



# THE STUDY

*Speaking words of life over your child!*

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# *STUDENT HANDBOOK*

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## Mission Statement

The Study seeks to provide a highly academic, quality education to students in our community by creating a supportive, yet challenging, learning environment. Teachers encourage high expectations for success through direct instruction, research-based curriculum, and individualized lesson plans. Each student's self-confidence is fostered by creating positive relationships in the classroom with peers, teachers, and staff. The Study aims for an atmosphere of cooperation, with respect for individual differences and community values.

### Guided Principles of The Study

- Academic placement in programs are data drive.
- Standards and expectations are aligned with Alaska requirements
- Cultural diversity is recognized and respected
- Research based programs are the basis for our instruction
- The educational setting is physically safe and environmentally healthy
- Maintain an active partnership with families and schools
- Each student is valued and treated with respect and dignity
- Staff is knowledgeable on current practices

### Expected Outcome

Students will demonstrate an understanding of the material that was taught at The Study by performing on or above grade level as his/her respective school setting.

The Study is committed to providing personalized learning experiences that will allow students to become more confident and successful learners.

## Academic Honesty

The Study regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the individual student. All forms of academic dishonesty will make a student subject to disciplinary action. The child will receive penalties as appropriate.

The following list provides examples of what a student should not do:

- Plagiarize written, creative, or oral work (plagiarism is using the ideas of another as one's own without acknowledgement of the source.)
- Submit work that is not original.
- Copying (borrowing) from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices. This includes cutting and pasting work from the Internet.
- Give or receive unauthorized assistance on exams.
- Alter grades or other academic records, give false information, or forge.
- Submit identical work in more than one course without the prior approval of the instructor.
- Provide notes, signatures, or other documents that are forgeries to school officials or teachers.

## Address Change

All changes or additions for addresses or phones numbers MUST be reported to The Study office. This includes changes in an emergency contact number.

## Admission

The Study believes and encourages all families to enroll children of legal school age in a structured school environment. Children that are four years of age on or before September 1 may enroll for Kindergarten Prep. Children that are five years of age on or before September 1 may enroll for Kindergarten. Children that are six years of age on or before September 1 may enroll for first grade. Children that are seven years of age on or before September 1 may enroll for second grade. The administrator reserves the right to allow children above or below the age requirement to enroll in the grade that is deemed most academically, socially, and emotionally appropriate. Proof of age shall be required upon enrollment for any full-time academic year. Payment terms will be understood and agreed on by all parties upon admission.

## Alaska State Content Standards

The Study has embraced the State Standards and developed a rich curriculum to meet the needs of our students. More information on the State Standards can be found at your school or the Department of Education & Early Development web site: [www.eed.state.ak.us/ContentStandards](http://www.eed.state.ak.us/ContentStandards).

## Alcohol and Other Drugs

It is the intent of The Study to maintain a drug-free school environment so that learning can take place and to remove students possessing, distributing, or selling drugs or alcohol in the school setting from that environment.

### PROHIBITED SUBSTANCES AND ITEMS

The substances and items prohibited by this policy include, but are not limited to: alcohol; prescription drugs (except as authorized by a physician with written consent in student's file, anabolic steroids; narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance; intoxicants or depressants of any kind; items used as an inhalant, including paints, gasoline, glue, or similar items; over the counter stimulants other than beverages, substances containing phenylpropanolamine (PPA), or other similar drugs; drug paraphernalia, and imitation or synthetic drugs (including K2 and spice). Imitating or synthetic drugs mean pills, capsules, tablets, powders, liquids, inhalants, or other items that are designed to look like or are represented to be prohibited drugs or alcohol.

### POSSESSION/UNDER THE INFLUENCE DURING SCHOOL

A student who is determined to be in possession and/or under the influence of prohibited substance or item as defined by this policy at school or at any school-sponsored activity shall be reported to the appropriate law enforcement personnel, his or her parent(s) or guardian(s), and shall be subject to suspension for up to 45 student school days by the school administrator following a due process hearing pursuant to applicable policies. In more serious cases, violators may be recommended for expulsion.

Refusal to submit to a Breathalyzer and/or urinalysis, or any other lawful, reasonably reliable test as authorized by the Headmaster as required by this policy to determine whether a student has used alcohol or other drugs in violation of school policies will result in a suspension of not less than 30 student school days and not to exceed 45 student school days. Refusal to submit to such a test will be treated as a positive determination of drug or alcohol use per this policy.

Prior to re-admittance to school, the student shall participate in a conference with his/her parent(s)/guardian(s) and the school administrator to determine conditions for re-admittance.

## SELLING, OFFERING FOR SALE, AGREEING TO PURCHASE, OR DISTRIBUTING

A student selling, offering for sale, agreeing to purchase, or distributing prohibited substances or items defined in this policy shall be reported to the appropriate law enforcement personnel and his/her parent(s)/guardian(s), and will be suspended immediately following a due-process hearing pursuant to applicable policies, and may be recommended for expulsion to The Study Headmaster who will review the matter.

## Assessment

Each year, The Study assesses student achievement using a variety of measures.

- Kindergarten Developmental Profile
- AIMSweb Testing
- Alaska Standards Based Assessment
- WorkKeys and
- the Alaska High School Graduation Qualifying Exam (HSGQE)

These tests measure skills, knowledge, and performance in different ways. The test results are reported to teachers, parents, and students. Results gathered from these assessments provide information about program and individual learner strengths and are used at the building and classroom levels to develop instructional goals for improvement.

## Attendance

Good attendance is critical to your student's success in school. When students are absent or late, they fall behind in their studies and may find it difficult to "catch up" with their peers. Ensuring that students arrive on time, ready for class, is one of the most important roles that families can play. This teaches students valuable lessons about trustworthiness and responsibility, character traits they'll need when they enter the world of work. When students fail to attend classes without an excuse, their parents or guardians are breaking the law.

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

- Written note from parent/guardian or parent-representative.
- Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent-representative.
- Visit to the student's home by the verifying employee.
- The student may self-excuse their absence if they are 18 years of age or older or are living independently.
- The Headmaster may excuse a student's absence if they are under the age of 18.
- Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated.

### PREARRANGED ABSENCES

When students contemplate absence for personal reasons, their parents/guardians should write the Headmaster to ask that the expected absence be excused. The Headmaster or designee may deny the request if he/she believes the absence would be educationally harmful to the students 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.

## TRUANCY

A student must have good attendance to receive a good education. Unless a child subject to compulsory attendance laws is exempted, excluded, suspended, or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law (A.S. 14.30.020).

The parents/guardians shall be notified of any unexcused absences of their child and informed of state compulsory attendance laws. Any student found in violation of The Study's truancy policy shall be referred to the intervention team for the purpose of developing strategies in resolving truant behavior.

## Bullying

The Study is dedicated to providing a safe and civil learning environment. Bullying is a form of harassment and intimidation that disrupts a student's ability to learn and a school's ability to educate. Students and staff are prohibited from engaging in any form of bullying while on school property, on school buses, or at school-sponsored activities or functions. Students who engage in an act of bullying are subject to appropriate interventions and disciplinary action, up to and including suspension or expulsion. Staff who engage in an act of bullying are also subject to appropriate disciplinary action up to and including suspension and termination.

### BULLYING DEFINED

Bullying is repeated intimidation of others by inflicting or threatening physical, verbal, written, electronic, or emotional abuse, or damage to another's property, social exclusion from activities, verbal taunts, name-calling, rumors, innuendoes, drawings, jokes, gestures, pranks, and put-downs relating to real or perceived differences, including another's culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic stats, ability or disability or other distinguishing characteristics.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by law and policy.

Conduct that does not rise to the level of bullying may still be prohibited by other policies or rules.

## Child Abuse and Neglect

When they have reasonable cause to suspect that a student has suffered harm as a result of abuse or neglect, The Study teachers and staff are required by law to report that information to the nearest Department of Health and Social Services officer, Alaska State Trooper, or other law enforcement officer within twenty-four (24) hours. State law provides that persons taking this action in good faith are immune from any civil or criminal liability.

If there is reasonable suspicion of child abuse or neglect, an interview at school is to be conducted by the department or law enforcement agency before notification of, or receiving permission from, the child's parent, guardian, or custodian. AS 47.17.027

## Communication Between Home and School

Good communication between home and school regarding a child's education is more than a "plus"—it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: weekly letters from teachers, school website, and open houses or back-to-school nights, for instance.

Communication might also include requests for conferences—initiated by the school or the parent—to discuss student progress, to find out more about the curriculum, and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher or Headmaster should call The Study office for an appointment. Generally, a teacher will be able to meet with parents or return calls within the week of receiving the message.

## Complaints Concerning School

To promote fair and constructive communication, every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged, or to that person’s supervisor. Parents/guardians are encourage to attempt to resolve concerns orally with the staff member personally.

All written complaints regarding personnel should by identified on The Study’s Formal Complaint Form.

## Directory Information

The Headmaster or designee may authorize the release of student directory information to representatives from post-secondary educational institutions, prospective employers, news media, legislators, military recruiters, sports publications and non-profit or other organizations.

### NOTICE OF STUDENT DIRECTORY INFORMATION

The Study has adopted a policy designed to provide parents and students the full protection of their rights under the Family Education Rights and Privacy Act of 1974, also known as FERPA.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child’s education records. However, the Study may disclose appropriately designated “directory information” without written consent, unless you have advised The Study to the contrary in accordance with procedures. The primary purpose of directory information is to allow the Study to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama or musical production
- Honor roll or other recognition lists
- Graduation programs
- The Study Website / Facebook page
- Newsletters

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.

The Study may also disclose to the State of Alaska or the University of Alaska your student’s eligibility for scholarship programs.

The Study has designated the following information as directory information: student’s name, telephone listing, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous educational agency or institution attended.

You have the right to refuse the release of student directory information. If you object to disclosure of some or all of this information, please complete and return the Directory Information Opt-Out Form.

If you have no objection to the use of student information, you do not need to take any action.

## Discipline

The Headmaster shall publish school rules for student discipline, which describes the school's behavior management plan and consequences for student misconduct. Special care shall be taken when developing school rules to solicit the views of the school community, including administrators, teachers, school personnel, parents/guardians, and students. School site rules must be strictly based on The Study policy, regulation, state and federal laws, and be enforced fairly and uniformly. The Headmaster or designees shall establish procedures for the approval of such rules.

### CORPORAL PUNISHMENT

*AS 11.81.430a (1-2) The use of force upon another person that would otherwise constitute an offense is justified under any of the following circumstances:*

*(1) When and to the extent reasonably necessary and appropriate to promote the welfare of the child or incompetent person, a parent, guardian, or other person entrusted with the care and supervision of a child under 18 years of age or an incompetent person may use reasonable and appropriate nondeadly force upon that child or incompetent person.*

*(2) When and to the extent reasonably necessary and appropriate to maintain order and when the use of force is consistent with the welfare of the students, a teacher may, if authorized by school regulations and the Headmaster of the school, use reasonable and appropriate nondeadly force upon a student. If authorized by school regulations and the Headmaster of the school, a teacher may use nondeadly force under this paragraph in any situation in which the teacher is responsible for the supervision of students. A teacher employed by a school board, including a regional educational attendance area school board, may use nondeadly force under this paragraph only if the school regulations authorizing the use of force have been adopted by the school board.*

The Study has adopted a common belief that a majority of our families holds: that when the misconduct is harmful or degrading to one's self or to other students, and other reasonable means of discipline have been exhausted, corporal punishment will be the next course of action. Reasonable and necessary force or physical restraint against a student may be used to protect the student, or others, from physical injury; to obtain possession of a weapon or other dangerous objects; to maintain reasonable order in the classroom or on school grounds; or to protect property from serious damage or destruction. The force shall not be greater than necessary to control the misconduct of dangerous situation. In no event may deadly force be used against a student. Please see The Study's Corporal Punishment Consent Form for more details and alternative options to CP, such as removal from school property by the parent/guardian.

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by The Study's staff. The Study may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. The Headmaster works to ensure cooperation with law enforcement in the criminal investigation of students who commit crimes while under the jurisdiction of the school.

## Discipline Guide

The Study's Positive Behavior Support Program, a program supported by the Alaska Department of Education, is a school-wide strategy for helping all students achieve important social and academic goals. The Study's students will



develop skills that enable them to be: competent and confident learners, informed and engaged decision makers, caring and helpful individuals, life-long learners, and responsible, respectful citizens.

When making decisions about disciplinary consequences for misbehavior and infractions of school rules, the administrator and teacher will consider the context of the incident and the actual behavior of the student.

The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

In all instances where the violation and/or penalty is defined by law or regulation, the full extent of the law may be exercised.

## Dress Code

Research demonstrates that there is a close relationship between dress and student attitude toward school and personal conduct. Students are to dress and groom themselves neatly in clothes and that suitable for school activities and an educational, not social setting. Students enrolled in The Study full-time must wear The Study's traditional maroon polo with tan or navy khaki pants everyday except for Friday. Students may wear any of The Study branded shirts with any pants that are school appropriate. Clothing or accessories that tend to be costumes or draw undue attention will not be allowed. The appropriateness of dress is left to the judgment of the teachers and administrators. T-shirts of other clothing that carry profane, drug/alcohol/tobacco related, sexually suggestive, or otherwise objectionable slogans or pictures are not permitted. The students will need to replace the offending item, or go home to change, if necessary. Repeated violations of the dress code will result in consequences for insubordination.

## Due Process

A Headmaster or designee shall conduct an informal hearing when there is cause to believe that a student has violated law, policy, regulation or school rules that could result in disciplinary action. The meeting requires no prior notice.

The student shall be provided:

- Oral or written notice of the charges
- An explanation of the evidence
- An opportunity to present the student's view of the incident
- An explanation of the sanctions

A reasonable attempt will be made to contact the parents/guardians orally prior to the suspension. The student's parents/guardians shall be notified in writing of the Headmaster's decision to suspend the student from school as soon as practical.

Suspended students are not permitted to access The Study's property or to attend or participate in any school-related or school-supervised activities during the period of suspension without prior administrative approval.

When a student's continued presence in school constitutes a threat to persons, property, or to the academic programs, he/she may be immediately removed from school. The informal hearing shall be conducted within a reasonable time and any subsequent suspension shall recognize the days removed from school.

Suspensions of 10 days or less are not subject to appeal.

1. Parents, or students who have reached the age of majority, who wish to appeal disciplinary decisions exceeding ten-day suspensions, shall submit their appeal to the Headmaster on the prescribed Notice of Appeal form. The appeal must

be submitted within five school days of the informal hearing, or, in cases where expulsion is recommended, within five days of receipt of written notice for expulsion. The suspension or other disciplinary action shall not be stayed pending this appeal.

2. The Headmaster will appoint an appeal hearing officer who will conduct a Level I formal hearing. Such hearing is to be conducted within five school days of the appeal request and according to defined procedures. A decision will be made by the hearing officer within three school days of the hearing. Appeals of recommendations for expulsion will ascend directly to the Headmaster.

In the event of an appeal the student and parent/guardian will be provided:

- a. Written and, if possible, oral notice of the following: the charges, potential consequences, and the date, time, place, and manner of the hearing to be conducted.
- b. An explanation of the evidence and an opportunity to present the student's view of the incident.
- c. An opportunity to call witnesses on his/her behalf.
- d. The right to have parent/guardian present, and the secure and have legal counsel and/or advocate present.
- e. The parent/guardian and the student will be given a written decision within 3 days of the hearing.

3. The decision of the hearing officer suspending the student from school for eleven school days or more may be appealed in writing to the Headmaster within ten school days of the receipt of the hearing officer's decision letter via certified mail. The Headmaster will conduct the hearing. Hearing procedures shall conform to those of a formal hearing defined elsewhere in this regulation. A decision shall be issued by the Headmaster within three school days and shall be sent to the school, student, and parent/guardian.

## Emergencies

Emergency evacuation procedures will be practiced regularly as required by law. Information specific to procedures that are to be followed for evacuation and for lock down (required in cases of threats) will be explained by teachers.

Following are general rules all students should follow in cases of evacuation:

- Students leave rooms by designated routes
- Students are to walk rapidly and orderly in single file
- NO ONE should run
- Students are to be quiet and obedient
- Selected students will be asked to close windows, doors, and drapes prior to leaving
- The first two students out of the building should hold the doors open for others
- Students should assemble with their class in an orderly manner in the designated area
- Wait quietly for instructions

### EARTHQUAKES

In the case of an earthquake, do not rush out of the building. Get under a desk or table if possible. (Duck, cover & hold) Protect your head and facial areas from falling objects or shattered glass. Wait for instruction before leaving your room. If you are instructed to exit the building, follow the fire drill procedures, being careful to avoid power lines and poles. Stay calm and follow the directions of the adults around you.

## Facility Use

Families and organizations in the community are encouraged to use The Study facilities for civic, educational, cultural, and recreational purposes. Of course, school related activities shall take precedence over other use of school facilities.

The application procedure is very simple; just contact the Headmaster of the school at least ten days before the date when facilities are to be used.

For more information regarding fees, scheduling or facility operation, please contact The Study.

## Fees

The Study is sensitive to the cost of raising children. Unfortunately, classes and activities charge a fee to support the class, cover materials consumed, teacher salary, and use of the facility. If there is a question or problem paying a fee, please contact the administration for arrangements. We can make payment arrangements in many cases.

## Late Fees

Monthly tuition is due by the 10<sup>th</sup> of each month, or a 5% penalty will be charged.

## Field Trips

The Study policies closely govern all field trips. Student costs shall be kept to a minimum. Students are responsible for their own costs. The Study may provide financial options to ensure maximum participation by all interested and qualified students, regardless of their financial circumstances. No student may be denied participation for financial reasons, in a school-sponsored field trip that is integral to the curriculum and the instructional program. All school rules will be in effect on all field trips and parents are financially responsible for any fees related to a student's early return due to a behavioral incident.

## Grades/Assessment Information

The Study believes that students and parents/guardians have the right to receive course assessments that represent an accurate evaluation of the student's achievement. Teachers shall evaluate a student's work in relation to standards, which apply to all student at his/her grade level, not in relation to the work of other students in one particular class.

Assessments should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework, and tests. The student's behavior and effort shall be reported in separate evaluations, not in his/her academic grade.

## Guardianship and Custody

Where a question of legal guardianship arises, the school will require documentation from the student's legal guardian to protect all parties. Where child custody is an issue, the school will operate from the most recent documentation on file. This will be kept in the cumulative file which passes from school to school. State law requires that both parents be given equal access to their child's school records. If one parent is not allowed to have contact with the child or access to the child's records, a copy of the court order specifically stating the restriction must be submitted to the child's school.

## Harassment Issues

The Study encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in school. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, Headmaster or designee.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a Study employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and Study employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the student code of conduct. The Study will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or abuse by a staff member may be presented by a student and/or parent in a conference with the Headmaster or designee. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student may be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The Headmaster or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Headmaster or designee.

Prior to or at this conference, the student and/or parent should submit the complaint in writing and include:

- A complete statement of the complaint
- Any evidence supporting the complaint
- A statement about how the matter should be resolved
- The student's and/or parent's signature, and the date of the conference with the Headmaster, the Headmaster's designee, or the Title IX coordinator

If the resolution by the Headmaster or designee is not satisfactory, the student and/or parent may present the complaint to the Board of Education at the next regular meeting.

## Hazardous Roads

During the winter there may be times in both the morning and afternoon when conditions are too hazardous for parents to travel on certain roads. This may cause delays or cancellations to school. This information will be posted on The Study's Facebook ([www.facebook.com/thestudysoldotna](http://www.facebook.com/thestudysoldotna)), and parents should listen to the radio and television for announcements. Generally, The Study will follow KPBSD's decision to delay or cancel school. Contact Kerri or administration for questions regarding whether or not school is in session.

The Headmaster is responsible for deciding when/if school is delayed or canceled. They may delay the opening of school by two hours if the roads are impassable due to inclement weather. The two-hour delay will give road crews additional

time for sanding and plowing. In the case of a two-hour school opening delay, schools will dismiss students at the normal time unless announced otherwise.

If school remains open and you as a parent do not believe it is safe for your child to travel to school, use your best judgment to determine what is safest for your child. Please notify the school if your child will not be attending.

## Insurance

The Study does its best to provide a safe environment for students. Even so, students can and do have accidents. Medical costs relating to such injuries (and/or illness) are the responsibility of the student and their parent/guardian. This includes and costs related to emergency transportation to a medical facility and treatment. The school will make every effort to contact the parents prior to transporting (it is important that emergency contacts listed in your student's records be current), but in an emergency situation the school staff will determine if emergency transportation is necessary. Failure to diagnose an injury or illness, or emergency transportation of a student to a medical facility when it is later found that an actual emergency condition did not exist, are not grounds for The Study to pay for related medical services and/or transportation.

## Internet Safety Policy

The Study provides all students access to computers, networks, and the internet as a means to enhance their education.

### ELECTRONIC RELATED TECHNOLOGIES

The Study's network is an inherent part of how we do business. The Accepted Use Policy covers students, staff, and any other users accessing any part of the network. Files, data, emails and any other information stored on Study-owned equipment or produced while working for The Study, or while attending as a student, is the property of The Study. A violation of the Acceptable Use Policy may result in termination of usage and/or appropriate discipline for students.

### PERSONALLY-OWNED ELECTRONIC DEVICES

Students may bring laptops, netbooks, smart phones, tablet computers, MP3 players, e-readers, etc. to school for their personal educational use. The user is responsible for assuring that personally-owned equipment is ready for use with The Study network. The Study will not troubleshoot or provide technical support on personally-owned equipment. Bringing personally-owned equipment to school is absolutely done at the user's own risk. The Study is not responsible for theft or damage of personal property, including loss of data.

Any electronic device falls under the authority of the Acceptable Use Policy if used on school grounds, regardless of whether they may or may not be wirelessly connected to the Study's network. For example, texting or emailing inappropriate pictures to other students while on school property would be a violation of the Acceptable Use Policy even if only done using the user's personal cellular plan and using no Study provided network services.

### SOFTWARE ON PERSONALLY-OWNED DEVICES

The Study will not provide software for personally-owned computers, however, schools may distribute software apps to iPads, iPods, iPhones, or potentially to other personally-owned (non-computer) devices (for students) if done in accordance with the current Study policies.

### ACCESS TO WI-FI

Access to the wireless network by personally-owned computers, smart phones, or other devices is allowed by authorized users. Personally-owned equipment may NOT be attached to the network via an Ethernet cable or other wire.

(Wireless access by a personally-owned laptop is allowed, but connecting to the physical network by plugging into a wall jack is never allowed.)

#### PARENTAL REQUEST FOR NON-PARTICIPATION BY STUDENTS (INTERNET OR EMAIL OPT-OUT)

Parents of minor students may request that their student(s) not be allowed access to the Internet. Such restriction, once signed, remains in force until rescinded by the parents or the legal aged student.

#### SECURITY

No illegal entry (hacking) or unethical attempt should ever be made to access and network, computer, or data belonging to someone else. Users should never logon with the network credentials of another person, but should only use the username and password supplied by The Study. All passwords are to be kept secure and private. Any activity undertaken for the purpose of hiding one's identity, to bypass the Internet filter, or to spread computer viruses is forbidden. All users are to promptly report and security violations of the Acceptable Use Policy to the school Headmaster.

#### ACCEPTABLE USES

It may be helpful to correlate acceptable behavior in the school building to what is acceptable behavior online. In the school setting, treat others as you would like to be treated. Show respect and kindness to others. Don't use derogatory or inflammatory language that is generally considered offensive or threatening. Don't insult, bully, threaten, or personally attack people. Be on your best school behavior while online.

#### THE USER SHOULD:

1. Adhere to current Acceptable Use Policy guidelines and school rules each time The Study network is used.
2. Immediately disclose an inadvertent access of inappropriate information to a teacher or the school Headmaster.
3. Show proper consideration for topics that may be considered objectionable or inflammatory.
4. Keep everyone's personal information confidential, including addresses, telephone numbers, pictures, etc.
5. Abide by all plagiarism, copyright, and fair use laws, including print, music, and software copyright laws.
6. Make available for inspection by a Headmaster or upon request any messages or files sent or received by a student at The Study. Staff should have a legitimate safety concern to invoke inspection.
7. Use technology for school-related purposes during the instructional day.
8. Report any cyberbullying against any student to the Headmaster, immediately.
9. Use Internet related Chat (IRC) or other instant messaging appropriately. Always know the person you are messaging.

#### UNACCEPTABLE USES. THE USER SHOULD:

1. Not view or attempt to locate material in any format (electronic, printed, audio, or video) that is unacceptable in a school setting. This includes, but is not limited to, sexist or racist material, sexually explicit, pornographic, obscene, or vulgar images or language; graphically-violent music, music videos, screen saves, backdrops, and pictures. The criteria for acceptability is demonstrated in the types of material made available to students by Headmasters, teachers, and the school media center.
2. Not download, upload, import, or view files or websites that encourage the use of illegal drugs, alcohol, or illegal and/or violent behavior except when school-approved and teacher supervised.
3. Not use online social networks or any form of online publishing or online personal communication during the instructional day unless specifically allowed at the school or under the direction of a teacher.
4. Not stream non-educational music or video during the instructional day.

5. Not invade the privacy of individuals, including the unauthorized disclosure, dissemination, or use of information, photographs, or videos.
6. Not use for soliciting or distributing information with the intent to incite violence; cause personal harm or bodily injury; or to harass, bully, or “stalk” another individual.
7. Not upload, post, email, transmit, create direct web links to, or otherwise make available any content that is inappropriate, unlawful, dangerous, or may cause a security risk.
8. Not use for wagering, gambling, junk mail, chain letters, jokes, raffles, or fundraisers.
9. Not use a USB storage device to launch software.
10. Not play games, including Internet based games, during the instructional day, unless school-approved or teacher-supervised.
11. Not use for financial gain or for the transaction of any personal business or commercial activities, including any personal purchase or sale activity that requires an exchange of money or use of a personal cred card number or for any product or service advertisement.
12. Not waste school resources through improper or personal use of the computer system.
13. Not deface, vandalize, or damage Study-owned equipment or another person in any way.
14. Not violate any provision of the Family Educational Rights and Privacy Act (FERPA) which makes confidential a student’s educational records, including, but not limited to, a student’s grades and test scores. Staff members are solely responsible to safe-guard the confidentiality of student-related data on a personally-owned computer.

#### SANCTIONS

Internet access and email use is a privilege, not a right. A violation of the Acceptable Use Policy may result in termination of usage and/or appropriate discipline for both students and teachers. The Terms and Conditions shall be used in conjunction with The Study’s discipline policies. Failure to abide by this policy may subject the user to corrective action ranging from suspension of some termination and prosecutions according to The Study’s policies. Users may be denied access to the Study’s network while an investigation is underway. If a user’s access to The Study’s network is suspended or revoked by network administrators as a results of violations of this policy, the user may appeal the suspension in writing to the Headmaster within ten (10) days. If a violator is removed from the Study network, there shall be no obligation to provide a subsequent opportunity to access the network.

#### THE CHILDREN’S INTERNET PROTECTION ACT (CIPA)

The CIPA was signed into law on December 21, 2000. To receive support for Internet access and internal connections services from the Universal Service Fund (USF), school and library authorities must certify that they are enforcing a policy to Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. The relevant authority with responsibility for administration of the eligible school or library must certify the status of its compliance for the purpose of CIPA in order to receive USF support.

In general, school and library authorities must certify either that they have complied with the requirements of CIPA; that they are undertaking actions, including any necessary procurement procedures, to comply with the requirements of CIPA; or that CIPA does not apply to them because they are receiving discounts for telecommunications services only. CIPA requirements include the following three items:

#### 1. INTERNET SAFETY POLICY

Schools and libraries receiving universal service discounts are required to adopt and enforce an Internet safety policy that includes a technology protection measure that protects against access by adults and minors to visual depictions that

are obscene, child pornography, or—with respect to use of computers with Internet access by minors—harmful to minors.

For schools, the policy must also include monitoring the online activities of minors. Note: beginning July 1, 2012, when schools certify their compliance with CIPA, they will also be certifying that their Internet safety policies have been updated to provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

Students will be provided age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

## 2. TECHNOLOGY PROTECTION MEASURE

A technology protection measure is a specific technology that blocks or filters Internet access. The school or library must enforce the operation of the technology protection measure during the use of its computers with Internet access, although an administrator, supervisor, or other person authorized by the authority with responsibility for administration of the school or library may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

The Study uses filtering software to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: adult content, nudity, sex, gambling, violence, weapons, hacking, personals/dating, lingerie/swimsuit, racism/hate, tasteless, and illegal/questionable. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an unfiltered email address on the Internet, as do both staff and students, may lead to receipt of unsolicited email containing offensive content. Users accessing the internet do so at their own risk. No filtering software is one hundred percent effective, and it is possible that the software could fail. In the event that filtering is unsuccessful and users gain access to inappropriate and/or harmful material, the Study will not be liable.

The Study will never override the Internet filter for students and will only in the very rarest of circumstances override the filter, even for bona-fide research by adults.

## 3. PUBLIC NOTICE AND HEARING OR MEETING

The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing or meeting to address a proposed technology protection measure and Internet safety policy. (For private schools, “public” notice means notice to their appropriate constituent group.) Unless required by local or state rules, an additional public notice and a hearing or meeting is not necessary for amendments to Internet safety policies.

## Late Pick-up Policy

We at The Study pride ourselves on our small school size, which allows us to provide a holistic, quality education. However, our small size does not allow for additional staff to provide childcare services.

We understand that emergencies can happen, however in order to prevent chronic late pickups we have decided to implement the following late pick-up policy.



We allow a 10-minute grace period for parents who may occasionally run late. In the event that a parent/guardian cannot pick up their child on time, The Study should be notified as soon as possible. By 10 minutes after your child's appointment is scheduled to end, all children are expected to have been picked up by a parent or guardian.

**Parents or guardians arriving 15 minutes late or later will be charged an additional per-child group tutoring rate in 30-minute increments.** The late fee will be added to your student's invoice and billed on a monthly basis.

## Medications/Immunizations

Medication given at school must comply with all Federal and State laws and regulations and follow current medical and The Study standards. Medication requests must be processed through the school administrator or designee, and follow written school policy. Non-licensed personnel designated to administer student medications must document appropriate training.

Procedures for the safe and timely administration of medication to students while at school shall incorporate the following:

For students in Grades K-8:

- A current signed medication request form must be on file in the student's permanent file.
- Medication dispensed by administration or other school employees must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers and EpiPens with health provider, parent, and school administration approval.

For students in Grades 9-12

- For prescription medication, a signed medication form must be on file. Medication dispensed by administration or other school employees must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers, antibiotics, diabetic medications, and other approved medications with parent, administrator and school administration approval.
- For over-the-counter (OTC) medications, students may be allowed to carry common, recognizable OTC medications under the following conditions:
  - Medication must be in its original container
  - Container must contain only the medication identified on its label
  - Contents of the OTC container must be available immediately upon request for viewing by school administration to determine compliance with this and other school policies.

Any questions regarding protocol or acceptability of medications should be directed to the school administration.

IMMUNIZATIONS: Prior to school entry, a child must be immunized as required by Alaska State Law against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, hepatitis A & B and any other immunizations as required by law. Specific booster doses for some immunizations are required for some students during the school year. The Study will comply with state law in all matters involving immunization compliance. Any student who does not provide evidence of each required immunization, or a valid religious or medical exemption as allowed within Alaska State Law, will be excluded from school until such time as the appropriate documentation has been received by the school.

PROVISIONAL ADMISSION: Where regular weekly medical services are not available, the Headmaster, or designee, may grant provisional admission to students in exceptional circumstances for up to 90 days.

## Parent Involvement

The Study recognizes that parents/guardians are their children’s first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct.

Parents/guardians directly affect academic success by reinforcing their children’s motivation and commitment to education. The Study shall include parent involvement strategies as a component of instructional planning.

The Study encourages parents to serve as volunteers in school and to attend student performances and school meetings. In an effort to maximize opportunities for parental involvement, an attempt will be made to accommodate parent schedules.

## Personal Property

Students should not bring valuable items or large sums of money to school. The school will not assume and liability for lost or stolen items or money. Students should report lost or stolen possessions to the office immediately. The Headmaster and administration will investigate as necessary.

## Public Display of Affection

Kissing and other blatant forms of public display of affections are not appropriate at school. Students who choose to ignore these limits may be sent to the office. Repeated offenses will result in consequences.

## Reducing Illness at School

Schools present a perfect place for learning and growing—and for coming into contact with viruses and germs that one has not experienced before. With this in mind, we encourage all Study families to continue to remain vigilant in basic disease prevention techniques. Remember that good hand washing techniques and staying home when sick are essential ways to maintain and improve wellness.

## Search and Seizure

The Study is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Study recognizes that incidents may occur where the health, safety, and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their cubbies by school officials.

The Study authorizes school officials to conduct searches of students, vehicles on school grounds owned or controlled by students, and other property owned or controlled by students when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the school. The search shall be reasonably related in its scope to the circumstances which gave rise to the search. Items which are discovered as a result of authorized searches and found to be in violation of school policy may be subject to seizure by school officials and may also result in disciplinary action.

In determining whether reasonable cause for a search exists, school officials shall consider:

1. The student's age and previous behavior patterns
2. The prevalence and seriousness in the school of the problem to which the search was directed
3. The urgency requiring the search without delay
4. The substantive value and reliability of the information used as a justification for the search
5. The location of the student at the time of the incident, which gave rise to reasonable suspicion

The Study urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure. Before searching a student's possessions, school officials may seek, but need not receive, the freely offered consent of the student. Regardless of whether the student consents to a search, the student shall cooperate with school officials conducting a reasonable search and seizure authorized by this policy. Whenever reasonably possible, a search of a student's person shall be conducted in the presence of the student's parent/guardian, a staff member, and/or the Headmaster. The parent/guardian of the student being searched shall be notified by the school official as soon after the search as possible.

A student's knowing refusal to cooperate with a search authorized by this policy shall result in suspension of up to 45 days and may result in a recommendation for expulsion. The length of any such suspension must be reasonable: it must be related to the reasonableness of the student's conduct and the severity of the suspected violation. Prior to any such suspension or expulsion, the school administration must provide notice of this policy to the student. Evidence that written copies of this policy were distributed to all registered students before the incident shall create the presumption that the student had such notice.

## Student Rights and Responsibilities

Students and parents have rights that schools must observe, but they must also understand that personal responsibilities accompany individual rights. Furthermore, the rights of students must be viewed in relationship to the safety and welfare of the majority of students in the schools. Above all, schools must maintain adequate discipline to conduct a quality educational program. See Appendix A of The Study's Policy and Procedures Manual for an extensive description of Students' Rights and Responsibilities.

## Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters The Study until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Additionally, the child's address may not be released if The Study determines that release of the address poses a threat to the health or safety of the child. The Headmaster is custodian of all records for currently enrolled students at the assigned school. They are also the custodian of all records for students who have withdrawn or graduated.

Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, The Study will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. Parents

of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the school, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Parents or eligible students desiring to review student records shall present a written request to the records custodian. The request shall specify the specific records which the person wishes to inspect.

#### ACCESS WITHOUT PARENTAL CONSENT

The Study shall not permit access to or the release of student records or the personally identifiable information contained therein without the consent of a parent or eligible student, except that access without consent to student records, other than records containing personally identifiable information specifically collected or maintained in conjunction with the provision of special education or related services to, shall be permitted to those persons or under those circumstances as follows:

- School officials within the Study who have a legitimate educational interest in having access to the records. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Officials of other districts, schools, state operated correspondence programs or post-secondary institutions in which the student seeks to enroll, or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. It is the policy of the Study to forward student records to the entities or programs listed without notifying the parent or eligible student. The Study shall forward these records within 10 days after receiving a request.
- Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or the Department of Education and Early Development of the State of Alaska, if the information is provided in connection with an audit or evaluation of federal or state supported education program.
- In compliance with a judicial order or pursuant to any lawfully issued subpoena. However, the Study shall make a reasonable effort to give the parent or eligible student notice of all such orders or subpoenas as soon as reasonably possible after they are received, and in advance of production of the records, so that the parents or eligible student may seek protective action. Prior notice will not be given in cases of a federal grand jury subpoena or order where the court has ordered that the existence or contents of the subpoena not be disclosed.
- Where the disclosure is in connection with financial aid conditioned on the student's attendance at an educational institution.
- The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions.
- The disclosure is to accrediting organizations carrying out their accrediting functions.
- The Study will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system.
- The Study may release information from records to appropriate persons in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons. The Study may include in a student's records information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the

school community. Under the “health and safety emergency” exception, the Study may disclose this information to teachers and school officials of the Study, or to teachers and school officials of other districts, if those individuals have a legitimate educational interest in the behavior of the student.

- The Headmaster may authorize the release of student directory information to representatives of the post-secondary institutions, prospective employers, legislators, news media, military recruiters, sport publications, companies that manufacture class rings or publish yearbooks and non-profit or other organizations. Directory information which school officials may disclose consists of the following: student’s names, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, and most recent previous school attended.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. Students over 18, and parents of minor students, may inspect the student’s records and request in writing a correction if the records are inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the Study refuses the request to amend the records, the requestor has the right to request a hearing.

#### TRANSFER OF INFORMATION TO THIRD PARTIES

The Study shall not release personal information concerning a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the prior written consent of the parent or eligible student. The Study shall include with any information release to a party a written statement which informs the party of this requirement.

#### RECORDS PERTAINING TO CHILDREN WITH DISABILITIES

Personally identifiable information in those student records specifically collected or maintained in conjunction with the provision of special education or related services may not be released without the written consent of a parent unless the disclosure is to:

- A school official as defined above
- An official of a school or school system in which the student intends to enroll
- A representative of the Federal Comptroller General, U.S. Department of Education, or Alaska Department of Education and Early Development

#### ACCESS WITH CONSENT

The contents of a student’s record may be furnished to any person with the written consent of one of the student’s parents. The written consent should specify the records to be released, the reasons for the release, and to whom the records will be released. Where the consent of a parent is required for the release of student records, a copy of the records to be release shall be provided on request to the student’s parents or the eligible student, and to the student who is not an eligible student if so requested by the student’s parents.

If a parent refuses to consent to release of a student records specifically collected or maintained in conjunction with the provision of special education or related services, the Study may initiate a hearing pursuant to the provisions of 4 AAC Section 52.550.

#### NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

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

Parents or eligible students should submit to the school Headmaster or designee a written request that identifies the records(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copying fee may be charged.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school Headmaster or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permit disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees or who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other exceptions for disclosure without consent are detailed in FERPA.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Study to comply with the requirements of FERPA. A complaint may be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

In addition, you are entitled to notice of the following disclosures of student records:

Upon request, the Study discloses education records without consent to officials of another school district or an institution of post-secondary education where the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

## Substitute Teachers

In an emergency situation, teachers may be unavailable to come into work. In this situation, The Study will make every possible effort to temporarily fill their position with a substitute teacher with the same qualifications as the regular teacher. In the case that this is not possible, the Headmaster's assistant and a parent volunteer may be utilized until a substitute teacher can be reached. The Headmaster or CCA will always be on site when children under the age of five (5) are in care.

## Teacher Qualifications

### YOUR RIGHT TO KNOW

As a parent of a student at The Study, you have the right to know the professional qualifications of the classroom teachers who teach your child. Federal law allows you to request certain information about your child's classroom teachers, and requires school districts to give you this information in clear language, and in a timely manner. You have the right to ask for the following specific information about each of your child's classroom teachers:

- Whether the Alaska Department of Education and Early Development has issued an Alaska teacher's certificate to your child's teacher for the grade(s) and subject(s) he or she teaches.
- Whether the Alaska Department of Education and Early Development has decided that your child's teacher can teach without being certified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject area of the degree.
- Whether any teachers' aides or instructional paraprofessionals provide services to your child and, if so, their qualifications.

## Textbooks

Please be advised that each student or his or her parent or guardian shall be responsible to the school for all textbooks not returned by the student. Any student failing to return all books shall forfeit his or her right to free textbooks until the books previously issued, but not returned, are paid for by the parent or guardian. A student's record may be withheld if a book is not returned and payment is not made in full.

## Title IX – Non-Discrimination

The Study does not discriminate on the basis of national origin, ancestry, race, color, creed, sex, age, disability, physical appearance, sexual orientation, religion, pregnancy, marital or parental status, or political affiliation in its educational programs, related activities (including School-Community Recreation) and employment practices. If a student believes that he or she has been discriminated against, he or she may make a claim that his or her rights have been denied. A student may obtain a copy of the grievance or procedure and receive assistance in filing a complaint by contacting the school Headmaster or The Study office at 262-6227.

## Tobacco

The Study recognizes that smoking presents a health hazard that can have serious implications both for the smoker and the nonsmoker, and those habits of tobacco product use developed by the young may have lifelong deleterious consequences.

Students are prohibited from smoking or using tobacco products at any time within the school building or on school grounds. In addition, students are not to smoke or use tobacco products while attending sports activities, dances, other cocurricular activities, or while on school trips.

Students under the age of 19 are prohibited by state law to possess tobacco products.

Students are subject to disciplinary actions including suspension for failure to comply with the provisions of this policy. Possession of tobacco products by students less than 19 years of age will be reported to the police.

## Vandalism, Theft, and Graffiti

The Study considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any Study-owned real or personal property, including the writing of graffiti.

Students guilty of theft or vandalism on school grounds or while engaged in school related or supervised activities may be subject to long-term suspension or expulsion and shall be removed from participation in any cocurricular sport for that sport season, and other curricular activities, student club memberships, or class offices for the balance of the semester. Such students may also be required to pay restitution for damage inflicted on Study property.

Any Study student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and also may be reported to the appropriate authorities for legal prosecution. If reparation of damages is not made, the Study also may withhold the student's grades, diploma and/or transcripts.

## Visitors

The Study encourages parents/guardians and interested members of the community to visit the schools and, in compliance with established procedures, view the educational program. The Headmaster shall invite parents or guardians to open house activities and other special events.

The Headmaster shall establish procedures to facilitate visits during regular school days and register all visitors at the school office when entering school grounds.

The Study recognizes the staff time and commitment required by school visits and encourages the staff to accommodate as many requests for visits as possible.

To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the front office. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

## Volunteers

The Study recognizes that parents and guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. Parents and guardians directly affect academic success by reinforcing their children's motivation and commitment to education.

Volunteers of all ages are always welcome in The Study. Members of parent-teacher organizations and booster clubs are the backbone of school volunteers.

Volunteers come from all walks of life, including business and community members. Local employers are encouraged to serve on advisory committees and assist in designing regular, vocational, and technical programs. Community



volunteers may also provide classroom assistance, individual tutoring, incentive and recognition programs, work experience opportunities, apprenticeship programs and employment opportunities.

Anyone interested in being a volunteer in the schools needs to complete the online volunteer screening process and agree to a background check; only criminal activity will be checked.

## Weapons

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

Law enforcement officials are exempt from the firearm provisions of the search and seizure policy.

### WEAPONS REPORTS

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

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

### DISCIPLINARY ACTION

The Headmaster shall take appropriate disciplinary action in accordance with existing Study policies and regulations and shall report all such actions on a formal report form.

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

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

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

### DEFINITIONS

The term "firearm" shall have the meaning as defined in section 921 of Title 18, United States Code.

The terms "Deadly Weapons," "Weapon," and "Dangerous Instruments" are defined as anything designed for and capable of causing death or serious injury, including to the extent that they are not already included in the above definition, any

pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, brass knuckles or artificial knuckles of any kind, any knife, axe, or club.

## Weather

Periods of prolonged outdoor activity for students will not occur when the temperature is minus ten degrees Fahrenheit or below (-10F). This figure includes the wind-chill factor. Prolonged outdoor activities include recess, P.E., class walks, etc. The Study will take into consideration the medical needs of children with special conditions or who are recuperating from illness. Schools are not closed due to cold temperatures.

## Wellness

The Study recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore, the Study will provide environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.



# THE STUDY

*Speaking words of life over your child!*

I have received a copy of the student handbook and have read and understand its contents. I and my student agree to abide by the handbook. I understand that this handbook is a fluid document and subject to change, and that if any changes are made I will be notified in writing.

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Student Name

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Date

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Parent Signature

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Parent Signature