

# KUSPUK SCHOOL DISTRICT

## Parent-Student Handbook



*Calillgutekluta Ciutmurnnautukut [Yugtun]  
Let's go forward, working together.*



Revised: 2022

## Table of Contents

About Our Schools.....	3
KSD Strategic Plan 2021-2026.....	4
School Admissions.....	5
Age of admission.....	5
Secondary School Admissions.....	5
Immunizations.....	5
Attendance Goals.....	6
Eligibility Requirement & Interscholastic Activities.....	6
Academic Eligibility.....	6
Attendance Eligibility.....	7
Practice Eligibility.....	7
Attendance Ares.....	7
Attendance School Day.....	7
Attendance Absences & Excuses.....	7
Make Up Work.....	8
Attendance Notification.....	8
Attendance - Leaving School Grounds - Closed Campus.....	8
Attendance Truancy.....	8
Graduation Credit.....	9
Grades/Evaluation of Student Achievement.....	9
Success Indicators & Classroom Skills.....	10
Alcohol & Drug Policy.....	10
Enforcement/Discipline.....	11
Student Search.....	11
Tobacco Policy.....	11
Illegal, Dangerous, & Disruptive Instruments.....	12
Penalties for Violation.....	12
Discipline.....	13
Minor Discipline.....	13
After School Detention.....	14
Inappropriate Behavior/Insubordination/Disorderly Conduct/Unethical Behavior.....	14
Vandalism.....	14
Threats/Verbal toward Staff Member.....	14
Threats/Verbal, Bullying/Harassment toward Students.....	14
Physical Conduct toward Staff.....	15
Fighting/Physical Contact with Students.....	15
Weapons & Dangerous Instruments.....	15
Suspension of Less than Ten (10) Days.....	15
Suspensions in Excess of Ten (10) Days.....	16
Emergency Suspension.....	16
Hearing Procedure (Suspension & Expulsion).....	16
Hearing Procedure for Suspension.....	16

Expulsion.....	17
Hearing Procedure for Expulsion.....	17
Other Regulations.....	18
Displays of Affection.....	18
Dress Code.....	18
Food & Drink.....	18
Vehicles.....	18
Care for Facilities & Equipment.....	19
Cell Phones.....	19
Prohibited Conduct.....	19
Consequences.....	19
Internet.....	20
Class Conduct.....	20
Cheating & Plagiarism.....	20
Parent Conferences.....	20
Confidentiality & Access to Student Records.....	20
Building Neatness.....	21
Bullying & Cyber Bullying - Threats of Violence.....	21
Homework.....	21
Homework for Elementary Grades.....	22
Homework for Grades Seven through Nine.....	22
Homework for Grades Ten through Twelve.....	22
Regulations for Pupils Riding School Buses or District Plane.....	22
Bus Transportation Conduct & Regulations.....	22
School Bus Rules.....	23
Waiting for the School Bus.....	23
Boarding the School Bus.....	23
Conduct on the School Bus.....	23
Rights, Responsibilities, & Regulations.....	24
Preamble.....	24
Availability of Rights, Responsibilities & Regulations.....	24
Due Process - Right to.....	24
Right to Participate in Decision Making.....	25
Right to Nondiscrimination.....	25
Right to Privacy.....	25
Right to Assemble & Petition for Redress of Grievance.....	25
Right to Complaint Procedure.....	26
Responsibilities, Rules, & Regulations - Other.....	27
Responsibility for School Improvement.....	27
Responsibility to Show Respect.....	27
Responsibility to Obey Regulations.....	27



## About Our Schools

Covering 12,000 square miles in western Alaska, Kuspuk School District is comprised of 9 schools in 7 villages. The villages are situated along a 120 mile span of the mid-Kuskokwim River from Lower Kalskag to Stony River. Aniak, the hub of the region, is about 320 miles west of Anchorage, has a population of 550, and houses the district office. 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
- Care about ourselves and take responsibility for our behavior
- Practice good health habits
- Enjoy games in the proper areas
- Are responsible for our belongings



**VISION**

Kuspuk School District will work collaboratively with our communities to motivate and engage students in learning. We will help all students work toward their goals and guide them to graduate with the knowledge and skills for productive citizenship.

**MISSION**

Calillgutekluta Ciutmurnnautukut [Yugtun]  
Let's go forward, working together.

**CORE VALUES**

RESILIENCE	RESPONSIBILITY	RESPECT	
CHARACTER	COMPASSION	COLLABORATIVE	CONFIDENCE

**STRATEGIC PLAN FOCUS**

Academic Programs  
Wellness & School Climate  
Community Profile  
Faculty & Staff Orientation

**SCHOOL BOARD/SUPERINTENDENT GOALS**

1. Use a variety of methods to increase communication across the district.
2. Ensure students are provided with opportunities for rigorous academic learning and culturally relevant life skills.
3. Continue efforts to recruit and retain highly qualified teachers.
4. Improve transparency of budget report.
5. Increase site visits.

**"Stronger Together"**





## KSD Strategic Plan 2021-2026

During the fall of 2020, Kuspuk School District's School Board and Superintendent determined there was a need to implement a new Strategic Plan. This new Strategic Plan reflects both successes from the previous plan, as well as new ideas, programs, and processes solicited from the School Board, superintendent, students, staff and community members. The following domains have been identified as priorities:

- Academic Programs
- Wellness & School Climate
- Community Profile
- Faculty & Staff Orientation



# Kuspuk School District

# Strategic Plan

## 2021-2026

Working together to achieve every student's highest potential

Academic Program	Wellness & School Climate	Community Profile	Faculty & Staff Orientation
<p>Increase student achievement</p> <p>Increase student participation in activities</p> <p>Develop a District improvement plan</p> <p>Integrate Alaska Digital Literacy Standard across subjects &amp; grade levels</p> <p>Integrate research skills across subjects &amp; grade levels</p> <p>Utilize standardized test results to improve instruction</p> <p>Develop a quality after school program</p> <p>Develop a consistent grading &amp; reporting procedure district wide</p>	<p>Integrate school mission &amp; vision across all content areas</p> <p>Enhance citizenship</p> <p>Further develop the vision, core values, character traits, vision for our learners, digital citizenship</p> <p>Increase trauma informed practices District wide</p>	<p>Information regarding KSD is communicated &amp; disseminated to a wide audience</p> <p>Improve mechanics for targeting communications about school progress</p> <p>Increase press releases &amp; social media footprint</p>	<p>Develop a professional development plan for staff</p> <p>Ensure a comprehensive new teacher orientation</p> <p>Depict all costs for new teachers during orientation</p> <p>Create &amp; update KSD teacher guide book by community</p> <p>Increase teacher retention for highly qualified teachers</p> <p>Provide classroom IT training to ensure teacher competency</p> <p>Provide a substantive faculty performance appraisal system</p>











### **School Admissions**

Proof of age shall be required of all enrolling students. The legal evidence of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate.

### **Age of admission BP 5111**

A child who is six years of age on or before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12th grade, is of school age. AS 14.03.070. A child must be five years of age on or before September 1 to be admitted to kindergarten. A child who is three years of age on or before September 1 and toilet trained may be admitted to preschool. The School Board authorizes the admission of students under school age who exhibit the ability to perform satisfactorily, including advancement through the curriculum or grade level by the following year. The Superintendent or designee, the Early Entrance Committee, consisting of the Superintendent, Director of Special Education, and Principal, is the delegated authority to make early-entrance determinations. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee the Early Entrance Committee. (AS 14.03.080) Students identified through Childfind or receiving special education services are not required to demonstrate toilet training proficiency.



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 School Board.

### **Secondary School Admissions**

- 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.
- 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.

### **Immunizations BP 5141.31**

Prior to first entry into school, a child must be fully immunized as required by law against diphtheria, pertussis, tetanus, polio, measles and rubella. Children over the age of six shall not be required to be immunized against pertussis and children over the age of 12 shall not be required to be immunized against rubella (4 AAC 06.055).

Any student who does not show evidence of required immunization or who does not present a letter or affidavit from the parent/guardian or physician stating reasons for exemption based on medical reasons or personal beliefs shall be excluded from school until such time as the immunization is obtained or an affidavit of exemption has been filed with the school.

The Superintendent or designee shall exclude those students who fail to meet immunization requirements as required by law.

### **Provisional Admission**

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

Provisional admissions shall be reported to the Department of Health and Social Services.

The Superintendent or designee shall inform parents/guardians of available immunization services and state or federal assistance.

### **Attendance Goals**

- To promote equal educational opportunity for all the students.
- To promote order in day-to-day operations.
- To promote leadership, self-discipline, and democratic ideas and practices.
- 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.

### **Academic Eligibility**

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

- Eligibility will be determined weekly throughout the school year.
  - To determine the following week's eligibility students receive written notification of missing assignments on Friday and have until Monday to complete assignments.
- To be eligible, a student must have a 2.0 GPA at the eligibility check.
- Students who are not eligible at the eligibility check will remain so until the next scheduled eligibility check.
- Disciplinary issues will be included in the eligibility determination.
  - Students with one or more disciplinary infractions during the week, will be ineligible for the following week. This information will be included on the weekly report to students.



**Attendance Eligibility    BP 5113**

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. Three tardies (late to school) has the same consequences as one unexcused absence and will be counted against the student's maximum allowable number of absences.

**Practice Eligibility**

A student is eligible to attend and 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. Practice attendance will provide time to study and do the work necessary to be eligible for participation, further participation will be at the discretion of the school principal.

**Attendance Areas    BP 5116**

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 Saturdays, Sundays, school holidays, vacation days, and teacher in-service days. The Superintendent 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**

Regular attendance plays a key role in the success a student achieves in school.

Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. A student may be excused from classes for the following reasons:

1. Illness
2. Death in the family.
3. Approved Cultural Heritage Days
4. Medical and Dental appointments
5. 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 for the missed work.

Full-day and half-day absences for each student will be totaled throughout the year. **Any student who has more than 25 days of absence (both excused and unexcused) may be considered for retention in their grade level the following year.** 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.

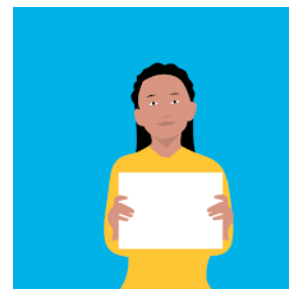
The only absences that will not count against a student will be those that are in conjunction with the school as school sponsored activities – either academic or athletic in nature. Students that would miss school for these activities will not have these missed days count against their maximum allowed absences.

### **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 school days for an illness, they will have two school days to make any work missed.

Students must make up work following an absence in order to receive credit for the work. The Principal can waive this decision on a case-by-case basis, provided the student has a plan to make up the work missed or an alternate work assigned. Students traveling for school activities or related to sports are expected to make up the work missed according to the schedule outlined above. Work may also be collected ahead of time and turned in on the teacher assigned due date.



### **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 absences in a semester High School students can lose credit for the courses they have missed. The Principal can waive this decision on a case-by-case basis, provided the student has a plan to make up the work missed or an alternate work assigned and is completed.
- 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 established 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 along with an unexcused absence.

### **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 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. The Superintendent or designee shall establish procedures for notifying parents/guardians and students when a student's absenteeism violates the district's attendance policies. 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.



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

(\*) The three credits in social studies must include ½ credit in AK history.

### **Grades/Evaluation of Student Achievement AP 5121(a)**

Grades for achievement shall be reported each marking period as follows:

A	(90-100%)	Outstanding Achievement	4.0 grade points
B	(80-89%)	Above Average Achievement	3.0 grade points
C	(70-79%)	Average Achievement	2.0 grade points
D	(60-69%)	Below Average Achievement	1.0 grade points
F	( 0-59%)	Little or No Achievement	0
I		Incomplete	0

In kindergarten through third grade, teachers shall use narrative descriptions and skill based evaluations to indicate the student's level of achievement.

Dual enrollment college courses completed in 9th & 10th grade may be determined by the Director of Student Services to be a "Honors" course and weighted at 4.5 GPA points. "Enhanced ELA" courses may also be considered Honors courses and weighted accordingly, as determined by the Director of Student Services. Dual enrollment courses completed in 11th and



12th grade, may be determined by the Director of Student Services to be an "AP" course and weighted at 5.0 GPA points.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report.

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within two weeks, the incomplete will become an F, unless a longer period of time has been approved by the principal.

Plus and minus signs may be used at the option of the teacher when reporting to students and parents, but not used in computing grade point averages.

Criteria for determining grades for achievement may include but are not limited to:

- Preparation of assignments, including accuracy, legibility and promptness.
- Contribution to classroom discussions.
- Demonstrated understanding of concepts in tests.
- Application of skills and principles to new situations.
- Organization and presentation of written and oral reports.
- Originality and reasoning ability when working through problems.

### **Success Indicators and Classroom Skills**

Marks for success indicators, classroom skills and effort shall be reported each marking period as indicated on the student's report card for students in grades K-5.

### **Alcohol and Drug Policy    AP 5131.6**

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and prohibited drugs.

Alcohol, like any other controlled substance, is illegal for use by minors. The School Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs.

Specifically, the Board prohibits the actual or attempted sale, distribution, use, or possession by a student of alcohol, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, or substances purported to be prohibited drugs or alcohol. Prohibited drugs are defined as:

- Drugs that are illegal under any local, state, or federal law; or any drug that can be legally obtained but which has been obtained through illegal means.
- Alternatives to drugs, such as designer or synthetic drugs, whether or not prohibited by law, which are purported to, designed to, or which do impair, restrict, or alter normal cognitive function when absorbed, ingested, injected, or inhaled.

- Prescription drugs that are not legally obtained or prescribed, are not being used for the prescribed purpose, are being used in excess of the prescribed amount, are being used by other than the person to whom prescribed, or are being sold, traded or distributed.

All violations will follow the enforcement/discipline listed below.

### **Enforcement/Discipline**

The Kuspuk School District prohibits the use, possession, and the distribution of any drug or an alternative to a 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, during transportation provided by a district vehicle, 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. In addition to serving KSD's consequence for a Tobacco, Alcohol, and Controlled Substance violation, student's will also serve the consequences outlined in Alaska School Activities Association's Handbook. The following outlines KSD's consequences if a student participating in extracurricular activities or team sports is found using, possessing, or distributing any drug or alternative to a drug under the jurisdiction of the school:

1. Parent/Principal/Student Conference and provide counseling.
2. 2nd offense-involve parent(s) in the therapy.
3. Principal Discretion (i.e. Apology letter, education and research on the harmfulness of smoking and secondhand smoking.)
4. Drugs and Alcohol violations will involve Law Enforcement

### **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. 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.

### **Tobacco Policy    BP 5131.62**

Kuspuk School District recognizes the harmful effects of tobacco and related products. 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 and/or vaping products by students shall be prohibited. All policies concerning search and seizure will be enforced.

### **Illegal, Dangerous, and Disruptive Instruments    BP 5131.7**

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 the 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.

As 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.

Parents/guardians will be notified of all discipline that requires a detention, in-school suspension, and/or out-of-school suspension.

### **Minor Discipline**

Minor 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 minor discipline. Before simple discipline is administered, the student shall first be informed.

### **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.

After serving five (5) after school detentions, a student will be assigned an in-school suspension for one day.

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

- First Offense - Principal student Conference, Parent Notification. Possible one to five (1-5) days suspension.
- Second Offense - Principal, Parent Meeting with student. Possible one to ten (1- 10) days suspension.
- Subsequent offenses will be dealt with on a case-by-case basis, which may include expulsion.

### **Vandalism**

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

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

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

### **Threats/Verbal, Bullying/Harassment toward Students**

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

- 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.
- Subsequent offenses will be dealt with on a case-by-case basis.

### **Physical Contact toward Staff**

- 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.
- Second offense, ten (10) days out of school suspension, issue taken to school board with the recommendation of expulsion.
- Subsequent offenses will be dealt with on a case-by-case basis.

### **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 the 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.
- Subsequent offenses will be dealt with on a case-by-case basis.

### **Weapons and Dangerous Instruments**

“Infractions involving a weapon” means a violation of school rules in which a student possessed, used, attempted to use, or threatened to use a weapon, regardless of whether the possession, use, or sale of the weapon was the main infraction committed. “Weapon” means a dangerous instrument as defined in AS 11.81.900, and any object or instrument that, in the circumstances in which it is used, attempted to be used, or threatened to be used, is capable of causing injury.

- First offense, principal discretion, possibility of one year out of school expulsion for firearm possession, out of school suspension for a period not less than thirty (30) days for deadly weapons possession, or in-school suspension for five (5) days for deadly weapons possession. Parents and law enforcement agencies contacted.
- Subsequent offenses will be dealt with on a case-by-case basis. Parents and law enforcement agencies will be contacted.

### **Suspensions of Less than Ten (10) Days    AP 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 in writing. 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    AP 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 in writing. The parents or guardian shall be notified of the suspension and the right of the student to a hearing as provided under the hearing procedure below.

**Emergency Suspension    AP 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 in writing. The parents or guardian shall be notified of the suspension orally and in writing, including the right of the student to a hearing.

**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 (15) days he/she waives the right to any 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 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 described 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. The District shall make a recording of the hearing. 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.

### **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, as outlined in the section labeled Inappropriate Behavior.

### **Dress Code BP5132**



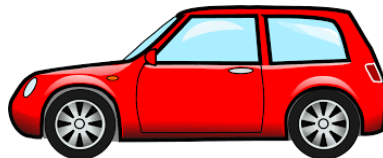
Students must wear modest clothing. Sexually explicit or suggestive clothing is not school appropriate. Underwear (bra, boxers, etc.), midriffs, and private parts of the body must NOT be visible. All clothing will not expose the midriff or areas 2 inches from the top of the knee to the waist. Clothing 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 distracting, as to clearly interfere with the educational process or present health and safety hazards, shall not be permitted. Wearing/bringing appropriate winter gear during winter weather is expected of all students. 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 BP5138



Students will be responsible for their own devices and will be responsible for properly using the device during school hours and events.

Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or portable electronic device that has been confiscated by the district and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

## Prohibited Conduct

- Personally owned devices will be powered off during the school day, while the student is being instructed.
- Personally-owned devices may be used outside of the school day in certain instances (school trips, sports practice, etc.) Regardless of ownership and time of day /setting, the following actions are strictly prohibited and may result in disciplinary action:
  - Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
  - Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
  - Taking, sending, downloading or uploading a harassing, threatening, or inappropriate photograph of anyone.
  - Using a cell phone/smartphone or camera to take photos in a restroom, dressing room, or locker room, or to take a photo of any person who has requested that you not do so.
  - Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.

## Consequences

Portable electronic devices, including cell phones, must not cause interference and/or distraction from the learning environment. Student that are found in violation of this shall willingly surrender the device to district personnel and be subject to the following consequences:

- 1st offense – The device will be confiscated by School District personnel and given to the Principal (or designee). Parents will be contacted about the rules infraction. The student may pick up the device after school with the warning not to use it during the school day again.
- 2nd offense – The device will be confiscated by School District personnel and given to the Principal (or designee). The device will only be returned to the parent/guardian of the student when they come to the school to pick up the device. A reminder will be given that the device is not to be used during the school day, as further disciplinary measures may be taken if further infractions occur.

- 3rd and other subsequent offenses – Should additional infractions occur, District personnel shall be encouraged to use progressive disciplinary procedures to deal with chronic breaches of this policy, including the possibilities of suspensions. Starting with the 3rd offense, the parent or guardian must come to the school in person to have a conference with the Principal (or designee) regarding the growing seriousness of the situation before the device is returned.

### **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 school related 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 the 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 through electronic means. 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.

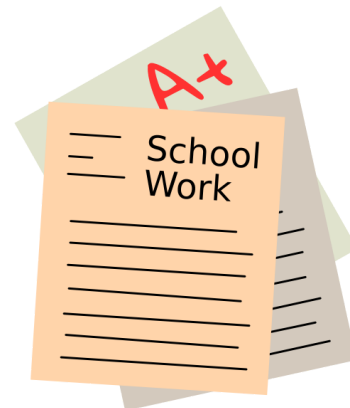
Bullying or Cyberbullying includes online verbal attacks with hostile or vulgar language; sending or posting hurtful messages, rumors, photos, or videos; intimidating through cyber stalking; disclosing private information; and blocking someone from online access. Students will not intimidate or embarrass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

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

### **Homework AP 6154**

Teachers shall make homework assignments as may be necessary and appropriate to supplement work done during class. 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 special projects. Teachers should instruct students on how to develop good study techniques and habits.

### **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 or District Plane**

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. All students will remain seated while the bus is in motion.

### **Bus Transportation Conduct and Regulations AP 5131.1**

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 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 comes to a complete stop 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 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 offenses, 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 Kuspuk 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.
- During winter months, students are expected to wear or bring winter gear with them.



### **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 or anything else that might distract the driver.
- Keep your 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 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.

### **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 guarantee 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;
- 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 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 have been violated.

Every attempt shall be made to resolve problems early and informally. In order to ensure fair and equitable access to the complaint process, the district may assist a complainant in the complaint process and resolution efforts. Assistance can include, but is not limited to, cultural support, age-appropriate support, and disability accommodation that will assist complainants with oral and written communications related to the complaint and resolution processes.

All written complaints regarding district personnel, other than administrators, shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent or designee. If the written complaint concerns the Superintendent or designee, it shall be initially filed with the School Board President. If the complaint is also against the district, the principal or designee shall provide a copy of the complaint to the district compliance officer so that appropriate procedures may be followed.

If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the appropriate individual as identified in the paragraph immediately above. When necessary, the district shall assist in the preparation of the written complaint so as to meet the requirements of this regulation. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without assistance. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of any prior attempts to discuss the complaint with the employee involved and the failure to resolve the matter.

The principal or immediate supervisor shall investigate and attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will advise all concerned parties, including the Superintendent or designee.

If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with a report and analysis of the situation, to the Superintendent or designee. Complainants should consider and accept the Superintendent or designee's decision as final.

Except when a complaint is directed against the Superintendent or designee, no party to a complaint may address the School Board. School Board members shall make every effort to not prejudice themselves by listening to or discussing the matter of the complaint with any other School Board members, staff, students or public prior to receiving the Superintendent's report and formally meeting as a Board on the issue.

All parties to a complaint, including the school administration, may be asked by the School

Board to attend a School Board meeting, or part of such meeting, for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. The decision of the School Board following the hearing shall be final. Complaints before the School Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the School Board.

**Responsibilities, Rules, and Regulations - Other**  
**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.

