



**Kodiak Island Borough School District (KIBSD)**

# **Kodiak Remote Learning Program (KRL) 2020-2021**

**Disclaimer**

The information contained within the KIBSD K-12 Kodiak Remote Learning Program (KRL) Parent and Student Handbook is subject to change based on best practices and research-based evidence for highly effective virtual learning. Updates will be made available on the following sites: Kodiak Remote Learning Program Elementary Facebook page (grades 1-5); Kodiak Remote Learning Program Secondary Facebook page (grades 6-12), Kodiak High School's webpage (grades 9-12), Kodiak Middle School's webpage (grades 6-8), and Seesaw (grades K - 5).

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## 2020-2021 Calendar

(<https://www.kibsd.org/Page/2#calendar1/20200927/month>)

Please refer to the 2020-2021 School Calendars found on the KIBSD Website.

### 1st Semester

September 8 .....	First Day of School
October 12-14 .....	In-Service (No School)
October 21-22 .....	Parent Teacher Conferences (evenings only)
November 8 .....	In-Service (No School)
November 25 .....	No School
November 26-27 .....	Thanksgiving Break
December 21 – January 1 .....	Winter Break
January 4 .....	Classes Resume
January 17.....	End Semester 1
January 18 .....	In-Service (No School)

### 2nd Semester

January 25 .....	First Day Semester 2
February 15 .....	In-Service (No School)
March 10 -11 .....	Parent Teacher Conferences (evenings only)
March 15 – 19 .....	Spring Break
May 27 .....	End Sem 2 / Last Day of School

## GENERAL PROGRAM INFORMATION

The Kodiak Remote Learning Program (KRL) is a 2020-2021 educational option provided to families by the Kodiak Island Borough School District in response to the COVID-19 pandemic. It does not exist to substitute or replace the traditional brick and mortar setting. Through a **uniform commitment** (consistent obligation) of families, program coaches, students and teacher(s), the Kodiak Remote Learning Program, K-12, will provide a virtual learning environment where students can experience success in attaining academic knowledge and skills, as well as age appropriate maturity in social-emotional learning proficiencies.

### Kodiak Remote Learning Program Mission Statement

KIBSD's mission, in close cooperation with our diverse island community, exists to provide an educational program of the highest standard that empowers all students to achieve personal and academic excellence while developing their full potential as responsible, productive citizens. Building upon our district's mission, the Kodiak Remote Learning Program teachers will partner with our Kodiak families, program coaches and students to provide a virtual educational program amid a worldwide pandemic.

### Student Eligibility

Students enrolled fulltime in the Kodiak Island Borough School District are eligible for the Kodiak Remote Learning Program. Parents wishing to enroll their student in Kodiak Remote Learning Program must:

- Ensure the student is only enrolled in Kodiak Remote Learning Program and not concurrently enrolled in another school.
- Have a designated **program coach** to support their student in the virtual learning environment, K- 10. A *program coach* is a parent/guardian designated caregiver who provides on-site support to the student. A program coach is critical to student success in a virtual learning environment.
- Have a working phone number, email account and internet access while enrolled in Kodiak RLP.
- Understand and agree that students will be enrolled in their age appropriate grade level, unless the previous school has officially approved a retention or promotion. Student grade level placement is determined using academic documentation from prior school district/home education evaluation provided during the enrollment process.

## FRAMEWORK FOR COURSE DELIVERY

Utilizing an **interactive blended learning model** delivered through “**value-added**” **synchronous instruction** and **asynchronous digital curriculum**, the Kodiak Remote Learning Program will provide a virtual educational program to our students based on best practices.

### Interactive, Blended Learning

In an interactive, blended learning model, students engage with teachers and peers in an online, face-to-face environment, coupled with access to digital curriculum, creating an integrated course. Varied levels of student support are provided across Elementary, Middle and High School levels to afford students both the structure and the freedom to learn (*Figure 1, pg. 6*).

### Synchronous Instruction and Learning of Digital Curriculum

Synchronous instruction refers to teaching that occurs when teachers and students are in the same place, at the same time. During regularly scheduled synchronous instruction your student will learn under the direction of a Kodiak RLP teacher(s) with opportunities to engage with their classmates through video conferencing discussions, live chats, and small group instruction.

The second component of the Kodiak RLP framework is student engagement in digital curriculum. Asynchronous refers to learning where the teacher and student are not in the same place at the same time, as opposed to synchronous learning. Asynchronous learning does not mean students will move through the digital curriculum without direct teacher instruction and/or support. Rather, Kodiak RLP K-12 students will move towards successful mastery of digital content based on a Course Pacing Guide; the minimum standard for pacing to include assignment, assessment and course deadlines. This will occur during regularly scheduled synchronous instruction and/or assigned to the continuation of learning outside of class time. Examples of asynchronous learning include: Flipgrid videos, lessons in the Learning Management System (i.e. Seesaw, APEX, e-Dynamics), discussion posts, etc.

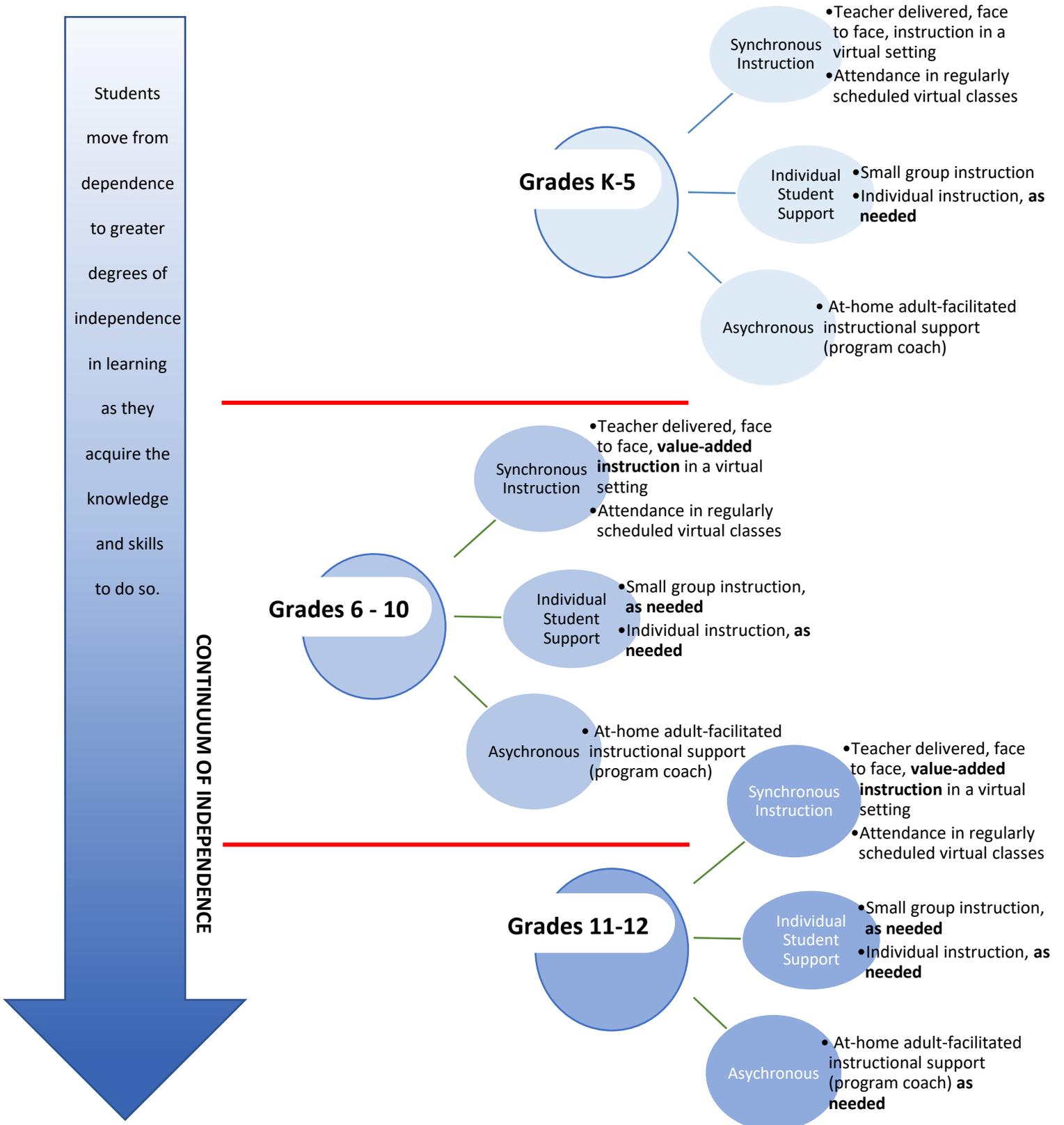
### Learner Support Structure

Teachers, parents and program coaches play an important part in assessing how ready students are to manage their learning experience (*refer to Figure 1, pg. 6*) by grade levels.

### Platform and Course Delivery: Learning Management System (LMS)

The Kodiak RLP will utilize Microsoft Teams for all synchronous instruction. Teachers will schedule lessons through Microsoft Teams to provide direct, large and small group, and individual instruction as well as afford opportunities for students to interact with their teachers and peers. Research shows a strong correlation between strong, positive relationships and

Figure 1. Degree of support for learners by grade levels.



student learning at greater than a typical year's degree of growth<sup>1</sup>. Kodiak RLP believes that synchronous learning environments foster social interaction and communication skills vital to the educational development and social emotional maturity of students, grades K-12.

Teachers will utilize “**value-added synchronous instruction**”; an element unique to the Kodiak remote learning environment. The term “*value-added*” refers to intentional instruction of content, above and beyond the digital curriculum, in a way that stimulates the student’s curiosity, cultivates discussion and engagement, and nurtures the student’s passion for deeper dives into learning. *Value-added instruction* exposes students to instructional practices that increase content knowledge and skills exponentially, and nurtures life-long learning.

Through value-added instruction, RLP teachers will engage students in both academic content and social emotional learning through problem solving, critical thinking, teamwork and self-management. Attendance in regularly scheduled synchronous classes and small group instruction (as needed) will ensure students attain the knowledge, skills and support they need to complete their lessons within the digital curriculum (APEX, eDynamics, etc.).

Tutoring sessions will be required for individual students if it is deemed necessary for their success in the virtual program. You and your student will be notified by the teacher(s) if additional sessions need to be scheduled. Tutoring sessions may also be requested by the student and/or parent. Additional supports are in place for students engaged in the following Special Services: Special Education; English as a Second Language (ESL); and Migrant Education.

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<sup>1</sup> [Education Resource Group](#), Relationships Count, Dr. John Hattie, June 7, 2016. C 2020.

## PROGRAM RESPONSIBILITIES

Enrolling a student into KIBSD Remote Learning Program (RLP) is a commitment on behalf of parents, guardians, program coach and the student, to work side-by-side with the KIBSD RLP teachers and staff in the delivery of virtual learning.

### Parent/Guardian Program Responsibilities

Parent-Teacher communication is vital to maintain the partnership between the school and home. Communicate with your student's teacher regularly via email or on TEAMS.

- Ensure that contact information is kept current and communicate any changes (i.e. home phone numbers, address, email, access to Internet, etc.) to the KIBSD RLP office. Please contact Natasha Kutchick, RLP Attendance Secretary, at (907) 486-7553 or email at [Natasha.Kutchick@kibsd.org](mailto:Natasha.Kutchick@kibsd.org) of any changes or if your student will be absent from class.
- Check with your student's KIBSD RLP Facebook page and traditional school website pages regularly for school-wide announcements.
- Respond to email and phone messages from the school within 24 hours to ensure the timeliness of all communications.
- Read all introductory materials created and ensure that students follow the guidelines outlined in the beginning of the course as well as the Parent/Student Handbook.
- Maintain an appropriate pace in courses per the teacher's directions and pacing guidelines.
- Ensure safe, productive, and legal use of the internet.
- Alert the student's teacher if the student begins to struggle with a concept or pacing.
- **Have a learning back-up plan.** Computers do crash, need updating, become non-functional. In the event connectivity is non-functional, notify **KIBSD IT at (907) 486-7587** immediately. If your student is unable to complete work or attend synchronous class sessions for any reason:
  1. Contact the student's teacher(s) immediately via TEAMS (8AM – 4PM)
  2. Follow up with an email to the teacher (refer to pages 4 & 5).
  3. Email Natasha Kutchick, Attendance Secretary, at [Natasha.Kutchick@kibsd.org](mailto:Natasha.Kutchick@kibsd.org).

### Program Coach Support Responsibilities

Every student that enrolls in the KIBSD RLP needs to have a committed caretaker, typically a parent or guardian, serve as their program coach. We are counting on a program coach to assist your student in navigating their course(s) and to notify the teacher if an issue arises. The responsibilities of a program coach will vary depending on the age and ability level of their student. The program coach:

- Is able supervise and willing to work directly with the student daily to ensure consistent progress.
- Provides an adequate study area that is conducive to learning with few distractions.
- Ensures that internet connection is available.
- Agrees to be responsible for promoting and reinforcing good learning habits.

- Attends online orientation and other informational sessions.
- Ensures that students complete the daily assigned tasks.
- Ensures that student's work is authentic and original.

### Student Responsibilities

Students will notify their program coach and of any concerns. Students will:

- Be on time to class.
- Attend all scheduled classes; meet course pacing guidelines.
- Maintain academic integrity. "Do your own work".
- Ask questions, actively participate in class discussions, and work to best potential.
- Be kind. Be respectful to peers and teachers in the online environment.
- Participate in all District and State Mandated Tests.
- Complete all required school days, assignments, quizzes, etc., prior to end of semester.

#### **In addition, in the online classroom students will:**

- Dress appropriately (as one would in the traditional school environment).
- Turn on camera and maintain physical presence (just as one would have a physical presence in the traditional school classroom). *Exceptions may be made due to technical issues.*
- Make sure their background is appropriate. Please be mindful of people that can be seen in the camera view. For example, laying on your bed is not considered an appropriate classroom environment.
- Leave yourself muted unless instructed otherwise to unmute.
- Consider using a headset with an external mic for best hearing and speaking capabilities.
- Close unneeded applications on your computer to optimize the video quality.
- Raise your virtual hand and wait until you are called if you have a question or have something to say. Please put your hand down if you no longer need to share.
- When you are speaking, let others know that you are finished by saying something like, "Thank you," so that everyone knows you have finished your comments.
- Keep paper and a pen or pencil handy to take notes.
- If you need to get something or do something like go to the restroom, please do so quietly. You don't need to ask or announce you are back.
- Stay on topic. Please use office hours to talk about things that are not on topic (upcoming absences, questions about nonrelated topics, etc.).
- If you are having technical difficulties, please leave the space and reenter. You don't need to ask to do that. Please try this before you ask for help. Call IT at (907) 486-7587 if you need further help.
- Remember your student is learning and it is okay if they answer something incorrectly.
- Teachers may have additional expectations based on the needs of the class. For example, "If we skip your turn or you pass, we will circle back around to you at the end."

## Teacher Responsibilities

The student's teacher(s) is the primary contact for students and parents/guardians regarding subject-specific questions. KIBSD RLP teacher(s) will:

- Create lesson plans.
- Build strong, positive relationships with each student.
- Afford opportunities for students to interact with the teacher and their peers.
- Act as a resource for student questions.
- Engage students in both academic content and purposeful social emotional learning.
- Notify and provide tutoring sessions to individual students deemed necessary for a student's success in the virtual program.
- Proactively monitor each of their student's progress using the LMS, and through regular contact via phone, texting, email, and synchronous live sessions on Microsoft Teams.
- Provide feedback to the parent and student regarding performance through formal means (assessment grades, comments and participation in synchronous discussions, and coursework) as well as informal means (phone calls and online communication).
- Take regular attendance based on RLP procedures in place.
- Participate in assigned professional development and regular RLP Team meetings.

In the virtual environment, teachers will:

- Frequently remind students of norms (including social contract agreements) at the start and end of class.

## School Administrator Responsibilities

- The school KIBSD RLP administrator is responsible for the administration of the school and for ensuring that students are provided with the support and assistance they need.

## ATTENDANCE

Class attendance is essential to the learning process. Absenteeism disrupts and hinders that process, not only for the absent student, but for his/her classmates. It is the District's belief that students need to be in school. Much of the learning that occurs in the classroom (or online environment) cannot be made up. The school has an obligation to promote good attendance and to deter absenteeism, truancy and tardiness. The main responsibility for regular attendance lies with the student and the parent/guardian (*Pursuant to School Board Policy 5112*).

All students are expected to log on every school day to attend synchronous classes (Tuesday – Friday). Students are expected to devote time each day toward mastery of digital curriculum per the Course Pacing Guidelines (Monday – Friday).

### Virtual Attendance

Attendance recordkeeping is provided to Kodiak Remote Learning Program by tracking student logins to the Learning Management System and by students attending the synchronous TEAMS sessions with their teacher(s).

Parents / guardians should monitor their student's daily schedule and online accumulated hours, assignments, quizzes and tests to ensure their student does not fall behind during the semester. The Kodiak Remote Learning Program recognizes that tracking virtual attendance is a partnership between parents, guardians, program coaches, teachers and students and requires consistent communication.

### Parents/Guardian Responsibilities

- Ensure that the student is making adequate daily progress.
- Inform the school in the event of a student absence. Contact Natasha Kutchick, RLP Attendance Secretary at (907) 486-7553 or email at [Natasha.Kutchick@kibsd.org](mailto:Natasha.Kutchick@kibsd.org).

### Student Responsibilities

- Demonstrate daily progress in each course for every school day on the school calendar.
- Communicate computer problems, questions, and concerns with the program coach and teacher(s).

### Teacher Responsibilities

- Monitor attendance and class participation.
- Provide reports to parents and students concerning progress and any attendance issues; provide communication re: makeup work, when necessary.

## GRADING

Kodiak RLP will follow the standard grading practices as guided by KIBSD traditional school handbooks. The use of a 100-point grading scale will work to provide a clearly understandable measure of a students' progress toward academic mastery and provide the teacher, student, and parent as accurate a picture as possible of the student's learning. Semester grades are the only grades posted to a student's transcript. Progress reports and semester grades will reflect the following plus (+) and minus (-) grading scale.

Grade	Percentage	GPA Scale	Weighted Advanced Placement Classes
A+	97-100	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	4.0	5.0
B+	87-89	3.0	4.0
B	83-86	3.0	4.0
B-	80-82	3.0	4.0
C+	77-79	2.0	3.0
C	73-76	2.0	3.0
C-	70-72	2.0	3.0
D+	67-69	1.0	2.0
D	63-66	1.0	2.0
D-	60-62	1.0	2.0
F	0-59	0.0	0.0

## GRADUATION REQUIREMENTS

### (High School Students Only)

English	4.0 credits
Science	3.0 credits
Physical Education	1.5 credit * (1/2 credit may be earned per year through participation and completion of an ASAA interscholastic sports activity for a maximum of 1.5 credits.
Health	1.0 credit
Social Studies	3 credits (1.0 must be US History, .5 be AK History)
Mathematics	3.0 (1.0 must be Algebra I or higher)
Career Technology	1.0 credit
Electives	8.0 credits

### **Total Required Credits: 24.5 credits** (Pursuant to School Board Policy BP 6146.1)

It is the student's and parents' responsibility, in conjunction with the counselors, to monitor credits towards graduation. If a student fails a class, it is possible that the class will need to be rescheduled for the next semester or year. The Kodiak High School Counseling Office will assist students in this process. Please feel free to call the KHS Counseling Office at **907-486-7434** with questions.

# HELP

## Where do I go if I ....?

Have a health problem?	Please contact the school nurse at your local school.
Have been abused in any way?	Contact your counselor, a teacher, school nurse or any staff member. This is very important. Please do not delay. We want to support you!
Am depressed, thinking of running away and/or suicide?	Contact your counselor, a teacher, school nurse or any staff member. This is very important. Please do not delay. We want to support you! Depression is serious. We can connect you to many community resources that can help you.
Might have a problem with drugs or alcohol?	Contact any administrator, the nurse, your counselor, a trusted teacher, or any staff member.
Am having a hard time resolving a conflict or getting along with someone?	A mediation is a good solution. Contact a counselor to set up a mediation as soon as possible. In some cases, an administrator will assist with a mediation if a conflict can be resolved without the need for discipline.
Am being bothered constantly by another student?	A mediation is a good solution. Contact a counselor to set up a mediation as soon as possible. If another student is provoking and/or harassing you, seek help immediately from an administrator. The problem rarely goes away by itself and usually gets worse.
Need help with my schoolwork?	Contact your teacher first. This is extremely important! Contact your counselor if the teacher is not available or if the teacher is unable to help to your satisfaction.
Need advice about my classes?	Fill out a request form from your counselor. Your counselor is the best person to give you sound advice. If you need additional help after contacting your counselor, contact an administrator.
Need to talk to someone about a personal problem?	Contact your counselor, the nurse, one of your teachers or an administrator. Please don't wait; let us assist you.
Am having trouble with a teacher?	Always try to solve the problem with the teacher. However, if attempts to work through the problem with the teacher are not successful, contact your administrator.
Need resource materials for a class project?	Contact your teacher first. If you need additional research/reference your teacher can refer you.
Have questions about my attendance?	Contact the attendance secretary at (907) 486-7553 or email Ms. Kutchick at <a href="mailto:Natasha.Kutchick@kibsd.org">Natasha.Kutchick@kibsd.org</a> . It is your responsibility to clear any concerns with attendance.
Need extra support with personal, home or schools issues?	Contact your counselor who has a variety of information about resources that are available to you.

Role	Name	Phone Number	Email
Jennie Peterson	RLP Administrator, K-5	(907) 486-7586	<a href="mailto:Jennie.Peterson@kibsd.org">Jennie.Peterson@kibsd.org</a>
Todd Burton	RLP Administrator, 6-8	(907) 486-7461	<a href="mailto:tburton01@kibsd.org">tburton01@kibsd.org</a>
Neil Hecht	RLP Administrator, 9-12	(907) 486-7401	<a href="mailto:nhecht01@kibsd.org">nhecht01@kibsd.org</a>
Elementary Counselor	Contact your Home Elementary School	(907) 486-7553	
Middle Counselor	Contact Kodiak Middle School	(907) 486-7460	
High School Counselor	Contact Kodiak High School	(907) 486-7401	

## CODE OF CONDUCT

For the purpose of the Handbook, our Code of Conduct identifies expected behaviors that provide a safe online learning environment for staff and students. Guiding principles include:

- Respect all others and yourself
- Respect others' property
- Treat others as you would like to be treated
- Speak to others the way you would like to be spoken to, especially in the online environment
- Be appropriate and responsible for what you do, to include restorative actions
- We are here to learn - be in class on time with the materials that you need

### Behavior Expectations

The KIBSD Remote Learning Program is committed to providing a safe teaching and learning environment for students, staff, and members of the community. The Code of Student Conduct identifies, recognizes, and rewards model student behavior within a framework of clearly established and enforceable rules and policies. Parents may be required to meet face-to-face with the school's administration regarding the Code of Student Conduct if issues arise throughout the year.

**Netiquette** is etiquette, or appropriate behavior and manners on the internet. When using the internet, we adhere to a set of rules and behaviors that have been widely accepted in the professional world. It can often feel "pretend" when communicating online as you cannot see the other person. It is important to make a positive impression, and to maintain that behavior as a virtual student.

How you interact and behave online is seen by both instructors and students. We must remember that we are communicating with "real" people online and we should use the same manners and etiquette as we would in a traditional school setting. Below are some general netiquette guidelines:

- Remember the person on the other end of the computer.
- Think before you send or submit.
- Be respectful.
- Understand the internet is not private.
- Know many websites and pages are copyrighted.
- Do not give out personal information to non-KIBSD RLP staff.

## Behavior Rules

### Academic Integrity

Academic dishonesty includes but is not limited to sharing test answers and questions, borrowing or lending work to copy, or using unauthorized materials on a test or project and is strictly prohibited. It also includes plagiarism, which is the practice of taking someone else's (person, peer, any internet or printed source) work or idea and passing them off as your own.

### Consequences to Academic Integrity Violations

Kodiak Remote Learning Program (RLP) takes the integrity and authenticity of student work seriously. Students should not cut, copy, or plagiarize content found online or from other students. Copying, knowingly allowing others to copy from you, and/or misusing internet content could result in disciplinary action. In addition, misuse of passwords, accessing another student's account, providing access to one's account to another student, misrepresenting oneself as another student, or illegally accessing any resources that are intended for instructional evaluation purposes. All violations or suspected violations of school policy will result in a phone conference and/or TEAMS face-to-face meeting between the teacher, parent and student. First offense should be handled by the teacher to include a phone call to a parent/guardian.

Additional and/or a pattern of offenses may be referred to administration. (*Pursuant to School Board Policy BP 5131.9*)

### Bullying and Harassment Policy

Harassment, Intimidation, and Bullying (including Cyberbullying): Harassment, for the purpose of the handbook, is defined as aggressive pressure or intimidation. The Kodiak Island Borough School District will not tolerate the harassment of any student by any other student or district employee in any manner. (Examples: bullying of any kind, including cyberbullying, sexual harassment, hazing, etc.) Any student or employee who is found guilty of harassment shall be subject to disciplinary action. To promote an environment free of harassment, prevent future incidents of harassment, and minimize the negative consequences to a victim of harassment, the KIBSD strongly urges students and requires staff to immediately report incidences of harassment to any available administrator. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors (*Pursuant to School Board Policy 5131.43*). *Note: Any reference to "bullying" includes cyberbullying, whether or not specifically stated.*

Cyberbullying means bullying using technology or any electronic communication, which includes, but is not limited to, email, text messages, direct messages, social media posts, and other internet communication. Cyberbullying includes the creating of webpages, blogs, or social media profiles in which the creator assumes the identity of another person. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting

of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions stated in the definition of bullying.

The Kodiak Remote Learning Program is dedicated to providing a safe and civil learning environment. Harassment, intimidation and bullying disrupt a student's ability to learn and a school's ability to educate. Students and staff are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment. The School District's computer network, including access to the Internet via that network; whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system.

### **Technology Responsible Use**

Kodiak RLP students using district devices will sign a KIBSD Student Acceptable Use Policy Agreement and Laptop Agreement Form. These forms must be on file in order to use school computers. Failure to abide by these standards may result in a loss of computer privileges and other consequences as deemed appropriate

Computer Network Access is provided to students by KIBSD for education use only. Inappropriate use of KIBSD network services (i.e., internet and email), KIBSD equipment, and communication via personal electronic devices using KIBSD's network is prohibited. Inappropriate use includes, but is not limited to: accessing, sending or displaying offensive messages or pictures; using obscene language; cyberbullying (to include posting slurs or rumors or other disparaging remarks about a student or staff member on any website or weblog, voice mail, cell phone, instant messaging (IM), and personal or private polling websites); violating copyright laws, using another's password, impersonating another person; deliberately damaging hardware or software; using district computers for illegal activities; and plagiarism.

## Offenses and Disciplinary Responses

During online classroom, office hours or tutoring sessions, situations may arise in which support is needed to address student behavior or monitor a class. While some student behaviors will necessitate denial of participation (the student is removed from the session), others may require redirection and then re-admittance (the student and support staff discuss the behavior in a breakout room and then they are brought back). The process is described below:

- If a student behavior warrants redirection, the teacher should begin by restating online session behavior expectations (Warning).
- If the disruptive or inappropriate behavior continues, the teacher may contact an administrator or assigned personnel. For immediate response, this communication should be done by text message or phone call.
- The responding Administrator or assigned personnel joins the teacher's session.
- The teacher will create a breakout room and send the student and administrator or assigned personnel to the breakout room to discuss the behavior and develop a plan for returning to the session (using MIR for documentation).
- When the administrator or assigned personnel believes that the student is ready, they will send a request to the teacher to be readmitted. Following the breakout room discussion, the administrator or assigned personnel will email a copy of the MIR to the teacher.
- If the administrator or assigned personnel and student determine that returning to the session would result in continued disruption, the student will log out of the session and the teacher will follow up with the family after class to discuss incident and behavior expectations moving forward. Additionally, the administrator or assigned personnel will log the incident in PowerSchool. Depending upon the severity of the behavior a referral may be made to an Administrator for additional follow-up.

Research shows that if teachers can create a relational connection to students, or “Capture Kids’ Hearts,” performance goes up, and behaviors greatly improve because kids want to be in class; Students want to be in classrooms where teachers know how to connect with them and make them feel valued<sup>2</sup>. Kodiak RLP teachers will strive to create and maintain strong, positive relationships with students, and will provide the opportunities for students to learn from their mistakes as well as exercise restorative practices for addressing negative behavior.

### Level 1

Level 1 offenses are acts of misconduct which interfere with the orderly operation of the school or school function. The teacher or staff member who is initially aware of the misconduct will be the first to address it. The student may be referred to the school administrator for disciplinary action if the misconduct is repeated or becomes more severe. The school administrator will

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<sup>2</sup> [Capturing Kids Hearts](#), Flippen Group.

determine the appropriate disciplinary response and/or intervention. Examples of level 1 offenses include:

Academic Integrity (1 <sup>st</sup> offense)	1 <sup>st</sup> academic integrity infractions are considered minor. Refer to <b>Academic Integrity Policy</b> above for more information.
Disrespect	Lack of courtesy, or respect, or causing embarrassment or insult to a staff member or student.
Disruptions	Interrupting the learning environment or causing a disruption during a school event.
Other Misconduct	Any minor act of misconduct that interferes with the orderly operation of the school. This includes use of inappropriate communication.

*Level 1 Disciplinary Responses:*

The staff member and/or school administrator will consider the reason for the student infraction and determine an appropriate response. Responses may include, but are not limited to:

- Student warning and reminder of expectations
- Minor Incident Report (MIR)
- Parent/Guardian contact
- Documentation of the incident in the Student Information System (SIS)
- Loss of privileges, such as school clubs, athletics, etc.
- Loss of live lesson tools (camera, microphone, etc.)
- Behavior agreement (written and/or verbal)
- Referral to another staff member (counselor, etc.)
- Other consequences deemed appropriate by administration

**Level 2**

Level 2 offenses are more severe or repeated acts of misconduct which interfere with the orderly operation of the school. Level 2 offenses do not directly or seriously endanger the health or safety of others. Once reported, the school administrator will investigate, including discussing the incident with the staff member who is reporting and discussing with the student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention.

Academic Integrity (2 <sup>nd</sup> offense)	Refer to Academic Integrity Policy
Threatening Harm	Threatening to physically harm another student or staff.
Misleading or False Information	Intentionally providing false information to a staff member.
Open Defiance	Verbal or actual refusal to follow school or class rules, expectations, behavioral agreement, or the directions of any RLP staff member.
Theft	Taking possession of another's property
Vandalism	Destroying, defacing, or damaging objects/materials belonging to the school, school personnel, or other person is strictly prohibited. The Consequence and/or Behavior Modifications may be based on the severity of the behavior and as well as past behaviors. ( <i>Pursuant to School Board Policy 5131.5</i> )

Other Serious Misconduct	Any serious misconduct that interferes with the safe and orderly operation of the school or school event. This includes a more serious use of inappropriate communication.
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*Level 2 Disciplinary Responses:*

The staff member and/or school administrator will consider the reason for the student infraction and determine an appropriate response. Responses may include, but are not limited to:

- Student warning and reminder of expectations
- Minor Incident Report (MIR)
- Parent/Guardian contact
- Documentation of incident in the SIS
- Loss of privileges, such as clubs, athletics, etc.
- Loss of live session tools (camera, microphone, etc.)
- Written behavior agreement
- Alternate classroom assignment
- Return or payment of property damages
- Other consequences deemed appropriate by administration

**Level 3**

Level 3 Offences are major acts of misconduct that include repeated serious disruptions of school order, threats to the health, safety, and property of others, and other acts of serious misconduct. Once reported, the school administrator will investigate, including discussing the incident with the staff member who is reporting and discussing the incident with the student and parent/guardian. The school administrator will determine the appropriate disciplinary response and/or intervention.

Academic Integrity (3 <sup>rd</sup> offense)	Refer to Academic Integrity Policy
Cyberbullying	Refer to Bullying section below.
Attempt to Harm/Assault	Intentional attempt or causing of bodily harm to an individual.
Disrespect	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration.
Extortion	Willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.
Fighting	Physical contact between two or more students which is harmful, injurious, or disruptive.
Trespassing	Presence at or attendance to a KIBSD school sponsored event after being directed by an administrator not to attend.
Electronic Device Violation	Any serious violation to the KIBSD Acceptable Use Policy
Other Extreme Misconduct	Any extreme act of misconduct that interferes with the safe and orderly operation of the school or school event. This includes extremely inappropriate communication.

### *Level 3 Disciplinary Responses:*

The staff member and/or school administrator will consider the reason for the student infraction and determine an appropriate response. Responses may include, but are not limited to:

- Any appropriate response from Level 1 or Level 2
- Parent/guardian contact
- Referral to attend another school or program
- Report to Law enforcement
- Suspension from technology or KIBSD Remote Learning Program and/or Kodiak Island Borough School District (*Pursuant to School Board Policy 5131.42*)

### **Appeal Procedure for Disciplinary Action**

A student shall be given an opportunity to contest any alleged facts leading to disciplinary action, the appropriateness of the sanction imposed by a disciplinary authority, or alleged prejudice or unfairness on the part of the school district official responsible for the disciplinary action.

Further, a student may file a grievance concerning harassment or discrimination by a school district employee on the basis of race, color, national origin, gender, age, disability, religion, marital status, pregnancy, parenthood, veteran's status, veteran's disability, or political affiliation. The grievance/appeal procedure is as follows:

- **Level One:** A student with a grievance shall present a written grievance/complaint to the principal within five (5) school days of when the student knew of the basis for the grievance. The principal shall make a decision known to the student in writing within five (5) school days of receipt of the written grievance. If the grievance is not resolved at Level One, the grievance may proceed to Level Two.
- **Level Two:** Within five (5) school days of receipt of the principal's written decision, the student may appeal the grievance to the superintendent. The superintendent shall meet with the student within five (5) school days of receipt of the written grievance. The superintendent shall render a written decision regarding the grievance within five (5) school days of meeting with the student. If the grievance is not resolved at Level Two, the grievance may proceed.
- **Level Three:** Within five (5) school days of receipt of the superintendent's written decision, the student may appeal the grievance to the School Board. The School Board or a subcommittee of the School Board shall meet with interested parties within five (5) school days. The School Board or subcommittee of the School Board shall render a written decision regarding the grievance within five (5) school days.

The purpose of this grievance procedure is to provide students with a means of securing equitable solutions to problems resulting from disciplinary or other actions or apparent misunderstandings. Nothing contained herein shall be construed as limiting the right of any student having a grievance to discuss the matter informally with appropriate staff members and administration.

## Special Education Services

Kodiak Island Borough School District is responsible for providing a free and appropriate education under the federal Individuals with Disabilities in Education Act (IDEA). KIBSD Special Education teachers assist parents in accessing and coordinating services pursuant to a current Individualized Education Plan (IEP). Parents should indicate that their student has an IEP on their registration form.

Special education services are available to students who have been identified with a disability and meet eligibility requirements. Documentation of the disability must be provided; such as, a previous IEP and/or a psychological evaluation.

### *What to Expect:*

- Every special education student will be assigned a special education teacher to serve as their case manager. The special education teacher will work with the regular education teacher(s) to ensure the necessary accommodations are provided.
- The special education teacher will hold synchronous meetings in Microsoft Teams to assist students with their specific learning needs.
- The special education teacher will work with the parent/guardian and program coach on the IEP goals and how to modify and adapt the learning environment.
- At the end of each grading period the special education teacher will send home a progress report showing the student's progress toward their IEP goals.
- The home environment and flexible scheduling that comes with virtual schooling provides the ability to create a learning environment to meet their specific needs.

## STAFF DIRECTORY

Teachers at Kodiak Remote Learning Program are KIBSD teachers who are licensed or certified by the State of Alaska.

Table 1. K-12 Administrative Staff

Administrative Staff	Role	Phone	Email
Jennie Peterson	RLP Administrator, K-5	(907) 486 -7586	<a href="mailto:Jennie.Peterson@kibsd.org">Jennie.Peterson@kibsd.org</a>
Todd Burton	Kodiak Middle School & RLP Principal, 6-8	(907) 486-7461	<a href="mailto:tburton01@kibsd.org">tburton01@kibsd.org</a>
Neil Hecht	Kodiak High School & RLP Principal, 9-12	(907) 486-7401	<a href="mailto:nhecht01@kibsd.org">nhecht01@kibsd.org</a>
<b>Support Staff</b>			
Natasha Kutchick	Attendance Secretary, RLP K-12	(907) 486-7553	<a href="mailto:Natasha.Kutchick@kibsd.org">Natasha.Kutchick@kibsd.org</a>
Nicole Fuerst	KIBSD Virtual Academy, Teacher	(907) 302-5734	<a href="mailto:nfuerst01@kibsd.org">nfuerst01@kibsd.org</a>
Elizabeth Bender	Kodiak High School Librarian (KIBSD RLP Communications)		<a href="mailto:ebender01@kibsd.org">ebender01@kibsd.org</a>
Elementary Counselor	Contact your Home Elementary School	(907) 486-7553	
Middle Counselor	Contact Kodiak Middle School	(907) 486-7460	
High School Counselor	Contact Kodiak High School	(907) 486-7401	

Table 2. RLP Elementary Staff (grades K-5)

Teacher	Subject(s)	Phone	Email
Anne Oliver	Kindergarten	(907) 202-9517	<a href="mailto:aoliver01@kibsd.org">aoliver01@kibsd.org</a>
Jennifer Skidmore	1 <sup>st</sup> Grade	(907) 202-7098	<a href="mailto:jskidmore01@kibsd.org">jskidmore01@kibsd.org</a>
Margaret Coons	2 <sup>nd</sup> Grade	(907) 202-8322	<a href="mailto:mcoons01@kibsd.org">mcoons01@kibsd.org</a>
Tari Lindquist	3 <sup>rd</sup> grade	(907) 313-3529	<a href="mailto:tari.lindquist@kibsd.org">tari.lindquist@kibsd.org</a>
Jeanine Costello	4 <sup>th</sup> Grade	(907) 202-7075	<a href="mailto:jcostello01@kibsd.org">jcostello01@kibsd.org</a>
Michelle Leisure	5 <sup>th</sup> Grade	(907) 302-5681	<a href="mailto:mcleisure01@kibsd.org">mcleisure01@kibsd.org</a>
<b>KIBSD Remote Learning Program Teacher Specialist/Aide(s), K-5</b>			
<ul style="list-style-type: none"> <li>• Kelly Longrich, Reading Specialist</li> <li>• Angela Palasigue, Aide</li> <li>• Rachelle Basile, Aide</li> </ul>			

Table 3. RLP Secondary Staff (grades 6-12)

Teachers are available by phone between 8:15AM and 3:45 PM. If you need to contact a teacher after hours, please contact them by email. They will follow up within working hours

Teacher	Subject	Middle School Classes	High School Classes
<b>Bruce Adams</b> <a href="mailto:badams01@kibsd.org">badams01@kibsd.org</a> <b>TEAMS # (907) 312-7208</b>	Math, Science		Pre-Algebra
			Algebra I
			Geometry
			Chemistry
<b>Melissa Gandel</b> <a href="mailto:mgandel01@kibsd.org">mgandel01@kibsd.org</a> <b>TEAMS # (907) 202-8829</b>	PE, Health	7 <sup>th</sup> - Health I	*9/10 Health I
		8 <sup>th</sup> - Health II	*11/12 Health II
		6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> - Physical Education	Health + PE (HOPE)
			*Physical Education
<b>Tonya Heitman</b> <a href="mailto:theitman01@kibsd.org">theitman01@kibsd.org</a> <b>TEAMS # (907) 917-4560</b>	English	6 <sup>th</sup> - English	Comp Lit - 9
		7 <sup>th</sup> - English	Comp/Lit - 10
		8 <sup>th</sup> - English	Comp/Lit - 11/12
<b>Erika Horn</b> <a href="mailto:ehorn02@kibsd.org">ehorn02@kibsd.org</a> <b>TEAMS # (907) 202-5114</b>	Social Studies	6 <sup>th</sup> - MS Contemporary World History	World History
		7 <sup>th</sup> - MS Contemporary World History	U.S. History: Reconstruct to Present
		8 <sup>th</sup> - U.S. History: Beginning to Civil War	General Psychology (2nd Sem)
<b>Jennifer Parnell</b> <a href="mailto:jparnell01@kibsd.org">jparnell01@kibsd.org</a> <b>TEAMS # (907) 202-7095</b>	Science	6 <sup>th</sup> - Earth and Space Science	Earth Science
		7 <sup>th</sup> - Life Science	Biology
		8 <sup>th</sup> - Physical Science	Environmental Sciences
<b>Rena Rankin</b> <a href="mailto:Rena.Rankin@kibsd.org">Rena.Rankin@kibsd.org</a> <b>TEAMS # (907) 313-4798</b>	Math	6 <sup>th</sup> - Math	
		7 <sup>th</sup> - Math	
		8 <sup>th</sup> - Math	
<b>Jeremiah Stewart</b> <a href="mailto:Jeremiah.Stewart@kibsd.org">Jeremiah.Stewart@kibsd.org</a> <b>TEAMS # (907) 202-7092</b>	Electives	6 <sup>th</sup> - Career Exploration (1 Sem)	*Applied Engineering 1a/1b
		7 <sup>th</sup> , 8 <sup>th</sup> - Digital Art (1 Sem)	*Concepts of Engineering & Tech
		7 <sup>th</sup> , 8 <sup>th</sup> - Photography 1a (1 Sem)	*Culinary Arts 1a/1b, 2a/2b
		7 <sup>th</sup> , 8 <sup>th</sup> - Coding 1a (1 Sem)	*Cybersecurity
		7 <sup>th</sup> , 8 <sup>th</sup> - Game Design 1a (1 Sem)	*Digital Media Fundamentals 1a/1b
			*Health Science Foundations 1a/1b
			*Intro to Information Technology
			*Intro to Manufacturing
			*Intro to Military Careers
			*Intro to Renewable Technology
	*Intro to Coding 1a		
	*Medical Terminology		
<b>KIBSD Remote Learning Program Teacher Aide(s), 6-12</b> <ul style="list-style-type: none"> <li>Justin Basile, Aide</li> <li>Katrina Benton, Aide</li> </ul>			

**NOTE: High School courses marked with an \*asterisk equals .5 credit. High School courses not marked with an \* asterisk are 1 credit courses.**

## GLOSSARY

**Academic Knowledge and Skills:** Academic Knowledge is information acquired through reading, watching, listening, touching, etc. The concept of knowledge refers to familiarity with factual information and theoretical concepts. Skills, refer to the ability to apply knowledge to specific situations. Skills are developed through practice.

**Asynchronous Learning.** The second component of the KIBSD RLP framework is student engagement in digital curriculum. Asynchronous refers to learning where the teacher and student are not in the same place at the same time, as opposed to synchronous learning. Asynchronous learning does not mean students will move through the digital curriculum without direct teacher instruction and/or support. Rather, RLP K-12 students will move towards successful mastery of digital content based on a Course Pacing Guide; the minimum standard for pacing to include assignment, assessment and course deadlines. This could occur during regularly scheduled synchronous instruction or assigned to various degrees for continuation of learning outside of class time. Examples of asynchronous learning include: Flipgrid videos, lessons in the Learning Management System (i.e. Seesaw, APEX, e-Dynamics), discussion posts, etc.

**Excused Absences** are approved by parents and the school. Babysitting, or staying home for reasons other than being ill are not considered excused.

**Interactive, Blending Learning.** Students engage with teachers and peers in an online, face-to-face environment, coupled with access to digital curriculum, creating an integrated course.

**Prearranged Absences** are known ahead of time such as a trip, vacation, or illness. Get a Pre-Arranged Absence Form from the office and complete 2 to 3 days before to notify the office and your teachers. You will need to make arrangements with your teachers for makeup work and/or missed assignments during your absence.

**Program Coach.** A parent/guardian designated caregiver who provides on-site support to the student.

**Social-emotional Learning Proficiencies:** Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

**Synchronous Instruction.** Synchronous instruction refers to teaching that occurs when teachers and students are in the same place, at the same time. During synchronous instruction your student will learn under the direction of a KIBSD RLP teacher(s) with opportunities to engage with their classmates through video conferencing discussions, live chats, and small group instruction.

**Unexcused Absences** are not approved by a parent and/or the school and are considered truancies.

**Uniform Commitment.** Units of consistent obligation to the program (i.e. families, program coaches, students and teacher(s)).

**Value-added Instruction.** The term “value-added” refers to intentional instruction of content, above and beyond the digital curriculum, in a way that stimulates student’s curiosity, cultivates discussion and engagement, and nurtures the student’s passion for deeper dives into learning. Value added instruction exposes students to instructional practices that increase content knowledge and skills and nurtures life-long learning.