

**Kuspuk  
School District**

**Student - Parent  
Handbook**



Kuspuk School District will work with **community** members to graduate **all** students who will be successful in both the traditional and global society.

**Updated March 2016**

## **ALL ABOUT SCHOOL**

Students care and come to school prepared to learn and to do their best. In order to do this, we:

- Are polite and helpful
- Take care of our school
- Respect others-teachers, aides, students, secretaries, and support staff
- Care about ourselves and take responsibility for our behavior
- Practice good health habits
- Enjoy games in the proper areas
- Are responsible for our belongings

### **Kuspuk School District Strategic Plan Goals**

1. Increase Academic Performance
2. Increase Community and Parental Involvement
3. Increase Regional Partnerships
4. Eliminate Bullying
5. Integrate Alaska Native Culture Throughout

### **Students' Responsibilities**

Students safeguard their rights by taking full responsibility for their actions. Students are responsible for their own behavior. They must care for the individual rights of others and help to provide a safe and positive school environment within which to learn.

Specifically, students have the responsibility to:

- Conduct themselves with honesty and integrity.
- Exercise self-discipline.
- Be courteous, communicate respectfully to other members of the school community, and treat with respect the views of others.
- Respect the educational process and learning environment by refraining from any classroom behavior which diminishes the rights and opportunities of others to receive an education.
- Act in a manner which safeguards the health and well-being of others.
- Respect the property of fellow students and the property of the school.
- Dress in neat attire, which takes into account cultural sensitivities.

## **SCHOOL ADMISSIONS**

### **Age of admission**

Proof of age shall be required of all enrolling students. The legal evidence of age, in order of desirability, are birth certificate, baptismal certificate, passport, immigration certification, Bible record, or affidavit from the parent/guardian.

### **ATTENDANCE SCHOOL AGE**      BP 5111(a)

A person who is six (6) years of age before September 1st, following the beginning of the school year, and who is under the age of twenty (20) and has not completed the twelfth grade, is of school age. A person over school age may be admitted to a school in the district in which he/she is a resident at the discretion of the board. A person school age may be charged tuition by the board. A child who is five (5) years of age before September 1st, following the beginning of the school year, and who is under school age, may enter kindergarten. A child under school age shall be admitted to a school in the district if immediately before he/she becomes a resident of the district, he/she was legally enrolled in a public school of another district or state. A child under school age shall be admitted to Kindergarten if he /she is a least four (4) years and six (6) months of age before September 1<sup>st</sup> or to the first grade if he/she is at least five (5) years and six (6) months of age prior to September 1<sup>st</sup> following the beginning of the school year. In addition, a psychologist licensed in the state of Alaska or certificated by the Alaska Department of Education shall have examined the child and certified that he/she has the mental, physical, and emotional capacity to perform satisfactorily in a public school educational setting. Such certification shall be sent directly from the examining psychologist to the Superintendent. Any and all costs associated with the examination shall be borne by the child's parent or guardian. In no case shall a child under school age be admitted to school pursuant to this section after more than twenty (20) days have elapsed during the school year. A child who is three (3) years of age before September 1<sup>st</sup> of that school year and potty trained may enter preschool.

Normally, adult education shall take place apart from the regular school program. However, upon the recommendation of the local administrator and approval of the local Superintendent, one (1) or more adults may be admitted to the regular program. Such provisions shall assure that adults do not interfere with the learning program nor disrupt the learning of individual students. Status as an adult student may require payment of tuition at the discretion of the board.

## **IMMUNIZATIONS**

Immunizations are required prior to first entry in an Alaska public school District or non-public school offering pre-elementary education through graduation. A student shall be immunized against diphtheria, tetanus, polio, pertussis, measles, Mumps, Hepatitis A, Hepatitis B, and Rubella, except that pertussis is not required in students over six (6) and rubella is not required in children twelve (12) years or older.

This section does not apply if the child:

immunization certificate; or a statement by a physician listing the dates of immunization; or a copy of clinic or health center records showing the immunization requirement has been fulfilled

Has an affidavit signed by a physician (M.D.) or osteopath (D.O.) licensed to practice in Alaska affirming his opinion that immunizations would be injurious to the health and welfare of the child or members of his family or Household; Has an affidavit signed by the parent or guardian affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the applicant is a member. A student registering in a school in a community where regular medical services are not available on a weekly basis and does not have the required immunizations, may be provisionally permitted to a pre-elementary, elementary or secondary program for a reasonable period of time for the prevailing circumstances but not exceeding 90 days after enrollment. No children will be provisionally admitted except in exceptional circumstances. Where exceptions are granted, they shall be reported to and discussed with the communicable disease section of the Division of Public Health, Department of Health and Social Services, who then will be responsible for determining that the required immunizations are complete during the provisional period. If a parent or guardian is unable to pay the costs of immunization or immunization is not available in the district or community, immunization shall be provided by state or federal public health services. Immunizations shall be recorded on each pupil's permanent health record from. The school district shall initiate action to exclude from school, any child to whom this section applies, but who has not been immunized as required. The school district shall initiate action to exclude from school, any child to whom this section applies, but who has not been immunized as required.

## **SECONDARY SCHOOL ADMISSIONS**

1. Any person who has successfully completed the required coursework of the elementary and required coursework of the junior high school may be eligible to enroll in the high school serving the attendance area in which he/she resides to better serve the educational needs of each individual student.

2. A student reaching the twentieth (20) birthday may complete the semester in which he/she is currently enrolled as a regular student. He/she may then continue in attendance as an adult student subject to the permission of the Superintendent. Adult student tuition may be charged at the discretion of the Board.

### **ATTENDANCE POLICIES AND GOALS**

The goals of student policies shall be:

1. To promote equal educational opportunity for all the students.
2. To promote order in day-to-day operations.
3. To promote leadership, self-discipline, and democratic ideas and practices.
4. To encourage student involvement in program planning, implementation, and evaluation.

### **ELIGIBILITY REQUIREMENTS AND INTERSCHOLASTIC ACTIVITIES**

Interscholastic activities shall be defined and governed by the Alaska School Activities Association (ASAA). Interscholastic activities shall be available to students by special approval of the Board. All such activities require the prior approval of the principal and shall be properly supervised. Eligibility will be considered at the mid-quarter and the end of the quarter.

1. Students must be enrolled as a fulltime student to be eligible to play interscholastic sports.
2. With the exception of Freshmen, a student must have a minimum 2.0 grade point average and accumulated a minimum of 2.5 credits the previous semester.
3. Freshmen, sophomores, and juniors must be enrolled in a minimum of courses needed to receive 2.5 units of semester credit or equivalent.
4. Seniors who are on track to graduate must be enrolled in a minimum of courses needed to receive 2.0 units of semester credit or the equivalent.
5. Full time seniors who are on track to graduate, must be enrolled in a minimum of two (2) semester units of credit, or equivalent, must maintain at least an overall 2.0 GPA during the current semester to remain eligible.
6. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

## **Academic Eligibility**

Kuspuk School District follows the Academic Eligibility required by Alaska School Activities Association (ASAA).

1. Students must maintain at least an overall 2.0 GPA during the current semester to remain eligible.
2. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

## **Attendance Eligibility**

A student must be in attendance the full day of any scheduled competition. This includes not being tardy on the day of travel or the day of competition. A student with one or more full day unexcused absences during the week before and the week of the competition will be ineligible to participate in extracurricular competitions and travel activities. A student with one or more days of out of school suspensions during the week of a competition will be ineligible to participate in Kuspuk paid travel or any Kuspuk competition. Five tardies has the same consequences as one unexcused absence.

## **Practice Eligibility**

A student is eligible to attend and participate in practice as long as they attend school for at least half the school day and the portion that the student does not attend is considered an excused absence.

## **Attendance Areas**

All students shall attend a school with the appropriate level in, or nearest to the students' community of residence unless otherwise specifically authorized in writing by the Superintendent.

## **Attendance School Day**                      BP 6112

Each day of the school term shall be a day in session except Saturday's, Sundays, school holidays, vacation days, and teacher in-service days. The board may approve Saturdays as a day in session. The school day shall be arranged, scheduled or rescheduled by the administration so as to offer the greatest return educationally for the time spent, within the limitations of school facilities and requirements of state law and regulations.

## **ATTENDANCE ABSENCES AND EXCUSES**

BP 5113(a)

A student may be excused from classes for the following reasons:

1. Illness
2. Unavoidable emergencies at home.
3. Death in the family.
4. Approved Cultural Heritage Days
5. Medical and dental appointments
6. Prearranged situations in which the educational interests may be equally well served by the student's absence from school. Pre-arranged trips of educational value shall be encouraged, and the staff shall cooperate with students and their parents to develop any necessary study programs, including independent study, to make up the work missed.

The student's parents or guardian will be required to provide a written excuse, phone call, or parent contact for each instance in which their child is absent from school.

Student absence for religious instruction or participation in religious exercises away from school property may be excused. No student excused for religious holiday shall be denied the opportunity to make up a test given on the religious holiday or denied an award or eligibility to compete for an award.

### **Make Up Work:**

Students who are absent from school, for any reason, will have the same number of days missed to make up any class or homework assigned during their absence.

- Example: if a student misses two days for an illness, they will have two days to make any work missed.
- Example: if a student misses ten days because they attended an EXCEL Alaska session they will have ten days to make up any missed work.

Students must make up work following an absence in order to receive credit for the work.

### **Attendance Notifications**

All students must be in school if they are to reach their greatest educational potential. The following steps will be taken for students that accumulate unexcused absences.

- Upon the fourteenth day of unexcused absence in a semester High School students will lose credit for the courses they have missed.

- When a student reaches ten (10) consecutive unexcused absences they will be dropped. The site principal will provide written contact to the parents, OCS, Superintendent and school board alerting them to the attendance deficiency.

### **Attendance - Leaving school grounds - closed campus**

BP 5112.5

The School Board establishes a “closed campus” at district schools. The requirement to keep students on campus is part of the Board’s efforts to maintain a safe school climate and to reduce afternoon absenteeism. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from their parents/guardians and received permission from school authorities to leave for a specific purpose. Students who leave campus without such authorization shall be classified as truant and subject to disciplinary action.

### **Attendance Truancy**

AP 5113

The School Board is committed to keeping students in school. Truancy is defined as the absence of a student from class without the knowledge or prior consent of the parent/guardian. If a student has excessive times of being out of class for any reason it will impact that student’s ability to demonstrate proficiency on any Kuspuk School District educational level.

Unless a child subject to compulsory attendance laws is exempted, excluded or expelled from school attendance, each five (5) 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 absence of their child and informed of state compulsory attendance laws. Students experiencing difficulty with attendance shall be counseled in an attempt to alleviate the problem. The district, the parents/guardians, and the student shall work together to develop an appropriate plan for improving school attendance.



## Graduation Credit:

Students shall receive diplomas of graduation from high school only after meeting the following district graduation requirements.

<u>Subject</u>	<u>Credits</u>
Language Arts	4
Social Studies	3*
Math	3
Science	2
Health/PE	1
Electives	<u>9</u>
Total	22

(\* ) The three credits in social studies must include  $\frac{1}{2}$  credit in AK history.

## Grading

Kindergarten, first and second grade students will receive a quarterly assessment of their progress on foundation skills associated with the standards for their grade. Their assessment report to parents will be as follows:

NT = Not Taught  
NS = Needs Support  
MP = Making Progress  
M = Mastered  
A = Advanced

Students in grades three (3) through six (6) will receive a numerical grade at the end of each quarter or roughly every nine weeks. Their grading will be as follows:

90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
59 and below = Failing

Students in grades seven (7) through twelve (12) will receive a Progress Report at the mid-point of each quarter and an end of the quarter grade. Both Progress Report and end of the quarter grades will be numerical as follows:

90-100 = A  
80-89 = B  
70-79 = C

60-69 = D

59 and below = Failing

Teachers will contact parents/guardians should they believe a student is not making progress in their class. Parents are encouraged to contact teachers should they have any questions regarding their child's progress.

## **ALCOHOL, TOBACCO, DRUG USE AND CONTRABAND**

### **RULES AND REGULATIONS**

AP 5131.6(a)

#### **Alcohol, and Drugs Policy**

The Kuspuk School District prohibits the use, possession, and the distribution of any drug, while the student is under the jurisdiction of the school. Under the jurisdiction of the school means while the student is attending classes, participating in school sponsored activities, is on a school-sponsored trip or is on the school grounds or in the school building. Students who engage in the above activities off campus and who return to the school grounds or to sponsored activities will be treated as if such conduct occurred on the school grounds.

Students who participate in school sponsored extracurricular activities or team sports will not be allowed to use alcohol, tobacco and/or illegal drugs on or off school premises.

#### **Student Search**

It is the policy of this school district that the designated site administrator has the authority to search the students' locker and all other school property, which the School District has control over, when reasonable grounds exist. The site administrator also has the authority to search the personal property of the students, when reasonable under the circumstances. This authority to search school property, or personal property of the students, when reasonable grounds exist, is extended to members of the teaching staff/chaperone who accompany students on out-of-town activities for school-related purposes. These searches will be conducted when reasonable grounds exist.

#### **Student Chemical Abuse**

Students by their own actions/mannerisms are suspected of having consumed intoxicating beverages, toxic vapors, or used illegal drugs, will be reported to the site administrator. If site administrator determines the student's behavior and/or actions indicate possible chemical abuse or dependency, this student will be treated by the specific courses of action designated under the possession section. Students who

possess, use, sell or give away, intoxicating beverages, or illegal drugs (chemicals) will be immediately brought to the attention of the designated site administrator.

The site administrator will examine evidence against the student, and will decide at that time if to implement policy. If policy is implemented parent/guardians will be notified and student will be sent home. Parent/Administrator conference will be scheduled and Kuspuk School District Official Drug and Alcohol Policy will be explained and the Parent Notification Form will be completed.

### **First Offense**

- Legal Guardians are notified.
- Law enforcement agency is notified for students using alcohol or illegal drugs.
- Suspension for **three (3) school days**. Student is responsible for completing class work during the suspension time.

### **Second Offense**

- Legal Guardians are notified.
- Law enforcement agency is notified for students using alcohol or illegal drugs.
- Suspension for **ten (10) school days**. Student is responsible for completing class work during the suspension time.

### **Tobacco Policy BP 5131.62**

Kuspuk School District recognizes the harmful effect of tobacco and related product. All policies concerning search and seizure, as defined by the drug and alcohol policy section will be enforced. Alaska State Law states that a person under 19 years of age may not knowingly possess a cigarette, a cigar, tobacco, or a product containing tobacco in the state. The possession of all tobacco products by students shall be prohibited. All policies concerning search and seizure will be enforced.

### **First Offense**

- Legal guardians will be notified.
- Law enforcement agency will be notified
- Suspension for **one (1) school day**.

### **Second Offense**

- Legal guardians will be notified.
- Law enforcement agency will be notified
- Suspension for **two (2) school days**.

### **Third Offense**

- Legal Guardians will be notified.

- Law enforcement agency is notified for students using tobacco.
- Suspension for **three (3) school days**. Student is responsible for completing class work during the suspension time.

#### **Fourth Offense**

- Legal Guardians will be notified.
- Law enforcement agency is notified for students using tobacco.
- Suspension for **five (5) school days**. Student is responsible for completing class work during the suspension time.

#### **Illegal, Dangerous, and Disruptive Instruments**      BP 5131.7(a)

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

A school employee confiscating any weapon or dangerous instrument shall immediately deliver it to the building principal or other appropriate authority. If an employee confiscates a weapon or dangerous instrument, or knows or suspects that a student or staff member possesses such a weapon or instrument, which has not been confiscated, the employee shall immediately report the matter to the principal, who shall take appropriate action. When informing the principal about the possession or confiscation of a weapon or dangerous instrument, the employee shall report the name(s) of person involved, the names of any witnesses, and the location and circumstances of the matter. The principal shall also report any possession of a weapon or dangerous instrument to the student's parents or guardians by telephone or in person, if practicable, and shall follow this with written notification to the parents or guardians.

The Alaska State's summary of Deadly Weapon is: A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.

Firearm: Any weapon that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes guns, bombs, grenades, mines, rockets, missiles, pipe bombs, or similar devices designed to explode and capable of causing bodily harm or property damage.

### **Penalties for Violation:**

The principal shall take appropriate disciplinary action, which the principal determines is proper in accordance with existing Board policies. The principal shall recommend expulsion for not less than **one (1) calendar year** of any student determined to be in violation of the district's policies and regulations concerning possession of firearms on school campus and or school-sponsored activity away from school.

The Superintendent shall suspend any student found to be in possession of deadly weapons for a period not less than **thirty (30) days**. The Superintendent may modify any period of expulsion if he or she determines, on a case-by-case basis, that the public interest is served by a longer or shorter period of expulsion after considering all factors in aggravation and mitigation of the violation.

Students with disabilities who violate this policy shall be disciplined in accordance with the penalties set forth above, but such discipline shall not be in violation of the requirements of the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. Disciplinary decisions shall be made on a case-by-case basis and in accordance with the disability laws. If it is determined after appropriate evaluation that the student's violation is unrelated to his or her disability, then the student shall be expelled as set forth in the immediately preceding paragraph. Upon expulsion, educational services will continue in another setting as required the IDEA. If it is determined that the student's violation is related to his or her disability, the student shall not be expelled but may be suspended for up to ten days, as required to address any immediate threat to the student or to the safety of others. If the student is considered dangerous, the District may seek a court order to remove the student, or may begin procedures to change the child's placement if the current placement is deemed to be inappropriate. In disciplinary action involving a student with disabilities, the procedural safeguards required by the IDEA and Section 504 shall be followed.

Any violation of the Weapons and Dangerous Instruments Policy by school staff and other personnel shall be misconduct subjecting the staff member to suspension, demotion and/or dismissal. Any disciplinary action shall be taken by the Superintendent, subject to Board approval, and shall be in compliance with the Staff Suspension and Demotion Policy.

### **DISCIPLINE**

Good discipline is developed in any school by mutual respect between students and staff. Students are responsible to and are expected to obey all district employees. All disciplinary action is intended to be fair and will correspond to the district's educational objectives. Disciplinary action shall be structured so as to assist students in (and often insist upon) the assumption of responsibility for their own actions. While

moving students toward responsible behavior, the school's approach to discipline will reflect that indeed, students are just that, students.

Being students, all at differing levels of development, each must be moved along in realistic deliberate steps, which allow successful growth toward mature, responsible behavior. While intended to assist a student to develop responsible behavior, discipline must also acknowledge the student's need for academic growth, as well as the needs and safety of other students and staff members directly or indirectly affected by inappropriate behavior. Behavior that disrupts the learning environment, violates the rights of others, or is inappropriate in a school setting will not be tolerated.

### **Simple Discipline**

Simple Discipline is any disciplinary action taken against a student other than suspension, expulsion or denial of admission. Any school staff member of the District may administer simple discipline. Before simple discipline is administered, the student shall first be informed.

### **Middle School / High School Students**

Students in grades 7-12 who are removed from class by a teacher will not return to that class on the day they are removed.

Students in grades 7-12 who are removed from class two (2) classes in one day will be suspended from school for one day.

### **After School Detention**

Any teacher or school administrator may assign an after school detention for minor discipline issues. Both the students and their parent/guardian will be informed of the reason for the after school detention and when it will be served. A student will not serve an after school detention until the parent/guardian is notified.

A student who has accumulated five (5) after school detentions will be suspended from school for one day.

Parents/guardians will be notified of all discipline that requires a detention and/or suspension from school.

### **Inappropriate Behavior/Insubordination/Disorderly Conduct/Unethical Behavior**

1. First Offense - Principal student Conference, Parent Notification. Possible one to five (1-5) days suspension.

2. Second Offense - Principal, Parent Meeting with student. Possible one to ten (1-10) days suspension.
3. Subsequent offenses will be dealt with on a case-by-case basis.

### **Vandalism**

1. First offense - Student held responsible for cost of damages. Parent conference with principal and law enforcement. 1 day out of school suspension.
2. Second Offense - Student held responsible for cost of damages. Parent conference with principal and law enforcement. 3 days out of school suspension.
3. Third Offense - Student held responsible for cost of damages. Parent conference with principal and law enforcement. Possible recommendation for expulsion for continued vandalism.
4. Subsequent offenses will be dealt with on a case-by-case basis.

### **Tobacco Possession or Use**

1. First offense parents contacted, law enforcement agency contacted, principal conference, one (1) day school suspension,
2. Second offense parents contacted, law enforcement agency contacted, principal conference, two (2) day school suspension,
3. Third offense parents contacted, law enforcement agency contacted, principal conference, three (3) day school suspension,
4. Fourth offense parents contacted, law enforcement agency contacted, principal conference, five (5) day school suspension.

### **Alcohol or Drug Possession or Use**

1. First offense parents contacted, law enforcement agency contacted, principal conference, three (3) day school suspension,
2. Second offense parents contacted, law enforcement agency contacted, principal conference, ten (10) day school suspension.
3. Third offense parents contacted, law enforcement agency contacted, principal conference,
4. Fourth offense parents contacted, law enforcement agency contacted, principal conference, ten (10) day school suspension.
5. Subsequent offenses will be dealt with on a case-by-case basis.

### **Threats/Verbal Towards toward Staff Member**

1. First offense three to five (3 to 5) days out of school suspension, possible law enforcement contacted, and a meeting required before the student returns to school with the student, parent/guardian, staff and principal

2. Second offense eight (8) days out of school suspension, law enforcement contacted, counseling required. Parent and principal conference required before the student returns to school.
3. Third offense ten (10) days out of school suspension, law enforcement contacted, Parent and principal conference required before the student returns to school.
4. Subsequent offenses will be dealt with on a case-by-case basis.

### **Threats/Verbal, Bullying/Harassment Towards students**

1. First offense, principal conference, parents contacted, one to five (1-5) days out of school suspension.
2. Second offense, three (3) days out of school suspension, parent, student, principal conference required before student returns to school, law officials contacted.
3. Third offense, seven (7) days out of school suspension, counseling required, parent and principal conference required before the student returns to school, law officials contacted.
4. Subsequent offenses will be dealt with on a case-by-case basis.

### **Physical Contact Towards Staff**

1. First offense, parents contacted, report given to law enforcement, seven (7) days out of school suspension, Superintendent contacted. Parent and principal conference required before the student returns to school.
2. Second offense, ten (10) days out of school suspension, issue taken to school board with the recommendation of expulsion.
3. Subsequent offenses will be dealt with on a case-by-case basis.

### **Fighting/Physical Contact with Students**

1. First offense, parents contacted, conference with principal, optional contact of law officials, one (1) day out of school suspension.
2. Second offense, parents contacted, parent student principal conference before student returns to school. Three (3) days out of school suspension and optional contact of law officials.
3. Third offense, parents contacted, parent, student, principal conference before student returns to school. Seven (7) days out of school suspension and law officials contacted.
4. Subsequent offenses will be dealt with on a case-by-case basis.

### **Weapons and Dangerous Instruments**

1. First offense, one year out of school expulsion for firearm possession. Parents and law enforcement agency contacted.



2. First offense, out of school suspension for a period not less than thirty (30) days for deadly weapons possession. Parents and law enforcement agency contacted.
3. Subsequent offenses will be dealt with on a case-by-case basis. Parents and law enforcement agency will be contacted.

**Suspensions of Less Than Ten (10) Days** APr 5144(a)

Only the local school administrator, principal, or the Superintendent shall be authorized to suspend students for periods of up to ten (10) days in a non-emergency situation. The student shall first be told, orally and in writing, what he/she is accused of doing and what the basis of the accusation is. The student will have the opportunity to present his/her version of the facts. The parents or guardian shall be notified of the suspension and the right of the student to a hearing as provided under Hearing Procedure below.

**Suspensions in Excess of Ten (10) Days** APr 5144.1(a)

Only the Superintendent, or the local school administrator or principal upon approval of the Superintendent, may suspend a student in excess of ten (10) days. In cases involving suspension of over ten (10) days in duration, the student shall first be told, orally and in writing, what he/she is accused of doing and what the basis of the accusation is. The student shall have the opportunity to present his/her version of the facts. The parents or guardian shall be notified of the suspension and the right of the student to a hearing as provided under hearing procedure below.

**Emergency Suspension** Apr 5144.1(a)

In cases where a student is reasonably believed to be a danger to himself or herself, to other students, to staff or administrators, or disruptive to the school program emergency suspension can be ordered only by the local school administrator, principal, or the Superintendent. In the case of an emergency suspension, a student may be removed immediately from one or more classes or from school. In any case, the student shall first be told orally what he/she is accused of doing and what the basis of the accusation. The student shall have the opportunity to present his/her version of the facts. The parents or guardian shall be notified of the suspension orally and in writing, including the right of the student to a hearing.

**Other Regulations**

Reasonable student rules and regulations may be enacted and disseminated from time to time by the local school administrator, principal, Superintendent, or Board as may be necessary and appropriate. Teachers may establish reasonable, necessary, and appropriate classroom rules and regulations in conforming to Alaska law, Board policies, and the rules and regulations as may be established in accordance with the provisions above.

### **Displays of Affection**

Displays of affection beyond the holding of hands are prohibited. Examples of this type of behavior are kissing and inappropriate physical contact. This may result in disciplinary action.

### **Dress Code**

Students must wear modest clothing. Sexually explicit or suggestive clothing is not school appropriate. Underwear (bra, boxers, etc.), midriffs, and private parts of the body must NOT be visible. Clothing imprinted with or promoting obscenity, drugs, alcohol, tobacco, profanity, violence, or illegal behavior is not allowed. Sexually suggestive, racist, or abusive slogans or logos are not to be worn at school. Pants must be worn at waist level. Dress and appearance, which are so distracting as to clearly interfere with the educational process or present health and safety hazards, shall not be permitted. Students will be asked to change their clothing and disciplinary action may be taken

### **Food and Drink**

Food and drink shall not be consumed on school property except at such times and places, as may be designated by the local school administrator.

### **Vehicles**

Vehicles shall be operated and parked on school property only in areas as may be designated by the local school administrator under the direction of the principal.

### **Care for Facilities and Equipment**

Students shall have the responsibility to use school facilities, equipment, books, materials, etc. in a manner that is not willfully or carelessly destructive.

### **Cell Phones**

Cell phones are **NOT** to be used in the school or on school grounds by students in school-sponsored activities during regular school hours.

Cell phones are not allowed in any bathroom or locker rooms at anytime.

### **Internet**

We are pleased to offer Kuspuk School District students access to the District computer network for Internet access. To obtain Internet access, all students must obtain parental permission and must sign and return an Internet User Agreement form in the student enrollment packet at the beginning of each school year. Internet access is available to further educational goals and objectives. Students may find ways to access other materials as well. Families should be aware that some material accessible via the

Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required and students who do not have such permission are responsible for not accessing the Internet at school. Access is a privilege, not a right, and entails responsibility.

### **Class Conduct**

Students are expected to be in their assigned seats at start of class. They are expected to bring needed books and supplies with them. Students are expected to obey school and classroom rules set forth by the teacher in charge.

### **Cheating and Plagiarism**

Students are expected to conduct themselves honestly and with integrity in their work.

### **Parent Conferences**

Not less than once each semester the school shall schedule an individual conference with parents or guardians to discuss their children's progress and problems. More conferences among parents, students and staff may take place at each party's discretion.

### **Confidentiality and Access to Student Records**      BP 5125

Confidentiality and access to student records shall be governed by the provisions of the "Family Education Rights and Privacy Act"(PL93-380). A complete copy of the District policy regarding student records shall be available to students and to parents or guardians upon request to the local administrator. Student records are available for inspection and review by parents/legal guardians.

### **Building Neatness**

Students have a major responsibility in maintaining all parts of the building and grounds in a clean and orderly manner. Paper and other materials to be discarded must be placed in the numerous trash bins placed throughout the buildings and grounds. Students littering the buildings or grounds may be assigned work details.

## **Bullying and Cyberbullying - Threats of Violence** BP 5131.42

Students should be educated in an environment, which is free from harm and threats of harm. Threats of violence are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or via email. No threat of violence will be considered a joke. Any bomb threats or threats of violence, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion.\*

Bullying or Cyberbullying includes online verbal attacks with hostile or vulgar language; sending or posting hurtful messages, rumors, or photos; intimidating through cyberstalking; disclosing private information; and blocking someone from online access. Students will not intimidate or embarrass others. When students see other students being harassed, teased, or embarrassed, they will tell responsible adults.

## **Homework**

AP 6154

Teachers shall make homework assignments as may be necessary and appropriate to supplement work done during class. To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce classroom learning objectives and be related to student needs and abilities.

The principal and staff at each school shall develop a homework plan, which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians. The plan shall inform parents/guardians as to how much time on homework will be expected and how homework relates to the student's grades.

## **Homework for Elementary Grades**

Students should be expected to spend an average of 30 minutes on homework at the primary level and an average of 45 minutes at the intermediate level four through six, four or five days a week. Kindergarten homework assignments should stimulate students to talk often with their parents/guardians. Parents/guardians should be encouraged to read to their children. Homework assignments in grades one through three should promote the development of skills and encourage family participation. In grades four through six, homework should continue to reinforce skill development and encourage family participation. Assignments should help develop good personal study habits and may include occasional special projects. Teachers should instruct students on how to develop good study techniques and habits.

Homework assignments should not require use of encyclopedias or other specialized materials unless sufficient time is allowed for students to get such materials from the library.

### **Homework for Grades Seven through Nine**

Students should be expected to spend an average of 45 minutes to an hour on homework, four or five days a week. Teachers of academic subjects should provide regular homework activities, which promote the development of skills and provide students with the opportunity to grow academically. The teaching staff should coordinate assignments so that students do not receive an overload of homework assignments one day and very little the next.

### **Homework for grades ten through twelve**

Students should be expected to spend an average of an hour to an hour and a half on homework, four or five days a week. To help students learn to use time effectively, homework assignments should emphasize independent research, reports, special reading, and problem solving activities.

### **Regulations for Pupils Riding School Buses at All Times**

Exercise good manners, caution and consideration for other people. Obey the school bus driver; his/her primary concern is for your safety. The driver may assign pupils a seat.

### **BUS TRANSPORTATION CONDUCT AND REGULATIONS AP 5131.1 (a)**

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel/guardians and the students themselves all must see that these regulations are followed.

Riders shall follow the instructions and directions of the bus driver at all times. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus. Riders shall enter the bus in an orderly manner and go directly to their seats. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit. Riders shall be respectful to the driver and to fellow passengers. Serious hazards can result from noise or behavior that distract the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges. No part of the body, hands, arms, or head should be put out of the window. Nothing should be thrown from the bus. Riders shall keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment. No animals or insects shall be allowed on the bus. Riders shall be alert for traffic when

leaving the bus. Riders who fail to comply with the above rules shall be reported to the school principal, which shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offences, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

### **School Bus Rules**

The following rules for pupils riding school buses are basically from the official “Rules and Regulations of the State of Alaska.” As such, they are also the rules of the Kuspuks School District. Pupils shall not have anything in their possession, which may be used to cause injury.

#### **Waiting For the School Bus**

- Stay a safe distance from the roadway.
- Be at your stop five minutes ahead of time; the driver cannot wait for you.
- Be in line when the school bus approaches.
- Stay clear of wheels until the bus has come to a complete stop.
- Let the smaller children board first.
- Pupils must cross the highway **in front** of the school bus ONLY when given permission by the school bus driver.
- Walk on the left-hand side of the road facing traffic.

#### **Boarding the School Bus**

- Always use the handrail and go up the steps one at a time.
- Do not push, crowd, or disturb others.
- Go directly to your seat and be seated.
- No animals are allowed on the school bus at any time.

#### **Conduct on the School Bus**

- Keep the aisle clear.
- Place books or other gear on your lap.
- Avoid loud talking, confusion, or anything else that might distract the driver.
- Keep head, arms and body inside the bus.
- Do not throw objects inside or outside the bus.
- Do not chew tobacco, smoke, eat or drink on the bus.
- Remain seated until the bus has come to a complete stop and get off only at your stop.
- Do not open windows without permission.

- Assist in keeping the bus clean. Pupils can be held responsible for damages to the interior of the school bus. In general, appropriate school behavior will be expected.

## **RIGHTS, RESPONSIBILITIES, AND REGULATIONS**

### **PREAMBLE**

One of the primary responsibilities of the Kuspuk School District School District shall be the development in students of an understanding of and appreciation for our representative form of government, the rights and responsibilities of the individual as well as those of society, and the legal processes whereby laws and regulations are made, enforced, changed, and challenged. This policy statement sets out the rights and responsibilities of students and basic regulations for students of the Kuspuk School District.

### **RIGHTS**

#### **Availability of Rights, Responsibilities and Regulations**

The district shall make available to students, parents, and all staff persons who deal with students, up-to-date copies of the adopted District Student Rights and Responsibilities Policy at the start of each year. All students handbooks published in the District shall include this entire Rights, Responsibilities, and Regulations policy along with local school rules and regulations. Further, this Rights, Responsibilities, and Regulations policy along with local school rules and regulations shall be posted throughout the school year on student bulletin boards in each District school.

#### **Student Instruction in Rights, Responsibilities and Regulations.**

At least once yearly, all students shall be given instruction regarding these Rights, Responsibilities, and Regulations along with local rules and regulations in a manner appropriate for their level of maturity.

#### **Due Process - Right to**

The Constitutional rights assured to individuals includes the guaranty that no person shall be deprived of life, liberty, or property without due process of law. Students are recognized as persons under the Constitution and a system of constitutionally and legally sound procedures have been developed for the administration of discipline in the schools. The hallmark of the exercise of disciplinary authority shall be fairness. Before the imposition of a sanction, a student shall be given an opportunity to contest any alleged facts leading to the proposed disciplinary action, and to present his/her version of the facts.

Students shall have the right to due process in matters including, but not limited to simple discipline, the denial of admission to school, or the suspension or expulsion from school. Students may be denied admission, suspended, or expelled for the following causes only:

Continued willful disobedience or open and persistent defiance of reasonable school authority.

Behavior, which is counter-productive to the welfare, safety or morals of other students.

A physical or mental condition, which, in the opinion of a competent medical authority, will render the student unable to benefit reasonably from the programs available. A

physical or mental condition which, in the opinion of a competent medical authority, will cause the presence of the child to be counter-productive to the welfare of the other

students; or Conviction of a felony, which the Board determines, will cause the presence of the student to be counter-productive to the welfare or education of other students.

### **Right to Attend School**

Any resident of the Kuspuk School District between the ages of six (6) and twenty (20) who has not completed graduation levels shall have the right to attend a District school without payment of tuition.

### **Right to Participate in Decision Making.**

Through student government, students shall be allowed to participate in the planning, implementation, and evaluation of the program and operation of the schools and in the development and implementation of student rules and regulations.

### **Right to Nondiscrimination**

BP 5145.3

District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability. The School Board shall ensure equal opportunities for all students in admission and access to academic courses, guidance and counseling programs, athletic programs, testing procedures, vocational education and other activities.

Separate arrangements may be made for students according to sex during sex education programs and physical education activities involving bodily contact (AS 14.18.050)

School staff and volunteers must be especially careful to guard against unconscious sex discrimination and stereotyping in instruction, guidance and supervision.



### **Right to Privacy**

Students, their lockers, and their desks shall be immune from search, except for general searches as provided below, by school officials except in the case that there is reasonable cause to believe that illegal, dangerous, disruptive, or prohibited items are present. Such search shall be for a specific item(s) and take place in the presence of the student and a third party if each can be located. No search shall be made without first attempting to contact the student, except in the case that the suspected item(s) poses a threat to life or property. The above provisions do not apply to general searches conducted for a specific purpose(s) announced at least forty-eight (48) hours prior to the search. All illegal, dangerous, disruptive, or prohibited items obtained in searches may be temporarily seized by school authorities and may, at the discretion of the local school administrator, be turned over to the police.

### **Right to Assemble and Petition for Redress of Grievance.**

Students shall have the right to assemble peaceably and to petition School authorities for redress of grievances. Such assembly shall not materially or substantially disrupt school activities. The local school administrator may regulate such assemblies only as to time, place, and manner.

### **Right to Complaint Procedure**

The complaint procedure may be used to appeal decisions made at the school or District level except for those decisions covered under suspension, expulsion, and denial of admission. It may also be used if a student feels his/her rights been violated.

Every attempt shall be made to resolve problems, informally at the lowest possible level. If this fails, the student may make a written request for a hearing. The local school administrator shall hold the hearing within five (5) days of the request and shall render a written decision within five (5) days of the hearing.

The student may appeal an unfavorable decision in writing to the principal within five (5) days of receipt of the decision.

The principal shall hold a hearing within ten (10) days and submit a written decision within five (5) days of the hearing. The student may appeal an unfavorable decision to the Superintendent.

The Superintendent shall hold a hearing within ten (10) days and render written decision within five (5) days of the hearing. The Superintendent's decision may be appealed to the Superior Court.

At complaint hearings, the student and/or his counsel may present evidence and witnesses and the student's parents or guardian may be present.

## **HEARING PROCEDURE (Suspensions & Expulsions)**

### **Hearing Procedure for Suspension**

Proper notice of suspension and a proper hearing shall include the following:

Written notice by personal delivery or certified mail from the suspending authority within twenty-four (24) hours of suspension to the student and to the parents or guardian including:

- The right of the student to a hearing if one is requested in writing within fifteen (15) days of receipt of the notice.
- If a hearing is not requested within fifteen days he/she waives the right to any hearing. statement of the charges;
- A statement of the recommended disciplinary action;
- The right of the parents/guardian to be present at the hearing.
- The right of the student/parents/guardian to be represented by counsel.
- The right for the student/parents/guardian/counsel to inspect in advance and all affidavits and exhibits to be presented at the hearing.
- The right of the student/parent/guardian/counsel to present evidence and witnesses and to cross-examine witnesses.

The hearing shall be conducted within five (5) days of receipt of a written request for hearing, in the community in which the student attended school, by an impartial hearing authority (one not involved in bringing the charges or enforcing the sanction). The hearing authority shall be appointed by the Board Chairman and shall make his/her determination solely on the basis of the evidence presented at the hearing. The hearing authority is empowered to uphold, reduce, or end the suspension.

The District shall make a tape recording or other verbatim recording of the hearing. Upon request the student/parents/guardian/counsel shall be furnished a duplicate for cost.

The findings of the hearing authority along with notice of right to appeal shall be made in writing within forty-eight (48) hours of the hearing and personally delivered or sent certified mail to the student, the parents/guardian, and counsel, if any.

Within fifteen (15) days of receipt of the decision of the hearing authority, the student, parents, or guardian may request an appeal hearing before the Board. Except in the case of an emergency suspension, a suspension under appeal shall be stayed pending the decision of the Board. The appeal shall be heard by the Board at their next regularly

scheduled meeting in the same manner as prescribed in (1),(d),(e),(f) and (g),(2),(3), and (4) above. Except that the decision of the Board shall be final.

### **Expulsion**

No student may be expelled and denied admission except by the Board. A student may be given a suspension as provided above, pending expulsion action by the Board. In such cases, the student shall first be told orally and in writing, what he/she is accused of doing and what the basis of the accusation. The student shall have the opportunity to present his/her version of the facts. The parents or guardian shall be notified of the suspension and the right of the student to a hearing as provided under Hearing Procedure below.

### **Hearing Procedure for Expulsion**

Proper notice of intent to deny admission or expel and a proper hearing shall include the following: Written notice by personal delivery or certified mail from the Superintendent to the student and to the parents or guardian not less than twenty (20) days prior to Board action on the recommended sanction including: The right of the student to a hearing before the Board at their first regularly scheduled meeting which falls after the twenty (20) day notice period has expired so long as written notice of request for such hearing is received by the Superintendent or Board Chairman not less than five (5) days prior to the meeting at which action on the sanction is to be taken;

- A statement of the charges
- A statement of the recommended action.
- The right of the parents/guardian to be present at the hearing;
- The right of the student/parents/guardian to be represented by counsel; The right for the student/parents/guardian/counsel to inspect in advance any and all affidavits and exhibits to be presented at the hearing.
- The right of the student/parents/guardian/counsel to present evidence and witnesses and to cross-examine witnesses. The student shall be given an opportunity to present his/her version
- as to the charges by oral or written argument, affidavits, exhibits, and such witnesses as are desired. All relevant, not unduly repetitious, evidence shall be accepted.
- The student shall be allowed to observe all evidence offered against him/her.

In addition, he/she shall be allowed to question any witnesses. All witnesses presenting testimony before the hearing officer shall be sworn to testify truthfully. The Board shall make its determination solely on the basis of the evidence presented at the hearing and may either uphold, modify, or deny the recommended action. The decision of the Board may be appealed to the Superior Court. A tape recording or other verbatim recording of

the hearing shall be made by the District. Upon request the student/parents/guardian/counsel shall be furnished a duplicate for cost.

The findings of the Board shall be made in writing within forty eight (48) hours of the decision and personally delivered or sent certified mail to the student, the parents/guardian, and counsel, if any.

## **RESPONSIBILITIES, RULES AND REGULATIONS - OTHER**

### **Responsibility to Attend School**

Every resident of the Kuspuk School District between the ages of seven (7) and sixteen (16) shall have the responsibility to attend school as provided by AS14. 30.010 unless the student falls within one of the enumerated exceptions listed in the statute. Students enrolled in school shall have the responsibility to attend school and classes regularly and on time throughout the school year.

### **Responsibility for School Improvement.**

Students shall have the responsibility to contribute to the improvement of the school program.

### **Responsibility to Show Respect.**

Students shall have the responsibility to show respect for the rights of others and to contribute ideas in a manner that is not destructive or degrading to others.

### **Responsibility to Obey Regulations**

Students shall have the responsibility to abide by reasonable rules and regulations as established by the teachers, school or District Administration, Board, and rules of the student government that have been approved by the local school administrator.