers.

4. To prevent unauthorized disclosure, use, and dissemination of personal information regarding minors, Lake and Peninsula School District will ensure that students are under adult supervision when using computers and will educate students to the risks of disclosure of personal information on the internet.

5. To restrict minors' access to materials harmful to minors, Lake and Peninsula School District will supervise all student use of computers and will filter student internet access while on campus using filtering software.

With access to computers and people locally and world-wide, materials that may not be considered to be of educational value in the context of the school setting becomes available. While internet content filtering will enable the blocking of access to known inappropriate resources and services designed to defeat filtering, no electronic technology measure can guarantee blocking of all non-educational materials. The District believes, however, that the benefits of the computer network including the value of the information and the opportunities for interaction with colleagues and peers far outweigh the possibility that users may obtain material that is objectionable, controversial, or not consistent with the educational goals of Lake and Peninsula School District.

The inappropriate use of the Lake and Peninsula Schools District's computer network will result in a cancellation of the

privilege of using the computer network and possible disciplinary action. Electronic mail, internet use and other network activity is not private. The computer equipment and software within the school, as well as the electronic mail and internet services, are the property of the District. Lake and Peninsula School District reserves the right to access and/or monitor any and all activity and materials performed on, or contained on, District equipment or networks. Each user will be responsible for complying with the guidelines set forth in this "Internet Safety and Acceptable Use Policy" and applicable internet and technology procedures. Privileges will be denied, revoked or suspended for users who do not comply with the terms of the Internet Safety and Acceptable Use Agreement. Users identified as a security risk, or identified as having a history of inappropriate use or problems with other computer systems will be denied access to the network. Any employee identified as having violated District safety and use guidelines will be subject to disciplinary action up to and including termination of employment.

**Harassment and Cyber Bullying**

Harassment and Cyber bullying will not be tolerated and shall result in disciplinary action.

Harassment: Harassment is a single act or course of conduct directed toward an individual or group of people that serves no legitimate purpose other than to annoy, intimidate, frighten, alarm, torment, or abuse that person or group.

Cyber bullying: An act of cyber bullying is prohibited and will result in disciplinary action. Cyber bullying encompasses any of the already prohibited actions – such as bullying, discrimination, or harassment – accomplished through electronic means.

"Electronic means" include, but are not limited to, information and communication technologies such as e-mail, voice mail, cell phone text messages, instant messaging (IM), personal Web sites, Weblogs, and online personal polling Web sites.

Examples of cyber bullying include:

Posting slurs or rumors or other disparaging remarks about a student or staff member on any Web site or Weblog;

Sending e-mail or instant messages that are harassing or threatening;

Taking and sending an unauthorized and unwanted photograph of a student or staff member.

The District will discipline a student the district determines has engaged in cyber bullying that takes place on school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, through the use of the District Internet system or on any District equipment, or at any time off-campus if the cyber-bullying causes or threatens to cause a substantial and material disruption at school or interference with a student's education or security.

Any action by a student or parent deemed inappropriate will be fully investigated by an LPSD administrator.

Consequences for student actions that violate this policy shall be determined by an LPSD administrator and could result in disciplinary action.

**Internet Safety & Acceptable Use Guidelines (Rules for network resource use)**

1. Students accessing network services MUST BE under the supervision of a staff member or adult approved by the local site administrator.

2. Users must follow the directions of the adult responsible for supervision, the terms of this Internet

Safety and Acceptable Use Agreement and proper network etiquette.

3. Users must comply with the established rules of other organizations' network or computing resources while using those networks or resources.

4. User ID's are to be used only by the authorized owner of the account. Users shall not intentionally

seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

5. Users identifying a security problem on the network must immediately notify the site administrator or the LPSD Helpdesk and shall not demonstrate the problem to others.

6. All District electronic communication shall be conducted on District electronic mail systems and web servers.

7. Users finding an inappropriate e-mail message, web site, or file, must immediately back out of the area and report the incident to the supervising adult or local network administrator.

8. Users may not pass bulk "chain mail" via District e-mail systems.

9. Students will not reveal their home address, home phone number, social security number or any other personal information for themselves or others to anyone online.

10. Users may publish only those documents which conform to the District's Publishing Guidelines, have been edited by a staff member, and have proper approval.

11. Users shall be responsible for additional on-line fees or merchandise charges they incur that are not covered by District or School access services.

12. Users must follow applicable copyright laws, obtaining proper use permissions and include the author or source of e-mail messages, web pages, or files when copying portions of documents.

13. Never read someone else's e-mail or files without permission; provided however, that this provision shall not impair or prohibit the District's right to review and monitor computer and network usage.

14. Users must act in a responsible, ethical and legal manner in accordance with any Federal, State or District laws, rules, policies, guidelines or regulations. Use of the network for the following purposes is prohibited:

a. Facilitating illegal activity.

b. Promoting or advertising for commercial or for-profit products or services.

c. Promoting political campaigning, political lobbying or religious purposes.

d. Performing non-work/school related work during regular school/work hours.

e. Creating or transmitting hate mail, discriminatory remarks, profane or inappropriate language, offensive or inflammatory communication.

f. Illegally installing, distributing, modifying, reproducing or using copyrighted material.

g. Accessing obscene or pornographic material.

h. Intentionally obtaining or modifying files, passwords or data belonging to others.

i. Impersonating other users (utilizing another user's password or access)

j. Posting anonymous messages.

k. Installing, downloading, or uploading unauthorized or non-licensed games, programs, files, or other electronic media.

l. Destroying, modifying or abusing hardware, software, or data that could disrupt network services.

m. Disrupting the work or learning environment of other users on the network.

n. Quoting or forwarding personal communications in a public forum, including, but not limited to chat rooms and listservs, without the original author's prior consent.

o. Student participation in non-District sponsored "Chat" areas.

p. Student use of non-District sponsored e-mail accounts.

**LPSD Digital File Storage**

The following platforms are approved for the storage of LPSD digital files. These platforms have been reviewed and approved for FERPA compliance.

· Powerschool, District File Server (Located in Palmer and King Salmon), LPSD Gmail, LPSD Google Drive, LPSD Staff Computers, LPSD Apple iCloud

All other platforms are prohibited for the storage of LPSD digital files. This includes, but is not limited to:

· USB Flash Drives, Portable Hard Drives, Personal Computers, Personal Email, Dropbox, Personal iCloud

USB Flash Drives - Acceptable to use for the following.

· Transfer of files available on the public internet (e.g. Non-copyrighted teacher resources)
· Transfer of files that do not contain student data
· Transfer of files that do not contain confidential personnel documents

**Damaged or Lost Laptops**

Laptops are an expensive district resource and remain the property of the district. Student access to laptops is a privilege and not a right. Students are responsible for returning laptops in good condition, with no more wear and tear than usually results from normal use.

If laptops are lost or so damaged that they are no longer usable, the technology department shall inform the

student/parent/guardian of the loss or damage and the cost of replacement of the laptop. The student/parent/guardian shall be responsible for reparation equal to the current replacement cost of the laptop. When the laptop is damaged, but still use-able, the technology department shall notify the student/parent/guardian of the cost of reparation.

If the student can demonstrate to the site administrator's satisfaction that the student has taken all reasonable precautions to safeguard the laptop and the damage or loss occurs through no fault of the student, the administrator may excuse the student/parent/guardian from payment of reparation.

If reparation is not excused and not paid by the student/parent/guardian, the student shall be ineligible for all after-school activities until the cost of reparation for the lost or damaged laptop is paid by the student/parent/guardian. After school activities include all school social events and extra-curricular activities. The prohibition on after-school activities shall carry over from school year to school year and from school to school until the cost of reparation is paid for by the student/parent/guardian.

If a student/parent/guardian is unable to pay the cost of reparation for the lost or damaged laptop, the site administrator shall provide the student with a program of work. Once the program of community service is completed, the student shall regain eligibility for all after-school activities.

If computer and/or internet access is necessary for education as determined by the site administrator, then the site administrator shall provide such access during the period of repayment or community service.

Any loss or damage to laptops caused by malice, vandalism or theft, will result in a report to law enforcement and an investigation that could lead to criminal charges.

All students, staff, or other users must have a signed copy of this form on file with the Lake and Peninsula School District before access to the Network will be allowed. It is important that users and parents carefully read and understand and agree to the terms of this Internet Safety & Acceptable Use Policy. If you have any questions about the contents of this agreement, contact your local site administrator or district technology staff.

By entering into this User Agreement, the user and his or her parents or guardians agree to release the District from liability and waive any and all rights to assert claims or damages which may arise due to or as a result of any use of the District's computers and network services.

_____
Student Name

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature

## APPENDIX C

**The Lake and Peninsula School District**
**Parent-School-Student Agreement**

**Parent Responsibilities**

- I will support my son/daughter by ensuring that they attend school daily and arrive at school on time.
- Maintain and foster high academic standards of academic achievement and positive behavior.
- Attend parent/teacher conferences and review my child's schoolwork on a weekly basis.
- Spend time each day with my child reading, writing, listening or just talking.
- Provide a quiet place for my child to study at home.
- Encourage positive attitudes towards school.
- Help my child resolve conflicts in positive, nonviolent ways.

**I have read, understood, and will abide by the Parent-Student Handbook and, for 7th-12th graders, the Student Activities Handbook.**

**Parent Signature** _____

**School Responsibilities**

Develop and maintain a positive environment conducive to effective learning.

- Have high expectations for myself, students and staff.
- Respectfully and accurately inform parents of their child's progress.
- Respect the uniqueness of each child and his or her family.
- Help children to resolve conflicts in positive, nonviolent ways.
- Assist each child in achieving the essential academic learning requirements
- Accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.
- **Ensure parents and students are aware of the Parent-Student Handbook and Student Activities Handbook, keep them accessible, and answer any questions.**

**Principal or Head-Teacher Signature** _____

**Student Responsibilities**

As representatives of our schools, students agree to uphold standards of character, safety, and responsibility.

- Attend school daily except when ill, and to be on time to all classes.
- Always try to do my best in my work in class and complete my homework.
- Review questions with the teacher concerning assignments and grades.
- Discuss with parents what I am learning in my classes.
- Accept responsibility for my own actions and adhere to district policies prohibiting tobacco, alcohol, and drugs, and encourage responsible decision-making Board Policy 4218, BP 5131.6 Alcohol & Drugs, BP 5131.8 Activity Travel
- Express my opinions and ideas in a respectful manner so as not to offend or slander others. Work to resolve conflicts in positive, nonviolent ways.

**I have read, understood, and will abide by the Parent-Student Handbook and, for 7th-12th graders, the Student Activities Handbook.**

**Student Signature** _____

**APPENDIX D**

**The Lake and Peninsula School District**

**PARENT–STUDENT HANDBOOK**
**STATEMENT OF UNDERSTANDING**

_____
(School)

_____
(Student Name)

I have read and understand the student rules, guidelines and penalties contained in this handbook.

I further understand that my child's teacher, head-teacher, or principal will provide additional information if requested.

As a participant in school-sponsored activities I understand that all student participants must abide by the rules and regulations contained in this Parent/Student Handbook and Student Activities Handbook.

_____
(Student Signature) (Date)

_____
(Parent/Guardian Signature) (Date)

***NOTE: THIS STATEMENT OF UNDERSTANDING IS TO BE SIGNED AND SENT BACK TO THE SCHOOL AT THE BEGINNING OF SCHOOL YEAR.***

**APPENDIX E**

## The Lake and Peninsula School District

## PERMISSION TO PUBLISH

Dear Parents/Guardians,

As part of your student's educational program he/she will have the opportunity to publish documents and participate in projects that are published on the internet or in printed publications. These documents might include a story or poem, a graphic, a science or research project, a group photograph from an activity or club, or a collaborative project with other students, locally or internationally. Individuals with Internet access around the world will be able to view and possibly respond to your child's work. We think this is an exciting and enriching opportunity for our students. Additionally your student may have the opportunity to participate in video productions and educational discussion forums within his/her school.

We will publish these documents only with your written permission. Please consider the following options then sign and return this form to your child's school.

Lake and Peninsula School District's Guidelines:

- Published documents or videos may not contain more than a student's first name.
- Published documents or videos may not include a student's phone number, street address or box number.
- Documents may not include any information which indicates a student's physical location other than attendance at a particular school or participation in a school activity.
- Documents much conform to school board policies and established school guidelines.
- A teacher shall edit and approve all documents prior to publication.

YES - PERMISSION TO PUBLISH

YES, my child, _____, **HAS MY**
**(Please print student's name)**
**PERMISSION** to publish documents on the internet or in printed publications as described above, including: his/her first name, photograph, participation in video or audio presentations, and discussion forums.

_____ _____
Parent/Guardian signature Date

NO – PERMISSION TO PUBLISH

NO, my child, _____, **DOES NOT** have my
**(Please print student's name)**
permission to publish documents on the internet or in printed publications as described above,

_____ _____
Parent/Guardian signature Date

**APPENDIX F**

# LPSD AI Acceptable Use Guidelines

As with all things we do in our district, your use of AI should align with our district vision:

> **LPSD Vision**: We grow **self-directed, life-long learners** who are **grounded in their culture** and **contribute to their communities**

**Core Questions**: Before using AI ask yourself…

- Will this use of AI help me be more **self-directed**?
- Will this use of AI strengthen my capacity to become a **life-long learner**?
- Is this use of AI representative of the **values of my culture**? (Honesty, Hard Work, Self-Reliance, etc.)
- Will this use of AI help me become someone who can **contribute productively to my community**?

## Purpose of Assignments

Assignments aim to develop students' skills in critical thinking, communication, literacy, and creativity. Assignments are designed not just to evaluate knowledge, but also to cultivate these skills, encouraging original thinking and personal growth. They are avenues for students to explore, articulate, and defend their ideas.

## Academic Integrity and AI

Academic Integrity, in the context of AI use, means using AI tools ethically, responsibly, and as intended – to support your learning, not to bypass it. It implies producing work that is primarily your own, and appropriately acknowledging assistance received from AI.

## Violations of Policy

1. **Unattributed Use:** Copying significant portions of AI-generated content without appropriate citation.

2. **Over-reliance:** Leaning on AI to do most of the work, particularly the critical thinking or creative aspects of assignments.

3. **Substitution:** Using AI to bypass necessary steps in assignments, such as reading or analysis.

Please remember, the main purpose of education is to learn and grow, and while AI can be a helpful tool in that process, it cannot replace your active engagement and efforts. Let's use AI responsibly, respecting the principles of academic integrity.

# Guidelines for AI Use

**Overall Guiding Principle - Learning, Not Completing:**
Use AI as a tool for learning, not just for task completion. Your primary goal should be understanding and skill development, not simply finishing an assignment.

**Guideline 1 - Idea Generation:**
AI can be used as a tool for assistance in **brainstorming** and **organizing** ideas. However, the bulk of the thinking, analysis, and composition should be your own.

| Acceptable Uses | Unacceptable Use |
|---|---|
| Asking for a list of potential writing topics or a prompt.<br><br>Seeking suggestions for additional resources, books, or references related to the topic. | Requesting a completed paper on a topic without doing the necessary research or writing. |
| Seeking guidance on how to structure an essay or formulate a thesis statement based on the reading material. | Requesting AI to write the entire essay or provide a ready-made thesis statement. |

**Guideline 2 - Feedback:**
AI can be used as a tool for **improving writing, grammar, and syntax**. It can also be used to **check your understanding** on a topic.

| Acceptable Uses | Unacceptable Use |
|---|---|
| Requesting help with improving the structure, clarity, vocabulary or grammar in your writing. | Asking the AI to complete your grammar work or complete an essay or paper on the topic without doing the necessary research or writing. |
| Requesting it generates a multiple choice or essay question that you then answer to | Asking for direct answers to multiple-choice questions or quizzes without attempting to answer them independently. |

| | |
|---|---|
| have it check your understanding and offer suggestions. | |
| **Guideline 3 - Tutoring and Clarification:**<br>Use AI for **clarifying doubts or seeking explanations**, not as a shortcut to avoid reading, analysis, computation and comprehension. Use AI to ask questions as you would your teacher. Just as your teacher would not provide "what are the answers," neither should AI. | |
| **Acceptable Uses** | **Unacceptable Use** |
| Requesting help with understanding complex vocabulary or sentence structures, or rewriting a reading passage at a simpler reading level. | Asking things like "What are the main points of the reading passage?" without reading the text yourself. |
| Asking for help in understanding the historical or cultural context of a literary work or a scientific or historical event.<br><br>Asking to set up and solve a similar math problem to one in a homework assignment. | Requesting direct answers to discussion questions or assignments without reflecting on the material.<br><br>Asking it to solve the exact problem from the assignment. |
| Asking for suggestions on how to analyze character development or themes in a novel. | Requesting a detailed plot summary or book review without reading the book. |
| **Guideline 4 - Reference and Citation:**<br>If significant insights or phrases are borrowed from AI, these should be **properly cited**, much as you would cite a human source. | |
| **Acceptable Uses** | **Unacceptable Use** |
| Using MLA or APA citation guidelines to create in-text citations to indicate when information was acquired from AI. | Copying and pasting work done by AI into assignments without giving credit. |
| Seeking guidance on how to properly cite and reference sources used in an essay or project. | Asking for a pre-written bibliography or list of sources without conducting personal research. |

**Student Name** _____ **Student Signature** _____ **Date** _____