

LKSD Acceptable Use Policy Grade 7-12

Introduction/Explanation of Purpose

On the school computer network and on E-Mail & the Internet, students and staff may participate in activities that support learning and teaching. With access to other networks and people around the world, a student might have access to information that may be appropriate. The Lower Kuskokwim School District had taken measures to prevent access to inappropriate information, including:

Students cannot use their accounts to access the Internet from their homes;
Students will have access to Internet only in supervised situations at school.

However, we cannot control all the information available on E-mail and the Internet. The District is not responsible for other people's actions or the quality and content of information available through some of these services. We trust our students and staff to know what is appropriate and inappropriate, but will provide some guidelines.

Access to the learning technologies provided requires a large degree of personal responsibility. The following guidelines are intended to help students use the network appropriately. If a student violates this agreement, user privileges will be taken away.

User Agreement

The use of school and district computer networks must be in support of education and research and with the educational goals and objectives of the Lower Kuskokwim School District. You are personally responsible for this provision at all times when using building and district computer networks.

Be familiar with the rules of another organization's networks or computer resources, and how to use E-mail and the Internet, before getting on-line. If you have any questions about these rules, please ask your teacher. Be aware that the inappropriate use of electronic information resources can be a violation of school and/or district rules, local, state, and federal laws and that you can be prosecuted for violating those laws. Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

Code of Responsibility

Students agree to the following:

- 1) I will access only those areas of Internet I am authorized to use. These areas do not include:
 - a) Those areas that use profanity.
 - b) Those areas that feature pornography.
 - c) Those areas that feature censored material.
 - d) Any public Chat (communications) areas or arenas.
 - e) Those areas that ask for personal information to include: name, address, phone number, fax number, social security number, credit card or account numbers, (etc) or the personal information of other people or institutions.
 - f) Any other areas that the LKSD staff deem inappropriate.
- 2) If find myself in an area of Internet that I am not licensed to use, I will immediately back out of the area or quit the Internet application I am using.

Lower Kuskokwim School District

**Family Educational Rights and Privacy Act (FERPA)
Parent Request for Non-Disclosure of School Directory Information**

The **Family Educational Rights and Privacy Act (FERPA)**, a Federal law, requires that LKSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, LKSD 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 LKSD to include this type of information from your child's education records in certain school publications.

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.

The Lower Kuskokwim School District has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level

If you **do not** want LKSD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 30. The form is located on the back on this sheet.

LKSD Attendance and Truancy Policies

AR 5113 (a) Absences and Excuses

Pre-arranged Absences

When students contemplate absence for personal reasons, including subsistence activities, their parents/guardians shall write the site administrator to ask that the expected absence be excused. (If no written request is received, the absence will be considered unexcused.) The site administrator or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given. Students must meet current semester ASAA and LKSD student activity eligibility standards for their grade level to be approved for a Pre-arranged absence. An ASB may create more stringent requirements at the site level.

Excused Absences

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods shall be used to verify all student absences:

- a. Written note or phone call from parent/guardian or parent-representative.
- b. Name of student.
- c. Name of parent/guardian or parent representative.
- d. Date or dates of absence.
- e. Reason for absence.

This information will be used to determine whether that absence is excused or unexcused. Intervention for accumulated excused absences:

- a. Three (3) or more continuous excused absences that involve medical reasons will require an excuse slip from the health clinic or school nurse.
- b. After 3-5 excused absences, the Community School Advocate or site administrator will contact the parents to see if there are concerns that the school should know about. The Community School Advocate or site administrator will notify the site social worker of the result of this contact.

Tardiness

Students in kindergarten through 6th grade that come late to school within the first 59 minutes of the start of morning and afternoon classes are considered tardy. Being late more than 60 minutes in either morning (1/2 day) or afternoon (1/2 day) class sessions will be considered an absence. Junior high and high school students that are on a daily class period schedule and come late to class within the first 9.9 minutes are considered tardy to that class. A tardiness of ten (10) minutes or more is considered an absence.

NOTE: If the junior high students are not on a junior high /high school class period schedule, they should be included in the elementary guidelines.

AR 5113 (b) Minimum Attendance

Students enrolled in Carnegie-unit classes are expected to attend class for ninety (90) days each semester. A student may not receive credit for any Carnegie class during a semester in which s/he has ten (10) or more days of unexcused absences in that class. In certain

BRHS Dress Code

The following dress code is in compliance with LKSD BP 5132. The dress code addresses health/safety concerns and distractions to the educational environment.

SHIRTS/BLOUSES

Acceptable shirts are worn in accordance to design and cover torso, including shoulders and midriff.

Students are prohibited from wearing shirts/blouses that:

- are oversized or immodestly undersized
- conceal identity
- depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender or ethnicity, or other emblems or writing that may be expected to cause a material or substantial disruption of, or interference with, normal school operations. Students are also prohibited from wearing undershirts, tank tops, see-through clothing, pajamas, blouses or clothing with spaghetti straps or shirts/blouses that expose the midriff when the arms are raised.

PANTS/SLACKS

Acceptable pant/slacks are worn at the waist and belted if needed to keep them from falling and exposing midriff or undergarments.

Pants/slacks may not be:

- overly baggy or oversized

SHORTS

Acceptable shorts are worn at the waist and no shorter than mid-thigh for all grades.

Shorts may not be:

- made of spandex or other form-fitting materials
- baggy or oversized
- split or fringed at the hem or seams
- boxers or pajamas

DRESSES/SKORTS/SKIRTS

Acceptable dresses/skorts/skirts are worn at the waist and no shorter than mid-thigh for all grades. In addition:

- Dress tops must meet the guidelines required for blouses and shirts
- Dresses, skorts, skirts may not be spandex or other form-fitting materials
- Slits in skirt or dresses must be modest. High-slashed apparel is not acceptable.

SHOES

Shoes must be worn at all times and chosen for safety, health reasons, and quietness.

"Heelies" are not allowed. Flip-flops may be worn, but are not recommended for safety reasons.

JEWELRY

Earrings, hair jewelry, watches, bracelets, rings and necklaces that are not a safety hazard or a material or substantial disruption may be worn.

Students are prohibited from wearing jewelry/accessories that:

- are considered gang-related
- are considered a safety hazard or substantial distraction

HATS/HEAD COVERINGS

Hats, caps hood headbands, bandanas or scarves shall not be worn in classrooms, except in the interest of religious practices, safety, cleanliness, or with the permission of the principal.

Students are prohibited from wearing any head covering which is used to conceal identity anywhere on campus.

GENERAL

- School-approved clothing for physical education, athletics, pep rallies, etc. may be worn only during the class or activity for which they are approved.
- Administration may establish event-specific dress code requirements or waivers for special events such as prom.
- No article of apparel shall be worn that will in any way damage school property, create a safety hazard or create a material or substantial distraction to the school environment.
- For safety reasons, trench coats or other long baggy coats are not allowed.

DISCIPLINE PLAN

Although each incident will be evaluated independently, the following rubric will serve as a guide for Site Administrator and Dean of students in determining appropriate discipline. Discipline will be considered for behavior committed on school grounds, at a school-sponsored activity; while going to or from school; during lunchtime whether off or on campus; or while going to or from any school sponsored activity. Administration will strive to maintain close communication with parents regarding discipline. All suspensions will be communicated to parents and out of school suspensions will be provided in writing in accordance to LKSD Board Policy. Only Site Administrator, Assistant Site Administrator, Dean of Students, or Designee may suspend students. Due Process will be provided in all suspensions or expulsions as defined in LKSD Board Policy

DETENTION PROCEDURES

Administrator Assigned Detentions:

Students may be assigned detention for violations of school rules. Students will not attend school activities or functions if they have an un-served detention. Administrative Detentions will start at 4:05 and end at 4:55. Parents will be notified so after-school transportation can be arranged. The school will not provide transportation. Student must be out of the building by 5:00 PM. Failure to serve an administrative detention will result in an in-school suspension.

Teacher Assigned Detentions:

Students may be assigned a detention for violations of classroom rules once the classroom discipline plan has been carried out. Teacher assigned detentions will be with the teacher after school in the teacher's classroom. The classroom teacher will call parents. Failure to serve a teacher assigned detention will result in an Administrative Referral.

Detention Rules:

Students in detention are expected to bring schoolwork and/or a reading book. Students will arrive on time, remain working quietly, and stay until dismissed by the Detention supervisor. No food or drinks are allowed in the Detention room and there will be no bathroom passes.

IN-SCHOOL SUSPENSION (ISS)

Student may be assigned an in-school suspension for violations of school rules. A student may be required to spend the day(s) in an assigned area away from other students. Assignment to In-school Suspension includes an automatic assignment to after school administrative detention for the same day(s). While assigned to In-school Suspension, the student is required to complete class work assigned by teachers; such work is to be graded and given credit. Additional assignments and/or community service will be given to the student by the In-school Suspension Supervisor. A student who refuses to work as directed by the In-school Suspension supervisor may be removed from the room for additional discipline.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students placed on Out-of-school Suspension are considered absent (unexcused) and are not permitted to attend school functions/activities during the suspension period. (See Unexcused Absence section for earning class credit.)

LKSD GRIEVANCE PROCEDURE

Please refer to the L.K.S.D. Parent-Student Handbook regarding the grievance procedure for school suspensions or expulsions.

Corrective Strategies for Category I Offenses

BRHS Expectations What's expected of students	Infractions of Expectations What students should not do	Expected Behavior What students should do	Choices to Address Student Infractions These are not the only choices or sequential
Be Safe	Out of classroom or assigned location	Stay in assigned area	Restorative practices
	Possession/use of tobacco	Obey laws regarding tobacco	Re-teach behavioral expectations
Be Respectful	Disruptive Behavior	Follow directions	Create behavioral contract with expected student behaviors and further consequences and incentives
	Indirect Inappropriate Communication	Obey classroom expectations	Require the student to complete a Community service task
	Physical Display of Affection	Show respect for the learning space, fellow students, visitors, and staff	Method of apology or making amends to those affected
	Completion of teacher-assigned interventions		Provide a reflective activity
Be Responsible	Cheating	Tell the truth	Detention, during which the student completes work
	Games of Chance	Do your own work Follow school rules	In-school suspension/Refocus during which school work is completed
	Electronic Device	Do not use cell phones in class unless otherwise instructed by your teacher	Work detail
			Restitution
Persevere	Sleeping in Class	Attentive to instruction and classwork effort	
	Intentional Academic Failure	Work diligently Try your best	

School officials will make selections in a low-restrictive and progressive manner.

3 or more repeat offenses in any category can push an infraction to the next higher category.

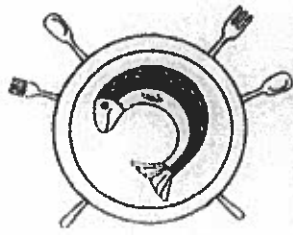
Corrective Strategies for Category II Offenses

BRHS Expectations What's expected of students	Infractions of Expectations What students should not do	Expected Behavior What students should do	Choices to Address Student Infractions These are not the only choices or sequential
Be Safe	Verbal/Physical Fighting Gang Activity	Solve problems peacefully Keep your hands to yourself	Restorative Practices Conference with student Parent contact Loss of privilege Re-teach (may include role-play)
Be Respectful	Indirect Inappropriate Communication Indirect Sexual Misconduct Willful Disrespect Depictions of prohibited activities	Use polite words Consider the feelings of others	Create a behavior contract Require the student to complete a community service task Written reflection Have the student choose a method of apologizing or making amends to those harmed or offended. Refer to intervention team. Restitution Arrange linkage with counseling agency
Be Responsible	Theft or possession of stolen property Vandalism Counterfeit Currency	Ask before borrowing Take care of school property	Create a home/school communication system Require daily or weekly check ins with administrator for a set period of time. Identify a mentor and establish a schedule of activities related to school performance.
Persevere	Falsifying Eligibility	Work to achieve passing grades to be eligible for sports.	Detention In-school suspension Saturday school File charges if law is broken.

School officials will make selections in a low-restrictive and progressive manner.
3 or more repeat offenses in any category can push an infraction to the next higher category.

Corrective Strategies for Category III Offenses

BRHS Expectations What's expected of students	Infractions of Expectations What students should not do	Expected Behavior What students should do	Choices to Address Student Infractions These are not the only choices or sequential
Be Safe	Assault Bodily Injury Dangerous Instruments Firearms or Look-Alikes Sexual assault Sexting Starting Fires Alcohol/Drugs Fireworks	Report unsafe behavior Ask for help if you are not safe Seek help for yourself and others	<ul style="list-style-type: none"> · Conference with student · Create a behavior contract · Re-teach · Require the student to complete a community service project · Have the student choose a method of apologizing or making amends to those harmed or offended. · Refer to intervention team, interagency team, multifaceted evaluation team, or IEP team · Arrange linkage with counseling or mental health agency · Create a home/school communication system · Require daily check-ins with administrator, counselor or social worker for a set period of time · Identify a mentor and establish a schedule of activities related to school performance. · Work with juvenile court to identify opportunities for restitution. · Out of School Suspension · Possible out of school suspension with recommendation for expulsion** · File charges if law is broken
Be Respectful	Extortion Bullying Harassment Direct Inappropriate Communication Direct Sexual Misconduct	Accept refusals gracefully Golden Rule	
Be Responsible	Theft/Burglary Breaking and entering False Alarms Inappropriate Representation of the School	Stay out of other people's property Obey laws of school and community	



Lower Kuskokwim School District

FOOD SERVICE DEPARTMENT
PO Box 305 Bethel, Alaska 99559
(907) 543-4844

August 3, 2020

Dear Parent/Guardian:

Children need healthy meals to learn. The Lower Kuskokwim School District will be participating in the National School Lunch Program and the School Breakfast Program. As part of this program, Atmaultluak, Chefornak, Eek, Goodnews Bay, Kasigluk Akiuk, Kasigluk Akula, Kipnuk, Kongiganak, Kwethluk, Kwigillingok, Mekoryuk, Mertarvik, Napakiak, Napaskiak, Newtok, Nightmute, Nunapitchuk, Oscarville, Platinum, Quinhagak, Toksook Bay, Tuntutuliak, Tununak, Mikelnguut Elitnuarviat, Gladys Jung, Ayaprun Elitnuarviat, Bethel Regional High School, and the Kuskokwim Learning Academy will offer healthy meals every school day at NO COST to the students due to the implementation of the Community Eligibility Provision for school year 2020-2021.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for Supplemental Nutrition Assistance Programs or other assistance benefits, contact your local assistance office or call 1-855-432-7587.

If you have other questions or need help, please call (907) 543-4844.

Sincerely,

Marybeth Whalen
Food Service Director

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [complaint_filing](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Medical Statement for Special Meals and/or Accommodations

A child's parent/guardian and physician must complete a *Medical Statement for Special Meals and/or Accommodations*, Form A-7. The form is on file at the school and site where the child is being served under the National School Lunch Programs.

Instructions for the medical statement form are included with the form. Both the form, and the instructions, must be made available to the any household that requires, or requests, special dietary accommodations or meals for their child.

Use of the *Medical Statement for Special Meals and/or Accommodations* follows:

- Students who are prescribed special meals or accommodations, for disabling reasons, are required to have the medical statement form completed by only a Licensed Physician. Because of a direct disability to the child, the school and/or school site *must* follow the prescribed dietary or meal accommodations ordered by the Licensed Physician.
- Students that are prescribed special meals or accommodation, for non-disabling reasons, are allowed to accept a medical statement form completed by any of the following:
Licensed Physician, Physician Assistant, Registered Dietitian, Licensed Nutritionist, or Registered Nurse.

A medical statement form completed by any of the professionals above, for a non-disabling reason, will allow sponsor agencies the *option* of complying with the dietary or meal accommodations request. The sponsor will want to do what is best for the child whenever possible, but also has the ability to measure the reasonableness and feasibility of the request.

NOTE: The Child Nutrition Services office distributes USDA Guidance, *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*, as a reference and resource. Email a request to cns-help@eed.state.ak.us.

Instructions for Medical Statement To Request Special Meals and/or Accommodations

1. Parent, Guardian, or Authorized Representative completes this section.
2. Licensed Physician, Physician's Assistant, Registered Dietitian, Licensed Nutritionist or Registered Nurse completes this section.
Must check one only; refer to definition of disability below:
 - 2.1 Check if student is disabled or has a food related disability that requires a special food/meal/accommodation
 - 2.2 Check if the student is not disabled but a special food/meal/accommodation is being requested.
- 3.1-6. Completed by Licensed Physician, Physician's Assistant, Registered Dietitian, Licensed Nutritionist or Registered Nurse to identify disability/food related disability or special dietary need requiring/requesting a special food/meal/accommodation and to clarify diet order. Adaptive equipment may include tipsy cup, large handled spoon, wheel-chair accessible furniture etc. Describe in adequate detail to ensure proper implementation to meet the needs of the student.
4. Completed only by Licensed Physician prescribing special food, meal, or accommodation for disability/food related disability.
5. Completed by Licensed Physician, Physician's Assistant, Registered Dietitian, Licensed Nutritionist or Registered Nurse, requesting special food/meal/accommodation.

A Licensed Physician can only make a disability determination.

USDA regulations 7CFR Part 15b requires substitutions or modifications in school meals for children whose disabilities restrict their diet. The school foodservice may make substitutions for students who are medically certified as having a special medical or dietary need.

Disability is defined in:

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Part B of the Individuals with Disabilities Education Act
IEP (Individualized Education Program)

"Disabled person" is defined as any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

"Physical or mental impairment" means (1) any physiological disorder, disease or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory organs (including speech); cardiovascular, digestive; reproductive; genitourinary; hemic and lymphatic; endocrine; and skin; or (2) any mental or psychological disorder, such as, organic brain syndrome, emotional or mental illness, and specific learning disabilities. This includes but is not limited to:

orthopedic	visual, speech, and hearing impairments	cerebral palsy	epilepsy	cancer
metabolic diseases such as diabetes or phenylketonuria (PKU)		heart disease	HIV disease	
muscular dystrophy		multiple sclerosis	food anaphylaxis (severe food allergy)	
tuberculosis	mental retardation	emotional illness	drug addiction/ alcoholism	

"Has a record of such an impairment" is defined as having a history of, or has been classified as having a mental or physical impairment that substantially limits one or more major life activities.

"Major life activities" are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

Resources:

- Region X (includes Alaska) Medicaid Associate Regional Administrator phone 1-206-615-2313
- Region X EPSDT and MCH Regional Coordinator 1-206-615-2343
- The American Dietetic Association 1-800-366-1655 or www.eatright.org
- Food Allergy & Anaphylaxis Network, Inc. 1-800-929-4040 or www.foodallergy.org
- American Diabetes Association 1-800-DIABETES or www.diabetes.org
- American Academy of Pediatrics 1-847-434-4000 (National Headquarters) or www.aap.org
- Alaska Department of Education & Early Development or cns-help@eed.state.ak.us
 Child Nutrition Services Attention [Stacy Goade@eed.state.ak.us](mailto:Stacy.Goade@eed.state.ak.us) 1-907-465-8708
 801 W. 10th Street
 Juneau, Alaska

Medical Statement To Request Special Meals and/or Accommodations

NOTICE: The information on this form is **CONFIDENTIAL** and to be used for special dietary needs only.

1. Parent, Guardian, Authorized Representative completes this section; complete a separate medical statement for each student.

Student	Age/Grade	District / RCCI	School / Site
Parent, Guardian or Authorized Representative	(907) Telephone (Parent, Guardian or Auth. Rep)	(907) School / Site Telephone	Date

2. Licensed Physician, Physician's Assistant, Registered Dietitian, Licensed Nutritionist or Registered Nurse completes this section.

Must check **one only**; refer to definition of disability and medical condition on reverse side of this form.

2.1 Student is disabled or has a food related disability and *requires* a special meal or accommodation.

- A Licensed Physician must complete this form and sign #4 below.
- School/Site must comply with prescribed special meals and any adaptive equipment.

2.2 Student is not disabled, but is *requesting* a special meal or accommodation.

- Licensed Physician, Physician's Assistant, Registered Dietitian, Licensed Nutritionist, or Registered Nurse completes the form and must sign #5 below.
- Substitutions and/or accommodations may be made, but are not required.

3.1 Identify disability or food related disability requiring a special meal accommodation:

3.2 Explanation of why the disability restricts the student's diet:

3.3 If student is disabled, provide a description of major life activity affected by the disability:

3.4 Other Food Accommodations: Texture: Regular Chopped Ground Pureed Tube Feeding

3.5 Adaptive Equipment:

3.6 Diet prescription/request: Foods to be omitted and substitutions:

- List specific foods or food types to be omitted and suggested substitutions.
- Attach additional information if appropriate with signature and date.

Food(s) / food types to be omitted

Suggested substitution(s)

4. Completed by only a Licensed Physician for a student with a disability or food related disability, and which requires a special food, meal, or accommodation.

Signature of Physician	Printed Name and Title	Telephone	Date
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5. Completed by either a Licensed Physician, Physician's Assistant, Registered Dietitian, Licensed Nutritionist or Registered Nurse for a student that does not have a disability or food related disability and is requesting a special food/meal /accommodation.

Signature	Printed Name and Title	Telephone	Date
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The medical statement must be kept on file and does not have to be renewed each year if there are no changes in the diet order.
 Department of Education & Early Development Child Nutrition Services Juneau, Alaska

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