

# Cordova Jr./Sr. High School

## STUDENT HANDBOOK

**Leif Jacobsen**

PRINCIPAL  
2011 - 2012

PO Box 1330 • 100 Fisherman Ave  
Cordova, Alaska  
99574

Telephone: 907-424-3266

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight.

Printed on recyclable paper.



## STUDENT & PARENT NOTIFICATION

Thank you for reading and using this publication. Its purpose is to inform parents and students, and to ensure the safety of all students.

“I have read the rules and policies in this handbook listed below. I understand these rules and policies apply to all students enrolled at Cordova Jr./Sr. High School.” Check both, indicating you acknowledge receiving a complete handbook, and that you understand these rules and policies apply to all students enrolled at Cordova Jr./Sr. High School.

1. Cordova Jr./Sr. High School Policies and Standards \_\_\_\_\_
2. Acceptable Computer System Use Policy \_\_\_\_\_

Student Signature:

\_\_\_\_\_

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

Student Name (printed): \_\_\_\_\_

Parent Signature:

\_\_\_\_\_

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

Parent Name (printed): \_\_\_\_\_

\*This page must be completed, removed, and returned to the office at Cordova Jr./Sr. High School.

## Acceptable Computer System Use Agreement Cordova Jr./Sr. High School

I understand that using the Network Services within Cordova Jr./Sr. High School is a privilege and not a right. My use of this privilege may be suspended or revoked by the school at any time if I do not follow the terms of the district and school Acceptable Computer System Use policies (see pg 26). I agree to keep my password confidential and to properly log off the computer before leaving my workstation. I will never let anyone else use my account.

As a condition of my use of the Network Services, I have read and will comply with the terms and conditions in the Acceptable Computer System Use Policy for Cordova Jr./Sr. High School. I understand disciplinary action will be taken if I violate this agreement.

Student Signature:

\_\_\_\_\_

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

Parent Signature:

\_\_\_\_\_

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

**Student users must have permission from a parent or guardian. Parent/Guardian – please sign, giving permission for your child to use Cordova Jr./Sr. High School Network / Internet Services.**

“As the parent or guardian of this student I have read the terms and conditions of this agreement. I understand access to the Network Services is a privilege and not a right, and is provided for educational purposes. However, I also recognize it is impossible for Cordova Jr./Sr. High School to restrict access to all controversial materials. Therefore, I will not hold the school, the school district, or any member of the school district responsible for inappropriate communication on the Network Services or for any objectionable material viewed or used by my student.

“I hereby give my permission for my student whose name and signature appear above to use the Network Services in Cordova Jr./Sr. High School, and where appropriate, to be issued a password and/or account that will give him/her that access.”

**\*This page must be completed, removed, and returned to the office at Cordova Jr./Sr. High School**

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**Welcome to  
Cordova Jr./Sr. High School!  
A Message from the Principal**

Dear Students and Parents:

On behalf of the entire school staff, we would like to welcome you to Cordova Jr./Sr. High School! We are looking forward to working with you in our joint effort to provide you with a successful, productive and rewarding educational experience. Your full participation and active involvement in the educational program can make a valuable contribution to success in achieving this goal. Parents you are encouraged to visit the school, join the Site Council, Booster Club, and become fully involved in your child's educational process. Students we strongly encourage you to take full advantage of as many of our curricular and extra-curricular programs as you can.

The Parent-Student Handbook has been prepared to identify those school policies and procedures which have been established to protect the health, safety and welfare of students. Further, it is our intent to foster the best possible environment in which students may grow, develop and learn. Please familiarize yourself with the policies and procedures outlined in the handbook. The first page(s) is to be signed by the student and a parent and returned to the school office for our records.

Keep in mind that each student has the right to a safe and healthy learning environment, as well as the right to pursue his/her education without interference. Bear in mind also that teachers have a right to teach without interference. Maintaining an attitude of respect and responsibility and following school policies will insure that these rights are protected.

Cordova Jr/Sr High School is always open to your questions and to resolve any concerns which you might have. We ask that you let us know of your concerns as soon as they arise. You may call for an appointment 424-3266 or stop by the office at your convenience.

Sincerely,

Leif Jacobsen

Principal

**SCHOOL DISTRICT ORGANIZATION  
SCHOOL BOARD**

Pete Hoepfner	President
Dixon Sherman	Vice President
Kate Alexander	Clerk
Shawn Gilman	Member
Jon Nichols	Member

**DISTRICT OFFICE  
ADMINISTRATION AND STAFF**

Jim Nygaard	Superintendent
Leif Jacobsen	Principal
Keith Zamudio	Technology Director

**STAFF**

Debra Adams	English
Virginia Anderson	P.E./ Health
Jason Boerger	Social Science
Doug Carroll	Math
Cara Heitz	Science
Wendy Jacobsen	Special Education
Lois Moe	Counselor
Pamela Moe	Innovative Learning Program/ELL
Thorne Popelka	Social Studies/ English
Rich Sorenson	Industrial Arts/Math
Terri Stavig	Home Ec./Career/ English
Thane Thomas	Music
Lovie Werner	Resource
Hans Werner	Math/ Physical Science

**CLASSIFIED STAFF**

Mary Higgins	Joan Songer	Neva Nolan
Romulo Sison	Sharon Walsh	Sandra Whitmire
Andrea Whitcomb	Ann Howard	Shelly Latham-Steffen

## ***WELCOME TO CORDOVA JR/SR HIGH SCHOOL***

This is your student handbook. It is intended to be used to acquaint you with your school, its operation, government, opportunities, and your responsibilities as a student citizen. Please use it to your advantage to have an enjoyable and productive year. Keep it in a secure place so that you can refer to it throughout the year. The calendar is provided as a convenient place to record assignments, projects and activities.

### ***PHILOSOPHY***

Cordova Jr/Sr High School is committed to the belief that all students can succeed. Cordova Jr/Sr High School fosters the development of wise decision-makers who can communicate clearly, think creatively and nurture various potentials, develop positive values and attain personal goals. The school provides opportunities to learn skills and attitudes and increase aesthetic awareness. Through instruction and the activity program, the school teaches an appreciation of citizenship responsibilities in our American democracy. Cordova Jr/Sr High School assists students in gaining the self-esteem, knowledge, and discipline necessary to choose and prepare for a career and recognize learning as a life-long process.

### ***MISSION STATEMENT***

The Cordova School District utilizes our unique natural surroundings and active involvement of parents and community to provide a safe learning environment that offers challenging curricula and activities while developing successful, responsible citizens for the future

### ***BOARD OF EDUCATION***

The people of the City of Cordova elect the Cordova Board of Education. The board is directed by the State of Alaska to establish policies consistent with Alaska law. The Cordova School Board consists of five members elected for a term of three years. The Board holds public meetings on the second Wednesday of the month. The Board's policy manual presents the school's operating structures and philosophy in detail and is available in all school offices.

### ***Title IX***

**No person in the United States shall, on basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.**

**-Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964**

Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to:

Jim Nygaard, Superintendent & Section 504 Coordinator of Cordova School District  
(907) 424-3265



### **ADMINISTRATION**

Superintendent of Schools – The superintendent is charged with the responsibility of administering the educational program within the framework of the Cordova School Board’s policies.

High School Principal – The principal is assigned the leadership responsibilities for the high school building and the program of studies carried on therein. All matters disciplinary in nature, all extra-curricular activities, attendance and bulletins are directed by the principal. The education program, rules and regulations are developed collaboratively by students, teachers and administration within our leadership parameters and limits established by the Board.

### **STUDENT’S RIGHTS and RESPONSIBILITIES**

All students of CHS have comparable rights as other American students; they have the privilege of exercising these rights within the framework of our laws and school rules. Along with these rights come responsibilities. (One should always remember that a right ceases to be when it infringes on the rights of others. Too often some do not or are not able to recognize an infringement upon the rights of others, so rules and regulations become necessary.)

You and your classmates have the right to learn in school without interruption, fear or intimidation. Any school attempting to serve the needs of many individuals must, in order to protect the rights of all, establish guidelines so that all will know how to pattern their behavior. Honesty, fairness, understanding and common sense are character traits that we should continually work to develop. Care and respect for the physical condition of the buildings and grounds are the responsibility of us all.

Students are responsible for personal items brought to school.

If there are any questions relating to student rights, the person to contact is the principal. There is a specific grievance procedure, at the principal’s office. The Cordova School District provides educational opportunities and services, including vocational employment, regardless of sex, race, religion or handicap.

### **SCHOOL DRESS**

Students shall dress in a manner that is clean and does not detract from the educational environment. The faculty and principal will make decisions regarding appropriate dress. Undergarments or revealing clothing shall not be visible. No hoods or sunglasses may be worn in the school building including classrooms. Information on clothing or jewelry shall not make any reference to alcohol, drugs, tobacco, sexual themes or violence. Students wearing inappropriate clothing or jewelry to school or while attending extra-curricular school sponsored events will be asked to turn their shirts inside out, change, or remove the item depending on the nature of the clothing or jewelry. Failure to comply with any of these requests or repeat offenses will result in further disciplinary action.

**MEAL SERVICE**

**Breakfast Ticket Prices**

Full Price.....\$2.00  
Adult/Guest .....\$2.50  
Reduced Price.....\$0.30

**Lunch Ticket Prices**

Full Price.....\$3.00  
Adult/Guest.....\$4.75  
Reduced Price.....\$0.40

Extra Milk.....\$0.50  
20 Lunches.....\$55.00

(This is a \$5 savings over buying one lunch at a time)

**CLASSROOM ETIQUETTE**

Treat everyone the way you want to be treated, with dignity and respect. The teacher is responsible for the classroom environment and in the final analysis you are responsible to the teacher. This means following direction and doing your very best at all times.

Cell phones must be kept out of sight at all times during the instructional day.

Consequences:

1<sup>st</sup> offense – Phone will be confiscated for the remainder of school day.

2<sup>nd</sup> offense - Phone will be confiscated and meeting with parents.

3<sup>rd</sup> offense - Phone will be confiscated for remainder of quarter.

**HALLWAY BEHAVIOR**

Students are not to be out of the classroom or library when school is in session unless they have their planner signed (i.e. hall pass) from the teacher. Those who receive such permission for good reason are expected to be quiet while in the halls. **Students returning from classes held at the college are to remain in the commons area until the bell rings.** In addition, there will be no public display of affection allowed beyond handholding. Faculty is expected to intervene and the principal will involve family members if necessary. Food and drinks other than water bottles are allowed in the commons area only.

**EVALUATION OF STUDENT ACHIEVEMENT**

A complete record of grades earned, activities, conduct, test results, and attendance is maintained in the high school office. Each student has a transcript and a cumulative folder. The permanent record shows the courses taken, grades, number of credits earned, attendance and awards earned. The cumulative personal folder contains test results, biographical data, medical records, citizenship information, and pertinent documents relating to your education.

Your school record is invaluable to you and is used for recommendations to future employers and for college, vocational and technical school entrance. All information in these files is confidential and will be disclosed only to qualified persons, including the student, parents, and teachers.

**HELP FROM TEACHERS**

Teachers will be glad to assist students who are having difficulty with their courses, however, it is the student's responsibility to ask for help and obtain make-up assignments. Students who are sick have the number of days missed plus **ONE** to hand in make-up work. School travel student will have the number of days missed to hand in make-up work. (BP 6154) Teachers are available before and after school or by appointment.

### **LIBRARY**

Our library supports the curriculum of the junior and senior high school. The library houses a collection of books, periodicals, non-print media and audio-visual equipment. The librarian maintains a study atmosphere in the library and all students are encouraged to use the library any time during the school day. Library checkout privileges may be suspended until overdue books and fines are returned and paid. Students are responsible for material they check out and must pay replacement costs of lost or damaged materials.

### **GUIDANCE PROGRAM**

The counselor is available to help all students with personal and school problems and to assist them with educational and vocational planning. However, he/she will not choose a program for you. The final choice must rest with the parent and student. Some examples of help include: class scheduling, graduation requirements, job exploration, post-secondary training selection, information on financial aid and planning for careers and life work.

### **INNOVATIVE LEARNING PROGRAM**

The Innovative Learning Program (ILP) is for students that may need or want some form of alternative educational setting. Students and their parents can work with the counselor and administration in deciding if ILP is appropriate for them. Students failing a class in a semester may repeat the course that same year through an approved correspondence program or take that class in summer school (if offered). Correspondence courses must be approved by the principal and usually require a nominal fee. Students may not drop a high school course to take the same course through ILP.

### **PART-TIME ENROLLMENT**

Students who are enrolled in a distance education school as their primary school may also enroll in Cordova High School, if space is available in the desired classes, either in the regular program or in the Innovative Learning Program (ILP). Part-time students will enroll after full-time students have registered.

Students at CHS may register for dual credit with the principal/counselor's approval. Dual enrollment in a university class provides high school and college credit for students.

### **HOME SCHOOL**

#### **Requirements:**

1. Meet with counselor, principal and ILP coordinator to state reasons and review graduation requirements
2. Complete CSD Application and Innovative Learning Program paperwork for approval by the CSD staff listed above.
3. Sign waiver of responsibility for any Math or Language Arts/English course for high school students.

#### **Possible Home Schooling Alternatives:**

1. Parent instruction using –
  - a. North Dakota or Missouri correspondence materials
  - b. PWSCC college course (paid for by parent and taken by student on own time)
  - c. Other curriculum approved by principal

### **Home School Parental Responsibilities:**

1. Monthly contact with the CSD Home School/ILP Coordinator.
2. Quarterly meetings with parent/student and ILP Coordinator.
3. Provide work samples representative of the various coursework being done.
4. Follow the grading scale used by school.

### **Extended Absence**

The Cordova School District understands both the importance of being in school and the importance of family. Classroom instruction is a vital part of the student's education process, so the maximum number of days allowed for an extended absence is 30 calendar days.

Each extended absence requires approval by the school principal. Parents need to submit a signed note to the school office *at least* two-weeks prior to the date of departure. This notice to the school provides the time necessary for teachers to plan and prepare the necessary assignments for the duration of the absence.

Students that are absent longer than the 30 calendar days will be dropped from the attendance roll and credits could be lost for the semester.

The school principal will deal with each request on a case-by-case basis.

### **PROGRESS REPORTS**

A notice is sent home every mid-quarter to all parents of students in the regular education program. The purpose of this notice is to notify the student and parent the status of course work at mid-term. Limited tutorial help is also available to students. Teachers can also express his/her congratulations and encouragement to students in hopes that the student will continue in this manner.

### **POWERSCHOOL**

Our student information system is PowerSchool and the URL is <http://ps.cordovasd.org>. This will allow students and parents to see real time grades.

### **SCHEDULING OF CLASSES**

All students must enroll in a full schedule of classes, 7 credit classes, each semester of the school year.

Students should complete all student initiated schedule changes before the semester begins. Most classes earn one credit for a year's work. Teacher aides earn credit for a full year's time and can only be taken twice during a student's school career, unless the principal gives approval.

### **REPORT CARDS AND GRADING SYSTEM**

Report cards will be issued every nine weeks. These cards should be shown to and discussed with your parents. It is not necessary to return these cards to the school because you will receive a new card at the end of each nine-week period. An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not

made up within two weeks, the incomplete will become an F. Grades for all subjects, with exception of Advanced Placement courses will be counted as follows:

	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
	F = 0.0	I = Incomplete
	WF= Withdrawal Failing	

The District wishes to encourage students to take Advanced Placement courses in academic subjects. Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:

	A = 5.0	A- = 4.7
B+ = 4.3	B = 4.0	B- = 3.7
C+ = 3.3	C = 3.0	C- = 2.7
D+ = 2.3	D = 2.0	D- = 1.7
	F = 0.0	I = Incomplete
	WF= Withdrawal Failing	

Students enrolled in an AP course are expected to take the AP exam. The grading scale is as follows:

	A 100– 94%	A- 93 – 90%
B+ 89 – 87%	B 86 – 83%	B- 82 – 80%
C+ 79 – 77%	C 76 – 73%	C- 72 – 70%
D+ 69 – 67%	D 66 – 63%	D- 62 – 60%

### **HONOR ROLL**

Honor roll will be calculated at the close of each quarter. A student must have an average of 3.0 or higher to be eligible. High honor roll is 3.5 and above. Honor roll is 3.0 – 3.49. Students must be enrolled in a minimum of six classes at CHS to be eligible for honor roll. A grade of “D”, “F”, “WF” or citizenship grade of S- or U in any class will disqualify a student for honor roll.

### **CITIZENSHIP GRADE**

A citizenship grade is given for every class in addition to an academic grade. This citizenship grade allows the teacher to communicate the quality of the student’s behavior, apart from his/her academic performance. Any student receiving less than satisfactory citizenship is ineligible for the honor roll. Citizenship grades also affect eligibility for extracurricular activities and school-sponsored activities. Causes for less than satisfactory citizenship include, but not limited to:

1. Excessive absenteeism
2. Excessive annoyance to classmates
3. Excessive tardiness
4. Destruction of school property
5. Lack of class materials
6. Lack of cooperation
7. Rudeness, lack of courtesy
8. Lack of attention

- 9. Excessive talking or mischief
- 10. Cheating

The following marking system shall be used for Citizenship Grades:

- S+ Superior (2 pts)
- S- Needs Improvement (0 pt)
- S Satisfactory (1 pt)
- U Unsatisfactory (-1 pt)

If a student feels their citizenship grade is unfair they may appeal to the Principal.

***WITHDRAWAL***

A student wishing to withdraw from school must inform the office and take a withdrawal form signed by the parent/guardian to each teacher from whom the student is currently taking a course. The teacher and librarian will verify that books have been turned in and indicate the grade earned at the time of withdrawal. Any fines must be paid prior to withdrawal. An interview with the counselor and principal is required of all students who wish to drop out of high school and not enroll in another high school. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay. A student who drops a course during the first two weeks of the semester may do so without any entry on his/her permanent record. A student who drops a course after the first two weeks of the semester will receive a WF grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances

***GRADUATION REQUIREMENTS***

Students are required to complete a minimum of eight semesters (or the equivalent) of high school work as well as the following:

English	4 credits (1 credit each year for 4 years)
Science	3 credits (2 lab science – Earth & Biology)
Math	3 credits (1 algebra)
Social Studies	3½credits(Alaska History, Government, US History, World History)
PE	2 credits (1 credit may be waived for participation in extra-curricular sports)
Fine Arts	1 credit (Band, Art, Drama, Choir, or Foreign Language)
Health	½ credit
Skills for Living	½ credit
Career Exploration	½ credit
Electives	7 credits (Not limited to: Auto Shop, Small Engines, Boat Building Welding I, Welding Independent Study, Woods I & II Independent Living I& II, Cordova Career Ready, Textiles Independent Study)
Service Learning	10 hours of an approved project each year
Total Credits Required	25 Credits

See the counselor to be sure all your classes are in order for graduation. Additionally, students will also be required to pass the Alaska High School Qualifying Exit Exam in writing, reading and mathematics.

Students will not be allowed to go through the graduation ceremony unless they have successfully completed all of the Cordova School District graduation requirements. Students will be allowed to participate in the graduation ceremony if they have met all of the

Cordova School District graduation requirements but have not passed all of the sections of the High School Graduation Requirement Exam. Students must be enrolled as full time student for at least the semester prior to graduation to qualify for Cordova High School diploma. It should also be noted that students are given credit and a grade each time they take repeatable classes (i.e. band, PE).

### **GRADUATION**

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma. Students who have met the district graduation requirements but have not passed the state required competency examination may participate in graduation exercises without receiving a diploma. In accordance with school-site rules, a discipline committee, consisting of a site administrator and 2 certificated personnel, may recommend to the superintendent or designee that a student be denied the privilege of participating in graduation or promotion activities because of misconduct. No student may be denied the privilege of participating in graduation or promotion activities because of misconduct without a hearing unless the student's parents or guardian, or the student if 18 years of age, waive the right to a hearing, either in writing or by their failure to appear at a scheduled hearing. By waiving the rights to a hearing, the student and parent or guardian agree to abide by the findings of the hearing or review officer.

### **ATTENDANCE**

In order for students to derive maximum benefits from the district's instructional program and to develop habits of punctuality, self-discipline, and responsibility, it is necessary to maintain high standards of attendance. The presence of a student in the classroom on a regular basis is necessary to provide opportunities for interaction with teachers and peers. Students who have been absent are responsible for making up missed work.

#### **A. ABSENCE**

Daily classes count as one (1) absence. Being absent from a class for more than 10 minutes may be considered as an absence. Students who will be absent for a prolonged period of time, not to exceed 10 school days, need to complete an advanced make-up slip in the office. Three (3) tardies in the same class will count as one absence.

#### **B. ABSENCE LIMITS**

The maximum number of unexcused absences allowed per course per semester is ten (10) with a traditional schedule or six (6) with a modified block. (Note: **D. EXCEPTIONS**, below.) Any absence, either for a full day or a single period, must be with the prior permission of the principal and the student's parents, who, it is presumed, will only permit absence for good reason, such as illness or emergencies

#### **C. CONSEQUENCES**

Any student who has more than ten (10) unexcused absences with a traditional schedule or six (6) with a modified block in a class during the semester may receive a WF grade (withdrawal failing, due to absences). BP 5121

#### **D. EXCEPTIONS**

Absences due to any of the following situations will not count toward the absent limit

1. Students with ongoing and/or major illness and under the verified care of a doctor may be granted extra days for absence. Home study may be provided for extended medical leave only.

2. School-sponsored activities, e.g., local and regional athletic events, AASG, etc.
3. Death in the immediate family: parents, grandparents, or siblings.
4. Funeral or court appearances
5. Parent calling the office within 48 hours of student being home sick.
6. Special arrangements may be made with the principal on a case-by-case basis. An advanced make-up slip must be on file in the high school office before departure.

#### **F. HOME NOTIFICATION**

Attendance records are kept each period. Every effort will be made to notify parents by phone when a student is unaccountably missing. A letter will notify parents when their child is in danger of failing due to absences. These letters will include an explanation of the consequences of the absence limits established by this rule.

#### **G. TARDIES**

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned workstations on time. A "tardy" means the student was less than ten (10) minutes late for class. For being tardy, please see classroom rules. Habitual tardiness may result in additional consequences. Three tardies per semester, in a class, will count as one (1) absence.

#### **H. APPEAL PROCEDURE**

An appeal may be made to the principal, who may create alternatives, or detention. Appeal of the principal's decision is to the superintendent. Appeal of the superintendent's decision is to the school board. Students are entitled to hearings before imposition of sanctions. The procedural guidelines for hearings on disciplinary actions are outlined in school board policy.

#### **CLASS MEETINGS**

Class meetings will be held as scheduled through the principal's office. An advisor must be present at each meeting.

#### **STUDENT COUNCIL**

The student council is a learning opportunity for our students to develop and promote commitments to citizenship, scholarship, leadership, human relations and cultural values. The student council teaches and provides the means through representative government to develop decision-making skills.

#### **NATIONAL HONOR SOCIETY**

Seniors, juniors and sophomores with a 3.3 grade point average are eligible for selection. In addition selection is based upon leadership, service and character. Members must maintain the high standards, which warranted their election, or they will be dropped from the society. National Honor Society members receive special commendation upon college entrance.

#### **EXTRA-CURRICULAR ACTIVITY PARTICIPATION**

Refer to Student Activities Handbook

#### **MOTOR VEHICLES**

Students who drive to school must register their vehicle at the office. Directly in front of the building is reserved for staff/faculty parking only. Students parked in the staff area will be asked to move their vehicle. Additional violations will result in disciplinary action. Students should take great care when parking and driving near the school. Remember that small



children may be walking in the area and can be difficult to see. Please drive slowly and cautiously. Student operated vehicles may not be used to travel to and from off campus class activities unless prior approval from administration and consent form is fill out at the office. Cases of speeding or reckless driving and improper parking will be reported to the police department. When a student parks his/her vehicle, it should be locked. The school district assumes no responsibility for automobiles.

#### **STUDENT FEES, BOOK CARE, LOCKERS**

Certain courses within the curriculum may require a student fee. These fees are collected at the office, where a receipt is generated to show the teacher that the fees have been paid. Students will be issued textbooks and the book number and the student's name will identify all books. It is the responsibility of the student to return the book in good condition with allowance made for general book wear and depreciation. The student will be responsible for paying established fees for book damage or loss. Report cards and/or transcripts will not be released until all fines and fees are paid.

Every student is issued a locker and combination on the first day of school. The high school accepts no responsibility for theft from lockers. Your lockers are not your property. Lockers will be inspected periodically.

#### **SCHOOL CALENDAR**

School doors will be open at 7:45 in the morning. Exceptions for direct supervision for school sponsored activities. All approved student activities must be placed on the school calendar in the office well in advance of the scheduled date.

#### **PHYSICAL EXAMS AND IMMUNIZATIONS**

Students must have a physical exam on file before participation in any athletic activity. Students who participate in extra-curricular sports activities should also have some type of health insurance. School related injuries will be covered by the school only after the deductible of the parents insurance has been met. State law requires that students complete their immunizations before being allowed to attend school. Students suffering from a concussion will need a doctor's clearance before returning to any activity.

#### **FIRE DRILLS & EARTHQUAKE DRILLS**

Safety drills are held periodically during the school year.

#### **VISITORS**

Visitors to the school must check in to the office and receive a visitor's pass. Only enrolled students grades 7-12 may be in the school building during school hours.

#### **SCHOOL DANCES**

All school dances must be attended by all class advisors and two parent chaperones. Dances must be scheduled five days prior and approved by the advisor and principal. Students will not be allowed to leave and return while dances are in progress. All dances are restricted to high school students unless the principal has given special permission. More details regarding dance rules are available in the office. Compliance with these rules is required. Dances will end on or before midnight.

#### **ACADEMIC INTEGRITY POLICY**

Cordova Junior/Senior High School is committed to academic integrity and has set forth the following policy to insure that students are held to high standards of academic ethics.

Adherence to a strict code of ethical behavior is the responsibility of every student. The following constitutes academic fraud and violates the school's academic integrity policy.

**1. Submitting work which is not original**

Students may not obtain work, assignments, projects or writing from others (parents, students, tutors, etc.) or from internet or print sources. Failing to credit original sources for words or ideas is plagiarism. Students may not "borrow" phrases, sentences or paragraphs without quotation marks and appropriate citation. Casual paraphrasing does not make the work original. Similarly students may not claim ideas taken from other writers as their own.

**2. Violating the integrity of examinations/assigned work**

Students may not obtain or provide answers from any source during a test/quiz. Nor may students copy one another's assigned work. Sharing information with anyone who has not taken the test/quiz also violates this policy.

**3. Falsification**

Students may not fabricate data, sources or falsify results in their work. Students may not lie or misrepresent facts to gain an academic advantage. For instance, students may not alter documents/grades, lie to avoid taking a test, lie to avoid turning in an assignment, or lie to avoid accepting a consequence.

**Consequences**

Any violation of the above policy will result in the following disciplinary action.

1. Parents will be contacted.
2. School administration will be notified. Administration will keep appropriate records in the student's file.
3. Reduction of citizenship grade
4. One or all of the following may occur: No credit on the assignment/test. Failing grade for the quarter.

Students who directly witness or have evidence of academic dishonesty have an ethical responsibility to take appropriate action.

**BULLYING**

Intimidating Behavior/Bullying is defined as intentional and generally unprovoked attempts by one or more individuals to inflict physical harm or emotional distress upon another person or group. The misbehavior may be direct or indirect. Some examples include, but are not limited to:

- Physical intimidation - punching, hitting, poking, choking, hair pulling, beating, biting, unwanted tickling, and encroachment of personal space
- Verbal intimidation - teasing, tormenting, gossiping, spreading rumors, name-calling, ridicule, and insults
- Emotional intimidation - rejection, terrorizing, humiliation, ostracizing, or the fearful anticipation by the victim of future attacks
- Sexual intimidation - sexual propositioning, voyeurism, or escalation to physical contact, includes but is not limited to indecent exposure, pulling down another's pants, etc.

**CYBERBULLIYING**

**Cyberbullying** An act of cyberbullying is prohibited and will result in disciplinary action. Cyberbullying 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 and pager text messages, instant messaging (IM), personal Web sites, Weblogs, and online personal polling Web sites. Examples of cyberbullying include:

- 1 . Posting slurs or rumors or other disparaging remarks about a student or staff member on any Web site or Weblog;
- 2 . Sending e-mail or instant messages that are harassing or threatening;
- 3 . Taking and sending an unauthorized and unwanted photo- graph of a student or staff member.

The District will discipline a student who engages in cyberbullying. If it has been determine to take place on school grounds, or at a school-sponsored activity.

### ***GENERAL DISCIPLINE***

The school is responsible for students' safety and welfare in school and during school sponsored functions; therefore, students are subject to school discipline during these times. It is expected that high school students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies. **Philosophy of discipline:** To encourage positive behavior that enables all students at Cordova Junior/Senior High School to achieve academic and social success. In order to insure a safe and drug free learning environment, the following schedule of behavior and consequences in order of priority of concern has been established.

In the event of a conduct violation not specifically listed in this policy, punishment may be administered based on the judgment of the building principal or designee.

- ◆ No participation in any extra-curricular or school sponsored activity during the period of suspension.
- ◆ **Note that the school administration *may* adjust the consequences for a given behavior, as the individual facts require.**

Students will be disciplined for behavior that occurs off campus if the behavior is clearly either related to school or school activities, and is likely to affect safety or welfare or disrupt the orderly educational process in the District.

The school administrator or the board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if deemed necessary.

### ***1. Fighting/Violence/Vandalism***

1<sup>st</sup> offense will result in the following:

- Mutual combat – 3 school days suspension (in house or at home)
- Assault – 3 to 10 school days suspension (in house or at home), report to police, anger management class/counseling and monitoring required
- Vandalism – 1 to 3 school days suspension (in house or at home) plus financial restitution

2<sup>nd</sup> offense will result in suspension or an expulsion hearing before the Superintendent and the School Board

**2. Alcohol, Illegal Drugs (Synthetic Marijuana) and Tobacco**

The use and/or possession of products containing tobacco, alcoholic beverages and drugs or drug paraphernalia are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic event, and school-sponsored trips of any kind. The school district strongly supports drug-free schools and disciplinary measures to assure that the schools stay drug-free.

**Tobacco use or possession: at/or during school and/or school activities**

1<sup>st</sup> offense will result in the following:

- 1 to 3 school days suspension (in house), parent and police notification of each offense

2<sup>nd</sup> offense will result in the following:

- 2 to 5 school days suspension (in house or at home), parent and police notification of each offense

3<sup>rd</sup> offense will result in the following:

- 3 to 6 school days suspension (in house or at home)

**Use or possession of illegal drugs/alcohol or drug paraphernalia on campus or at school sponsored function**

1<sup>st</sup> offense will result in the following:

- 5 school days suspension (at home)
- Report to police
- 9 weeks extra curricular suspension

The student shall complete the following before re-admission to school:

- Undergo a drug assessment
- Participate in a conference with parent and school administrator and sign a behavior contract

Upon re-admittance to school, the student shall:

- Follow through on assessment recommendations.
- The student will be on probation for a period of six (6) months during which their behavior will be closely monitored.
- Complete 10-24 hours of school service as approved and verified by the principal.

2<sup>nd</sup> offense will result in the following:

- Immediate removal from regular school & assignment to alternative school.
- Report to police

The student shall complete the following before re-admission to school:

- Undergo a drug assessment
- Participate in a conference with parent and school administrator.

Upon re-admittance to school, the student shall:

- Follow through on assessment recommendations.
- Student shall be on probation for a period of nine (9) months, and will be subject to random urine analysis.
- Complete 48-72 hours of school service as approved by the principal.

3<sup>rd</sup> offense will result in the following:

- He/she shall be reported to the police and expelled from the Cordova School District as outlined in Board Policy 5144.1.

**3. Act of defiance (verbal/physical/dress), inappropriate behavior**

1<sup>st</sup> offense will result in the following:

- 2 lunch detentions in office

2<sup>nd</sup> offense will result in the following:

- 1 to 3 school day's suspension in house, counseling required.

3<sup>rd</sup> offense will result in 1 to 3 school days suspension at home, counseling required.

**4. Truancy or unexcused absence for 1 or more periods for reasons not approved by Alaska law; illness, doctor appointments, family illness, funerals or parent advanced makeup.**

- 1 to 3 school days suspension (in house or at home) {all missed work must be made up for in house suspensions}
- Parents will be notified and counseling will be required
- Assignments/tests and other work given during the period of time of truancy cannot be made up – as a natural consequence of the student's action.
- Assignments and tests given during the days of in house suspension must be completed to receive full and complete grades.

**5. Tardiness**

- Each occurrence will be based on classroom rules.
- Two consecutive skipped lunch detentions will result in in-school suspension, after two in school suspensions are served for this offense students will then be assigned out of school suspension for the remainder of the school year.
- 3 tardies in a class will result in 1 absence.

**6. Discriminatory Harassment/Sexual Harassment**

1<sup>st</sup> offense will result in the following:

- 1-3 days suspension (in house or at home)

2<sup>nd</sup> offense will result in the following:

- 3-10 days suspension (in house or at home)
- Counseling required

3<sup>rd</sup> offense will result in the following:

- 3-10 days suspension (in house or at home) and/or expulsion hearing before Superintendent and School Board
- Counseling required

**7. Bullying**

1<sup>st</sup> offense will result in the following:

- Log entry and 2 lunch detentions in office

2<sup>nd</sup> offense will result in the following:

- 1-3 days suspension (in house or at home)

3<sup>rd</sup> offense will result in the following:

- 3-10 days suspension (in house or at home)

Subsequent Offenses

- Expulsion hearing before Superintendent and School Board.

**IN SCHOOL SUSPENSION (ISS)**

Students assigned to In School Suspension are required to participate in defined academic activities in a separate room. In School Suspension or detention may be ordered by the Principal. In School Suspension will run from 8:45 am to 3:30 pm. All detention must be made up before attending any school function.

**OUT OF SCHOOL SUSPENSION (OSS)**

Students who miss schoolwork because of unexcused absence or suspensions may be given the opportunity to make up missed work for full or reduced credit at the discretion of the Teacher and Administrator. Teachers may assign such makeup work as necessary, but not as a punitive measure.

(See District Policy 6154)

**GUN FREE SCHOOLS**

Any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis. The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled.

(See District Policy 5131.7s)

**USE AND POSSESSION OF OTHER DANGEROUS ITEMS**

Other dangerous items such as knives, firecrackers, etc are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events and school-sponsored trips of any kind. (See District Policy 5131.7)

**SEARCH AND SEIZURE**

All lockers and other containers provided to students by the District are owned, supervised and controlled by the District. Lockers and other District provided containers are subject to search by the Superintendent, or designee, who may authorize a District employee to search them at any time.

Any District administrator may search a student's clothing, possessions and/or automobile on school premises if the administrator has reasonable cause to suspect that a student possesses contraband.

Contraband discovered in the course of a search shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item shall be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent may direct that the item be surrendered to appropriate authorities.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered. (See District Policy 5145.12)

**DUE PROCESS**

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action.

For the sanction of In School Suspension (ISS), the student will have the opportunity to explain his/her conduct to the principal. Conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS.

For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 16 days) the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.

***Child Internet Protection Act (CIPA)***  
***{Computer & Internet Usage}***

After reading this policy both the parent and student need to sign the Acceptable Computer Use Agreement on page 2 of this handbook and return it to the school office. Upon doing so both agree they understand the following:

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**Purpose**

Cordova School District has access to the Internet. District staff have been authorized to develop regulations and agreements for the use of the Internet that are in accordance with the district policy statement, and other district policies, including the student disciplinary code.

**Due Process**

1. Cordova School District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the district's system.
2. In the event there is an allegation that a student has violated Cordova School District Computer & Internet Usage policy and/or Administrative Regulation for CIPA, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.
4. Employee violations of the Cordova School District Computer & Internet Usage policy and/or Administrative Regulation for CIPA will be handled in accordance with district policy and the collective bargaining agreement.

**Search and Seizure**

1. System users have a limited privacy expectation in the contents of their personal files and records of their on-line activity while on the Cordova School District system.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Cordova School District Computer & Internet Usage policy, the student disciplinary code, or the law.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. District employees should be aware that their personal files may be discoverable under state public records laws.



### **Academic Freedom, Free Speech, and Selection of Material**

1. Board policies on Academic Freedom and Free Speech will govern the use of the Internet.
2. When using the Internet for class activities, teachers will:
  - a. Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
  - b. Preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site.
  - c. Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
  - d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

### **Parental Notification and Responsibility**

1. Cordova School District will notify parents/guardians about the district's network and the policies governing its use. Parents must sign an agreement to allow their student to access the Internet through the school district. Parents may request alternative activities for their child (ren) that does not require Internet access.
2. Cordova School District and parents have the right at any time to investigate the contents of their child (ren)'s e-mail files. Parents have the right to request the termination of their child (ren)'s individual account at any time.
3. The Cordova School District Computer & Internet Usage policy and/or Administrative Regulation contain restrictions on accessing inappropriate material and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the school district to monitor and enforce a wide range of social values in student use of the Internet. Further, the school district recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The Cordova School District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the school district's system.
4. The Cordova School District will provide students and parents with guidelines for student safety while using the Internet.
5. Parents are responsible for monitoring their student's use of the Internet if they are accessing the system from home.

## **Access**

The following levels of access will be provided:

1. Classroom Accounts. Elementary age students may be granted Internet access through a classroom account. Alternately, Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing (or whatever procedure the District uses for other permissions).
2. Individual Accounts for Students. Secondary students may be provided with individual Internet accounts. A Student Account Agreement will be required for an individual account. This agreement must be signed by the student and his or her parent.
3. Individual Accounts for District Employees. District employees may be provided with an individual account. No agreement will be required. Employee use is covered by existing employment contracts and existing Board and District policies.
4. Cordova School District will monitor authorized student access.

## **Unacceptable Uses**

The following uses of the system are considered unacceptable:

1. *Personal Safety* (Restrictions are for students only)
  - a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
  - b. Users will agree not to meet with someone they have met on-line without their parent's approval and participation.
  - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
  - d. Users will not bring software or equipment from home and use it on any computer system.
  - e. **Users will not send or accept emails to or from sources not approved by supervising staff.**
2. *Illegal Activities*
  - a. Users will not attempt to gain unauthorized access to the Cordova School District system or to any other computer system through the Cordova School District system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
  - c. Users will not use the Cordova School District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.
3. ***System Security***
- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
  - b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
  - c. Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if they download software.
4. ***Inappropriate Language***
- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
  - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
  - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
  - f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
5. ***Respect for Privacy***
- a. Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
  - b. Users will not post private information about another person.

6. ***Respecting Resource Limits.***
  - a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research.
  - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
  - c. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
  - d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
  - e. Users will subscribe only to discussion group mail lists that are relevant to their education or professional/career development. Students may subscribe with the approval of their instructor and must unsubscribe at the end of the school year unless special arrangements are made.
7. ***Plagiarism and Copyright Infringement***
  - a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
  - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
8. ***Inappropriate Access to Material***
  - a. Users will not use the Cordova School District system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
  - b. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Cordova School District Computer & Internet Usage policy and administrative regulation.

### **Consequences**

**Step 1-** Loss of home Internet for 1 month and Internet access at school for a period of at least 1 week.

**Step 2-** Loss of home Internet for 2 months and Internet access at school for a period of at least 2 weeks. Meeting with parents

**Step 3-** A check in/out process will be instituted. Computer will be available during instructional time only under direct supervision of faculty member. Meeting with parents

**Step 4-** Meeting with parents, possible loss of computer privileges.

In the event of a conduct violation not specifically listed in this policy, punishment may be administered based on the judgment of the building principal or designee.

The school administrator or the board has the discretionary authority to move to any level of discipline based on the seriousness of the case. Law enforcement may be contacted if deemed necessary.

### **2007-2008 Laptop Policy Manual Appendix C - Parent/Student Contract**

Below is the, *Parent/Student Contract* for the Cordova School District's Laptop Policy Manual. This is not the complete laptop policy manual that is being made available with this planner. All students and parents are required to read and be familiar with the laptop policy before signing the, *Signature Page – For Students and Parents* in the Laptop Policy Manual. Students and parents must sign all contracts, forms and releases before a laptop will be issued.

Cordova School District fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. The following are the general terms of this contract:

1. The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school staff faculty.
2. During school hours, game playing, listening to music or watching videos on computers is not allowed unless they are authorized by a teacher and directly related to a school assignment or activity.
3. Students in those grades in which notebook computers are required are expected to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. Music stored on individual laptops will be assumed by the district to be owned by the student. Should district officials learn otherwise, the student will be responsible for

any copyright violations. The district will not be monetarily responsible for any copyright infringements on student machines.

8. Laptops, wireless cards and backpacks belong to and are distributed by the school. Management of cords is the student responsibility. They should not be placed across hallways or walkways where they create a tripping hazard. Names on power cords are not to be removed.
9. Use of headphones is limited to use before and after school as well as at lunchtime.
10. No stickers, scratches or drawings will be allowed on the case of the laptops.
11. Users are responsible for their laptops. If changes are made to the system software, including administrative privileges, the user will be responsible for the consequences of those actions.

### ***Parent Responsibilities***

Your child has been issued a laptop computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

1. I will supervise my child's use of the laptop at home.
2. I will discuss family values and expectations regarding the use of the internet at home and will supervise my child's use of the internet.
3. I will not attempt to repair the laptop.
4. I will report to the school any problems with the laptop.
5. I will not load or delete any software from the laptop.
6. I will make sure my child recharges the laptop battery nightly.
7. I will make sure my child brings the laptop to school every day.
8. I understand the user fee associated with the laptop is for the use of the machine. It may be applied to minor damage up to the amount of the fee. Additional repair costs from abuse, neglect or accident will be my student's responsibility.

I know that if my child comes to school without his or her computer I may be called to bring it to school.

### ***Student Responsibilities***

Your laptop is an important learning tool and is for educational purposes only. In order to take your laptop home each day, you must be willing to accept the following responsibilities.

1. I will treat the laptop with care by not defacing it, dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
2. I will not loan the laptop or power cord to my friends or siblings; they will stay in my possession at all times.
3. I will not load software from CDs or the Internet onto the laptop without the direction of a school employee.
4. I will not remove programs or school files from the laptop without the direction of a school employee.
5. I will follow the Cordova School District's Computer and Internet Usage policy when using the Internet on the laptop at home and at school.
6. I will honor my family's values when using the Internet.
7. I will not give personal information when using the Internet.
8. I will not attempt to repair the laptop.

9. I will recharge the laptop battery each night and care for the power cord.
10. I will bring the laptop to school everyday.
11. I understand the user fee associated with the laptop is for the use of the machine.
12. It may be applied to minor damage up to the amount of the fee. Additional repair costs from abuse, neglect or accident will be my responsibility.

#### Internet Access Policies

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students. Students will be able to access the Internet at school. If a student already has an electronic mail address, he/she (may, with permission of the supervising teacher) be permitted to use the address to send and receive mail at school. Students will be expected to abide by the following network etiquette:

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
2. Students will respect all copyright and license agreements.
3. Students will cite all quotes, references, and sources.
4. Students will only remain on the system long enough to get needed information.
5. Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
6. Student access of electronic mail will be through the school network. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail; so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

#### Web Page Publishing Guidelines

During their studies, students may be asked to participate in the creation of web pages for a class, or they may choose to create their own page to put on the school web site. Each school web page shall contain a disclaimer statement similar to the following:

1. "We have made every reasonable attempt to insure that our web pages are educationally sound and do not contain links to any questionable material or anything that can be deemed in violation of the Acceptable Use Policy."
2. Any web page to be published to the school web site will have the approval of the school Webmaster, Technology Director, classroom teacher and the school principal.

3. Material to be published must not display, access or link to sites deemed offensive by the Cordova School District's Computer and Internet Usage policy. All published material must have educational value and/or support the District's guidelines, goals and policies.
4. The only material to be published on the District web server must come from the designated school or department site Webmaster.
5. The web is a very dynamic resource. It is strongly recommended that links to pre-existing sites be checked regularly to insure that their links are not going to inappropriate sites.
6. Student work should not be published on a web site unless both the student and the parent(s) or guardian(s) have signed the signature page. An exception would be if the work is part of an existing publication such as a newspaper or school newsletter.
7. At no time should a student's personal e-mail address or phone number appear on a school or district web page. All e-mail should be directed to the school or site Webmaster.