

Kuspuk School District

Student Parent Handbook



KUSPUK SCHOOL DISTRICT
Aniak, Alaska

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

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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

Students are “Safe, Smart, Clean, and Friendly.”

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:

1. Conduct themselves with honesty and integrity
2. Exercise self-discipline
3. Be courteous, communicate respectfully to other members of the school community, and treat with respect the views of others
4. 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
5. Act in a manner which safeguards the health and well-being of others
6. Respect the property of fellow students and the property of the school
7. Dress in neat attire, which takes into account cultural sensitivities.

ADMISSIONS APr 5111

INITIAL ELEMENTARY 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.

Residency

Children living in the district who do not reside in a permanent, fixed residence shall be admitted to district schools upon presentation of any of the following:

1. Hotel or motel receipts
2. A letter from social service agency verifying that the child lives within the district.
3. An affidavit from the parent/guardian stating that the family lives within the district with intent of remaining there.

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.

ALCOHOL, TOBACCO, DRUG USE AND CONTRABAND

RULES AND REGULATIONS APr 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.

a. 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.

b. 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.

c. Intervention

- (1) Designated site administrator will examine evidence against the student, and will decide at that time if to implement policy.
- (2) If policy is implemented parent/guardians will be notified and student will be sent home.
- (3) 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.

d. Policy Apr 5131.6(a)

First Offense

- (1) Legal Guardians are notified.
- (2) Law enforcement agency is notified for students using alcohol or illegal drugs.
- (3) Suspension for **three (3) school days**. Student is responsible for completing class work during the suspension time.
- (4) Referral to counseling services for evaluation at parent's expense, and
- (5) Student will be suspended from participating in interscholastic activities and practice for **ten (10) school days**. Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component. (per ASAA TAD policy)
- (6) Parent/administrator conference mandatory upon student re-admission.

Second Offense

- (1) Legal Guardians are notified.
- (2) Law enforcement agency is notified for students using alcohol or illegal drugs.
- (3) Suspension for **ten (10) school days**. Student is responsible for completing class work during the suspension time.
- (4) Referral to counseling services for evaluation at student's/parent's expense.
- (5) Student will be suspended from participating in interscholastic activities and practice for **forty-five (45) school days**. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. (per ASAA TAD policy)

(6) Parent/administrator conference mandatory upon student's readmission to school.

Third Offense

- (1) Legal Guardians will be notified.
- (2) Law enforcement agency is notified for students using alcohol, illegal drugs.
- (3) Suspension for **ten (10) days**. Student is responsible for completing class work during the suspension time.
- (4) Referral to counseling services for evaluation at student's/parent's expense.
- (5) Student will be suspended from interscholastic activities and practice for **one (1) calendar year**. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. (per ASAA TAD policy)
- (6) Parent/administrator conference mandatory upon student's readmission.

Fourth Offense

- (1) Legal Guardians will be notified.
- (2) Law enforcement agency is notified for students using alcohol, illegal drugs.
- (3) Suspension for **ten (10) school days**. Student is responsible for completing class work during the suspension time.
- (4) Referral to counseling services for evaluation at student's/parent's expense.
- (5) Student will be suspended from interscholastic activities and practice is revoked for the **remainder of the student's high school years**. (per ASAA TAD policy)
- (6) Parent/administrator conference mandatory upon student's readmission.

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

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

4. Student will be suspended from participating in interscholastic activities and practice for **ten (10) school days**. Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component. (per ASAA TAD policy)

Second Offense

1. Legal guardians will be notified.
2. Law enforcement agency will be notified
3. Suspension for **two (2) school days**.
4. Student will be suspended from participating in interscholastic activities and practice for **forty-five (45) school days**. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. (per ASAA TAD policy)

Third Offense

1. Legal Guardians will be notified.
2. Law enforcement agency is notified for students using tobacco.
3. Suspension for **three (3) school days**. Student is responsible for completing class work during the suspension time.
4. Referral to counseling services for evaluation at student's/parent's expense.
5. Student will be suspended from interscholastic activities and practice for **one (1) calendar year**. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. (per ASAA TAD policy)
6. Parent/administrator conference mandatory upon student's readmission.

Fourth Offense

1. Legal Guardians will be notified.
2. Law enforcement agency is notified for students using tobacco.
3. Suspension for **five (5) school days**. Student is responsible for completing class work during the suspension time.
4. Referral to counseling services for evaluation at student's/parent's expense.
5. Student will be suspended from interscholastic activities and practice is revoked for the **remainder of the student's high school years**. (per ASAA TAD policy)
6. Parent/administrator conference mandatory upon student's readmission.

Students are afforded their due process rights through the hearing and appellate process as outlined in the District's policy for student discipline and hearing procedures.

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 take by the Superintendent, subject to Board approval, and shall be in compliance with the Staff Suspension and Demotion Policy.

Reporting Requirements:

The Superintendent shall be responsible for reporting all violations of this policy to the School Board. In addition, the Superintendent shall provide a report to the Alaska Department of Education and Early Development (DEED), which describes the circumstances surrounding expulsions imposed on student violators of this policy. This report shall include, at a minimum, the following: (1) The name of the school concerned; (2) the number of students expelled from such school; and (3) the types of weapons or dangerous instruments concerned.

ASSIGNMENT OF STUDENTS TO LEVELS

Teachers shall determine class placement of students with the support and approval of the principal for that site. Parents shall have the right to appeal the level assignment first to the local teacher, to the lead teacher, the principal, and then to the Superintendent.

ATTENDANCE POLICIES AND GOALS

The goals of student polices 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.

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 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.

1. 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.
2. 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 1st or to the first grade if he/she is at least five (5) years and six (6) months of age prior to September 1st 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 born 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.
3. A child who is three (3) years of age before September 1st of that school year and potty trained may enter preschool.
4. 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 maybe 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.

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. Pre-arranged 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.

ATTENDANCE EMERGENCY CLOSURES BP 6114

The local administrator, under the direction of the Superintendent, shall be authorized to close schools in the event of hazardous weather, epidemics, or other emergencies, which threaten the health and safety of students and staff. All emergency closures shall be reported immediately to the Superintendent. The Superintendent shall revise the school calendar, after soliciting input from the affected Parent Advisory Committee and staff, as may be necessary to make up any days in session lost as a result of emergency closures. The Commissioner of Education of the State of Alaska may approve substituting an emergency closure day for a day in session because of conditions posing a

threat to the health or safety of students. The Kuspuk School District Crisis Response Plan is located in Board Policy 6114. Also each site has a Crisis Response manual.

ATTENDANCE - LEAVING SCHOOL GROUNDS OPEN/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 Apr 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.

AWARDS AND SCHOLARSHIPS BP 5126

The school board encourages excellence as a goal for all students and wishes to publicly recognize students for unique or exemplary achievements in academic, extra-curricular or community service activities. Student awards may include verbal recognition, a letter, certificate or Board resolution, a public ceremony, or a sum of money.

Valedictorian: The Valedictorian will be the highest academic achieving student at each site of the graduating class.

BOARD MEMBER (Student)

In order to provide for the active involvement of students in their education and foster a spirit of inquiry whereby students may freely express their views and listen to and evaluate the opinions of others, the Board shall appoint a student representative to the Board in an advisory capacity:

1. There shall be one high school representative to the Board who shall represent all school students.
2. The student board member may cast preferential votes on all matters except those subject to executive session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the outcome of a vote. Preferential votes shall be recorded in the Board minutes.

Statement of Purpose:

1. To provide secondary students with the opportunity to express their attitudes, opinions and ideas concerning the operation of the schools.
2. To provide the Board with the opportunity to listen to student opinions on matters that directly affects students.
3. To promote student leadership.
4. To increase communication between the various components of the district.
5. To encourage student pride and positive self esteem.

Schools Involved:

All of the high schools in the Kuspuk School District shall be involved: George Morgan Sr. High School, Aniak Junior Senior High School, Crow Village Sam School, Johnnie John Sr. School, Jack Egnaty Sr. School, Gusty Michael School.

Procedures:

The following rules will govern the selection, recognition, privileges and responsibilities of a student representative to the Board.

Selection:

1. In April of each year, high school student councils shall each nominate a candidate for the student representative to the Board.
2. Criteria for nomination shall be (but not be limited to) good attendance, leadership potential, good communication skills, and participation in school and community affairs.
3. The school's student council will make final selection of a student nominee and the nominee's name will be forwarded to the Superintendent's office.
4. The nominee's names will be placed on a ballot and each student council will cast one vote.
5. The School Board shall appoint the selected student as the Student Representative to the Board.

Recognition and Privilege:

1. The student representative will service from May to May of each school year.
2. The student representative will receive a copy of the agenda in advance of meetings and packets of information pertaining to the Board items where student opinion is desired.
3. The student representative will meet with the Board as necessary for work

sessions and will be seated with the Board at regular meetings and can speak as a Board member on agenda items.

4. The student representative will not be in attendance for closed sessions, which relate to legal and confidential matters.
5. The student representative will be considered in attendance when away from the school site to attend Board matters.
6. The Board will have the responsibility of providing training for the Student Representative: regarding Board policies and procedures.
7. At the Board's desire, an independent course of study may be developed for the student representative, which would include all of the activities and responsibilities mentioned above, plus other additional activities which would be appropriate.

Responsibilities:

1. The student representative will regularly call all school liaisons prior to Board meetings to receive student input.
2. The Board, on occasion, may request the student representative to report back to the Board on a specific item. Such reports will be in writing and can become an agenda item if the Board so desires.
3. The student representative shall maintain good attendance, behavior and scholarship while serving on the Board.
4. The student representative's failure to comply with all the responsibilities could lead to removal by the Board.

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 CYBER-BULLYING - 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 Cyber-bullying 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.

BUS TRANSPORTATION CONDUCT AND REGULATIONS APr 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.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Rider should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. 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.
5. Riders shall be respectful to the driver and to fellow passengers.
6. 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.
7. No part of the body, hands, arms, or head should be put out of the window. Nothing should be thrown from the bus.
8. 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.
9. No animals or insects shall be allowed on the bus.
10. 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.

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 Kuspuk School District.

Regulations for Pupils Riding School Buses at All Times

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

4. Pupils shall not have anything in their possession, which may be used to cause injury.

Waiting For the School Bus

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

Boarding the School Bus

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

Conduct on the School Bus

1. Keep the aisle clear.
2. Place books or other gear on your lap.
3. Avoid loud talking, confusion, or anything else that might distract the driver.
4. Keep head, arms and body inside the bus.
5. Do not throw objects inside or outside the bus.
6. Do not chew tobacco, smoke, eat or drink on the bus.
7. Remain seated until the bus has come to a complete stop and get off only at your stop.
8. Do not open windows without permission.
9. Assist in keeping the bus clean. Pupils can be held responsible for damages to the interior of the school bus.
10. In general, appropriate school behavior will be expected.

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 & COMMUNICATION TECHNOLOGY

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

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/PLAGERISM

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

CONFERENCES-STUDENT

Not less than once each quarter, teachers shall hold individual conferences with each student to discuss their progress and problems.

CONFERENCES-PARENT

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. At least one (1) of the conferences scheduled during the first semester may be held in the parent's home.

CONFIDENTIALITY & 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.*

CONTROVERSIAL ISSUES – TEACHING ABOUT (Apr 6144)

Controversial issues may be discussed in the classroom, provided that:

1. The issue is related to the course of study and provides opportunities for critical thinking, for developing tolerance, and for understanding conflicting points of view.
2. The issue has a meaningful relationship to matters of concern to the students.
3. Available information about the issue is sufficient to allow alternative points of view to be discussed and evaluated on a factual basis.
4. All sides of the issue are given a proper hearing, using established facts as primary evidence.
5. The issue has points of view, which can be understood and defined by the students.
6. Discussion or study of the issue is instigated by the students or by the established curriculum, but not by a source outside of the schools.
7. The discussion does not reflect adversely upon persons because of their race, sex, color, creed, national origin, ancestry, handicap or occupation.
8. The oral or written presentation does not violate state or federal law.

The Superintendent or designee shall have the authority to judge whether the above conditions are being met. A controversial issue shall be defined as any problem or topic, which has evoked opposing viewpoints on the part of any mass media of communication or any organized group of individual. Upon request of the parents or guardian a student may be excused from attendance while

controversial issues are being studied that are contrary to the family's religious or moral standards. Specific written complaints about subject matter being taught shall be heard first by the local administrator. If not satisfied, the complainant may appeal up through the administrative chain of command and finally to the Board. No complaint shall be heard by the Board unless it has been processed through the level of Superintendent.

CURRICULUM

1. Instruction shall be based on a pre-planned curriculum, which has been adopted by the District School Board. Any exceptions require approval by the Superintendent.

2. Upon approval of the local administrator, independent study and correspondence courses may be taken. The purpose of the independent study program is to provide specially developed courses to meet the unique needs of students, which cannot be accommodated by the regularly scheduled course offerings of the school. The parents will pay for the cost of the course upfront and with a successful completion and a C grade or higher the district will reimburse the parents for the cost. A receipt and transcript will be required for reimbursement. This offer is limited to two (3-credit) courses per student per school year, one course per semester. The student must be enrolled in Kuspuk School District during the duration of the course to be eligible for reimbursement.

3. The following criteria must be met prior to approval for enrollment in an independent study program: The student must be above level and demonstrate a high level of responsibility. The student and parent must sign an agreement that the student will complete the course. In said agreement the parent would agree to pay for the cost of the course in the event that their child did not complete it. An appropriate amount of community service could be used in lieu of payment.

4. The student must also find an adult mentor that will assist the student in homework, organization, and test administration. The mentor must also sign an agreement stating that they are willing to help and to match the curriculum to KSD standards.

5. Student 16 year of age and older may enroll in the "specialized work experience program" during the last period and/or after school upon completion of the pre-requisites in a vocational education program sequence.

6. Upon approval of the local administrator students may be allowed to enroll in college courses not offered in their high school. Not more than two (2) unit's earned in college may be applied toward minimum graduation requirements.

7. When students have reached the graduation level of proficiency in all content strands and have passed all three sections of the Alaska High School Graduation Qualifying Exam, they may apply to graduate early. (See Kuspuk Early Graduation AR)

8. Students transferring to the Kuspuk School District will be given assessments by the district to determine the educational level where they should be placed.

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.

DISPLAY 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

1. Students must wear modest clothing. Sexually explicit or suggestive clothing is not school appropriate. Underwear (bra, boxers, etc.), midribs, and private parts of the body must NOT be visible.
2. 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.
3. Pants must be worn at waist level.
4. 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.

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:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority.
2. Behavior, which is counter-productive to the welfare, safety or morals of other students.
3. 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.
4. 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
5. 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.

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 told,

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.

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 weekly.

Academic Eligibility

In order for a student to be considered eligible the student must have no zeros on the Work Habits Scoring Guide. Although eligibility is calculated week-to-week students will not be eligible if they have missing assignments from previous weeks.

Attendance Eligibility

1. 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.
2. 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 interscholastic activities.
3. A student that has one in-school suspension or out of school suspension will be ineligible to compete for that week.
4. Five unexcused 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.

Excused Absences

A student may be excused from school 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. Pre-arranged absences

If a student is declared ineligible:

They are ineligible from participation in all school-sponsored sports or academic travel for one week from the date that eligibility is determined at the school-site. If they are ineligible due to academics, and incomplete work is being made up, they may attend practice and school contests as spectators.

In School Suspension (ISS):

They are ineligible from participation in all school-sponsored activities for seven (7) days following the last day of ISS, including dances and sports contests. They are eligible to attend practice and may attend community events or school contests as spectators.

Out of School Suspension (OSS):

They may not attend or participate in any school-sponsored activities or on-campus events for seven (7) days following the last day of OSS, including dances, sport practices, and participation in sports contests.

EMPLOYMENT OF STUDENTS

The District may employ students in accordance with the Alaska Child Labor Laws. Prior to the employment of any student who is a minor, the District must have the written permission of the parents or guardian. Care shall be exercised to ensure that such employment does not interfere with the student's academic achievement.

GIFTS AND SOLICITATIONS BP 5133

The School Board believes that feelings of appreciation can be expressed in many ways. The Board discourages students and parents/guardians from giving gifts to staff members, and instead encourages them to write personal notes of appreciation. District staff accepting gifts from students or parents/guardians should be sensitive to the feelings of other students and use discretion if gifts are

opened in front of others. The District shall not sponsor, endorse, or sanction any charity or solicitation for a non-school organization, nor shall the District allow students to participate in such appeal or solicitation during school hours.

HEARING PROCEDURE (Suspensions & Expulsions)

Hearing Procedure

Suspension

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

1. 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 of guardian including:
 - (a) The right of the student to a hearing if one is requested in writing within fifteen (15) days of receipt of the notice.
 - (b) If a hearing is not requested within fifteen15 days he/she waives the right to any hearing.
 - (c) statement of the charges;
 - (d) "A statement of the recommended disciplinary action;
 - (e) The right of the parents/guardian to be present at the hearing.
 - (f) The right of the student/parents/guardian to be represented by counsel.
 - (g) The right for the student/parents/guardian/counsel to inspect in advance and all affidavits and exhibits to be presented at the hearing.
 - (h) The right of the student/parent/guardian/counsel to present evidence and witnesses and to cross-examine witnesses.
 - (i) 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.
 - (j) 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.
 - (k) 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.
 - (l) Within fifteen (15) days of receipt of the decision of the hearing authority, the student/parents/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:

(1). 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:

(a) 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;

(b) A statement of the charges

(c) A statement of the recommended action.

(d) The right of the parents/guardian to be present at the hearing;

(e) The right of the student/parents/guardian to be represented by counsel;

(f) The right for the student/parents/guardian/counsel to inspect in advance any and all affidavits and exhibits to be presented at the hearing.

(g) The right of the student/parents/guardian/counsel to present evidence and witnesses and to cross-examine witnesses.

(h) 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.

(i) All relevant, not unduly repetitious, evidence shall be accepted.

(j) The student shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witnesses.

(k) All witnesses presenting testimony before the hearing officer shall be sworn to testify truthfully.

(2) 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.

(3) 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.

(4) 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.

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 with 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 a unfavorable decision to the Superintendent.

The Superintendent shall hold a hearing within ten (10) days and render written decision with 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.

HOMEWORK APr 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

1. 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.
2. Kindergarten homework assignments should stimulate students to talk often with their parents/guardians. Parents/guardians should be encouraged to read to their children.
3. Homework assignments in grades one through three should promote the development of skills and encourage family participation.
4. 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.
5. 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

1. Students should be expected to spend an average of 45 minutes to an hour on homework, four or five days a week.
2. Teachers of academic subjects should provide regular homework activities, which promote the development of skills and provide students with the opportunity to grow academically.
3. 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 10 through 12

1. 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.
2. To help students learn to use time effectively, homework assignments should emphasize independent research, reports, special reading, and problem solving activities.

IMMUNIZATIONS

If in the judgment of the Alaska Commissioner of Health and Social Services, it is necessary for the welfare of the children or the general public in an area, the Board shall require the students attending school in that area to be immunized against the diseases the Commissioner may specify.

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:

1. 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
2. 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;
3. 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 form. 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.

INSURANCE PROGRAMS

The Board shall not be required to provide at District expense health, accident, life, accidental death and dismemberment, or similar insurance coverage for students while they are on school grounds or engaged in school activities.

MEDICINE ADMINISTRATION TO STUDENTS Apr 5141.21 (a)

Before a designated employee administers any prescribed or non-prescribed medication to any student during school hours, the district shall have received:

1. A written statement from the student's physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and
2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician.

Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medication must be delivered to the school by the parent/guardian or his/her adult representative.

The designated employee shall maintain a list of student's needing medication during school hours, including the type of medication, times, and dosage plus a log of time and date when the medication was given. All medication shall be kept in a locking drawer or cabinet.

PHYSICAL EXAMINATIONS BP 5141.3

Prior to initial admission to a District school, or as soon thereafter as practicable, each student shall have a physical examination and a certificate of such examination shall be filed with the parents or guardian and the local school administrator. Additional examinations may be required prior to participation in certain strenuous activities as may be determined by the Alaska School Activities Association or the Superintendent.

PSYCHOLOGICAL SERVICES

The administration of psychological tests and the provision of psychological services shall be only by qualified personnel and strictly in accordance with the

provisions of federal and state laws and the Regulations of the Alaska Department of Education. If the parent/guardian seeks an independent evaluation the Psychologist that is used must meet the above qualifications. The expenses for this independent evaluation will be totally at the expense of the parent/guardian and not paid for by Kuspuk School District.

PROTECTION FROM INTERROGATION BP 5145.11

Local school administrators shall request that police and other officials not interrogate students during school hours on school premises with respect to any criminal or civil matter occurring off school premises. Law enforcement officials however, may interview students on school premises as suspects or witnesses for criminal matters related to the school and its activities.

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

1. 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.

2. 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.

RESPONSIBILITIES, RULES AND REGULATIONS - OTHER

1. 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.

2. Responsibility for School Improvement.

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

3. 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.

4. 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.

a. Social Activities

All social activities on school property or sponsored by the school shall be subject to the approval of the local school administrator and shall be properly supervised.

b. 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. When students consume pop, candy, or other items that contain sugar it does affect the behavior and educational response of most students.

c. School Buses Apr 5131.1a

Students shall be required to abide by the rules and directives of school authorities and school bus drivers while at the bus stop or while riding the school bus. The principal shall be authorized to establish such reasonable rules of school bus conduct as may be necessary and appropriate.

d. 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.

e. 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.

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.

5. When a student reaches seven (7) unexcused absences in a semester the principal will contact the parents.
6. When a student reaches ten (10) unexcused absences in a semester the principal will hold a special conference with the parents or guardian.
 - a. A special plan of improvement for attendance will be developed.
 - b. Counseling may be recommended
 - c. Referral to OCS can be an option
 - d. The Superintendent will be notified and may send a letter of concern to the family.

7. When a student reaches fifteen (15) unexcused absences in a semester the principal will hold a conference with the family and child.

- a. OCS will be notified
- b. Family and Child Support Team or the Traditional Council contacted
- c. Kuspuk School Board notified

8. 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.

TRAVEL ACTIVITY & SPORTS Apr 6153

Student activity travel shall require the prior approval of the principal and shall be subject to the following restrictions:

1. All school activity travel by students shall be paid for with school funds - either locally raised monies or funds that may be allocated for that purpose by the Board.
2. Students, coaches, and chaperones traveling with the school district during the cold weather months must wear full winter gear. Full winter gear consists of a heavy parka and snow pants or a one-piece snowsuit, a winter hat, heavy gloves, and winter boots. A sleeping bag is generally required also.
3. At least one week prior or as soon as possible to the proposed travel, students, parents, or guardians must be sent a letter and parental permission form. The letter must include at least the following:
 - a. purpose of trip, destination, departure date and time
 - b. return date and time, method of transportation
 - c. chaperone(s), name of school contact for further information.
 - d. no student may travel unless the parents or guardian have received written details of the trip and unless the school has received written permission from the parents or guardian.
 - e. If changes in travel plans occur, the parents or guardian must be notified immediately.
4. One week prior to the proposed travel or as soon as possible, the local principal shall file with the Superintendent a statement of the travel plans.
5. All chaperone's will read and sign Chaperones Guidelines (E 6153b)
6. All students that travel and their parents or guardians will read and sign Student Travel Contract (E 6153c).

The following behavior will result in the student being sent home immediately:

1. Possession or use of alcohol or illegal drugs
2. Hostile or aggressive behavior
3. Leaving the group without permission or supervision
4. Any violation of the law

The Parental Authorization Form shall be used for Student Travel:
(Appendix 103)

VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE

The local administrator, upon the written approval of the parents or guardian, may authorize limited absences from classes for students to participate in volunteer school and public service activities.

WELFARE OF STUDENT

The Board, Superintendent, District employees, and fellow students shall take whatever reasonable, necessary, and appropriate actions within their respective authority to protect and promote the health, safety, and general welfare of students.

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.

Student Travel Contract

All School and District rules and policies apply during student trips.

BEHAVIOR

- Follow the chaperone's direction and be respectful to others at all times.
- Do not leave the assigned chaperone's group at any time without permission from the chaperone.
- Students are expected to participate in ALL activities.
- Permission for the student to leave with his/her parent will only be granted under special circumstances. Parents will be responsible for the student rejoining the group at a specific time and place and will be responsible for returning the student directly to the chaperone in a "face to face" meet If the parent does not return the student to the chaperone at the designated time and place, the parent will be responsible for keeping the student.

RULES FOR AT THE HOTEL

- Students are expected to be up and ready to leave in the morning in order for the group to leave on time.
- No visitors are allowed in their hotel/motel room at any time.
- Students are not allowed to leave the hotel/motel without the chaperone.
- Students are responsible for their personal belongings.
- Students are responsible for their own spending money.
- Students are expected to follow "lights out time".
- 10:30 p.m. in hotel room curfew, unless the scheduled activity runs late. 11:00 p.m. lights out, unless the scheduled activity runs late. Participants should keep in mind the educational purpose of the trip.

RULES FOR STAYING IN SCHOOLS

- Separate rooms will be established for male and female students.
 - Students are responsible for their personal belongings.
 - Students are responsible for their own spending money.
 - Students are expected to follow "lights out time".
- (1) Students shall not be allowed to visit other rooms without a chaperone present. This includes boys and girls from the same school who are staying in different rooms.
 - (2) Students are expected to meet in common areas, not in rooms.
 - (3) Students shall not be allowed to leave the school unless accompanied by a chaperone.

Students understand all the rules above and agree to follow them. If a student does not follow the direction of the chaperone they may receive one warning. Infractions may result in being sent back to their home and/or in paying back the school district for all costs for their portion of the trip.

Students and parents should be informed that a student's opportunities for travel may be restricted or prohibited based on the principal's investigation of student's behavior while traveling on school district trips.

10/00

Students who travel on all district trips will not possess or use tobacco products, alcohol, or illegal drugs.

The following behaviors will result in the student being sent home immediately:

1. Possession or use of alcohol or illegal drugs
2. Hostile or aggressive behavior
3. Leaving the group without permission
4. Any violations of law

Student Signature Date Parent/Guardian Signature Date

Is there another PARENT OR GUARDIAN who plans to spend time with your child while on this trip? Yes _____ No _____

If so please indicate your permission below:

Name of other PARENT OR GUARDIAN who has your permission to have contact with and/or spend time with your child _____

(PLEASE REMEMBER: Only Parents or Guardians are allowed to pick up and spend time with students without a chaperone present)

APPENDIX – Form 104

KUSPUK SCHOOL DISTRICT
P.O. BOX 49
ANIAK, ALASKA 99557
(907) 675-4240

PARENTAL AUTHORIZATION FOR STUDENT TRAVEL

I, the undersigned, declare that I am the parent or guardian of _____
_____. I understand that the Kuspuk School District has requested my permission to take my
child on a school trip to _____ for the purpose of
_____.

For further information about the trip contact _____. The trip will
begin on _____ at _____ and return home is
scheduled for _____ at _____.

**Students should be dressed in full gear for travel during most of the year.
Full gear means heavy jacket and snow pants or snowsuit, hat, heavy
gloves, winter boots. A sleeping bag is generally required also.**

I understand that unforeseen conditions may arise which will require that this schedule be altered.
In the event, I realize that the chaperone will have the authority to act I in a manner, which best
serves, the interest of the children in their care.

If your child has any special needs that should be considered by chaperones on this trip, please make
a note of them here: _____

Date

Mother or Guardian

Date

Father or Guardian

**Parents Please detach this portion
for your information during the trip**

Destination: _____

Departure Date and Time: _____

Return Date: _____

Chaperone(s): _____

Lodging Location: _____

Contact Phone # at Destination: _____

Contact Person at your school during the trip: _____

APPENDIX – Form 105

KUSPUK SCHOOL DISTRICT DISCIPLINE POLICY

The following checklist should be followed at all Kuspuk School District Schools.

Inappropriate Behavior

Cheating/Unethical Behavior

Insubordination

Bullying/Harassment/Intimidation

Disorderly Conduct

- First offense teacher conference
- Second offense teacher detention
- Third offense parents are contacted, principal conference
- Fourth offense behavior contract and possible in school suspension
- Fifth offense in school suspension
- Suspension out of school is up to the administration discretion

Swearing

- First offense teacher conference
- Second offense teacher conference, detention
- Third offense principal conference, detention, parents contacted
- Fourth offense in school suspension (minimum 1/2 day)
- Fifth offense in school suspension full day
- Suspension out of school is up to the administration discretion

Skipping Class

- First offense in school suspension 1/2 day, parent's contacted, principal conference
- Second offense full day in school suspension, parents contacted, principal conference
- Suspension out of school always an option

Vandalism (Minor)

- First offense parents contacted, principal conference, 1/2 day in school suspension
- Second offense parent's contacted, principal conference, 1/2day in school suspension
- Suspension out of school is up to the administration discretion

Vandalism (Major)

- First offense, student held responsible for possible payment of damages, parent, principal, law officer conference, Superintendent contacted, two day in school suspension
- Second offense, student held responsible for possible payment of damages, parent, principal, law officer conference, Superintendent contacted, two day or more out of school suspension.

Tobacco Possession or Use (This includes snuff)

- ❑ First offense parents contacted, law enforcement agency contacted, principal conference, one (1) day school suspension, ineligible from school activities for a period of ten (10) calendar days. Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component. (per ASAA TAD policy)
- ❑ Second offense parents contacted, law enforcement agency contacted, principal conference, two (2) day school suspension, ineligible from school activities for a period of forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. (per ASAA TAD policy)
- ❑ Third offense parents contacted, law enforcement agency contacted, principal conference, three (3) day school suspension, ineligible from school activities for a period of forty-five (45) calendar days. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. (per ASAA TAD policy)
- ❑ Fourth offense parents contacted, law enforcement agency contacted, principal conference, five (5) day school suspension. Student will be suspended from interscholastic activities and practice is revoked for the remainder of the student's high school years. (per ASAA TAD policy) Parent/administrator conference mandatory upon student's readmission.

Alcohol or Drug Possession or Use

- ❑ First offense parents contacted, law enforcement agency contacted, principal conference, three (3) day school suspension, ineligible from school activities for a period of (10) calendar days. Fifty (50) percent of the suspension will be forgiven and the student may return to practice if the student and parent/guardian complete the First Offense educational component. (per ASAA TAD policy). Parent/administrator conference mandatory upon student re-admission.
- ❑ Second offense parents contacted, law enforcement agency contacted, principal conference, ten (10) day school suspension, ineligible from school activities for a period of forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. (per ASAA TAD policy). Parent/administrator conference mandatory upon student re-admission.
- ❑ Third offense parents contacted, law enforcement agency contacted, principal conference, ten (10) day school suspension, ineligible from school activities for a period of forty-five (45) calendar days. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. (per ASAA TAD policy). Parent/administrator conference mandatory upon student re-admission.
- ❑ Fourth offense parents contacted, law enforcement agency contacted, principal conference, ten (10) day school suspension. Student will be suspended from interscholastic activities and practice is revoked for the remainder of the student's high school years. (per ASAA TAD policy). Parent/administrator conference mandatory upon student's readmission.

Threats/Verbal Towards Any Staff Member

- ❑ First offense one to five (1 to 5) days out of school suspension, law officers contacted, counseling required, and student will be placed on a behavior contract. Parent and principal meeting required before the student returns to school.
- ❑ Second offense eight (8) days out of school suspension, law officers contacted, counseling required. Parent and principal conference required before the student returns to school.

Threats/Verbal Towards students

- ❑ First offense, principal conference, parents contacted, one to five (1-5) days out of school suspension, referred to counseling.
- ❑ Second offense, three (3) days out of school suspension, referred to counseling, parent, student, principal conference required before student returns to school, law officials contacted.
- ❑ 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.

Physical Contact Towards Staff

- ❑ First offense, parents contacted, report given law officer, seven (7) days out of school suspension, counseling required, Superintendent contacted. Parent and principal conference required before the student returns to school.
- ❑ Second offense, ten (10) days out of school suspension, issue taken to school board

Fighting/Physical Contact with Students

- ❑ First offense, parents contacted, conference with principal, optional contact of law officials, one (1) day out of school suspension.
- ❑ 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.
- ❑ Third offense, parents contacted, parent, student, principal conference before student returns to school. Seven (7) days out of school suspension and law officials contacted.

Weapons and Dangerous Instruments

- ❑ First offense, one year out of school expulsion for firearm possession. Parents and law enforcement agency contacted.
- ❑ 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.
- ❑ Subsequent offenses will be dealt with on a case-by-case basis. Parents and law enforcement agency contacted.

Signature of Student / Date

Signature of Parent / Date

APPENDIX – Form 106

**KUSPUK SCHOOL DISTRICT
STUDENT DISCIPLINE REFERRAL FORM**

Date: _____ Time of incident: _____
Student: _____ Class: _____
Staff reporting: _____

REASON FOR REFERRAL

(CHECK AT LEAST ONE AREA)

- | | |
|--|---|
| <input type="checkbox"/> Cheating/Unethical Behavior | <input type="checkbox"/> Swearing/Profanity |
| <input type="checkbox"/> Skipping class/Truancy | <input type="checkbox"/> Bullying/Harassment/Intimidation |
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Alcohol/Drug Possession or use |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Disorderly Conduct |
| <input type="checkbox"/> Tobacco Possession or use | <input type="checkbox"/> Fighting/ Physical contact |
| <input type="checkbox"/> Weapons | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Other: _____ | |

Describe events:

ACTION TAKEN

- | | |
|---|---|
| <input type="checkbox"/> Returned to class | <input type="checkbox"/> Conference with student |
| <input type="checkbox"/> In school suspension
number of days _____ | <input type="checkbox"/> Out of school suspension
number of days _____ |
| <input type="checkbox"/> Parents contacted | <input type="checkbox"/> Superintendent contacted |
| <input type="checkbox"/> VPSO contacted | <input type="checkbox"/> State Troopers contacted |
| <input type="checkbox"/> DYFS contacted | <input type="checkbox"/> Counseling Center contacted |

Other: _____

Signature of person involved in discipline: _____

Date: _____