

Alaska Gateway School District Investigatory Process

All investigations need to be conducted in a fair, consistent and confidential manner while preserving the integrity of students, parents, community members and staff. There are three student rights to be considered when conducting any investigation: Liberty, Property and Due Process Rights.

Student Rights

1. Liberty
Students have a liberty right to a good reputation. Any action that would stigmatize a student interferes with this liberty interest.
2. Property
The property right of a student is the expectation of an education, which is established by state law. Any action that alters educational opportunities interferes with this property right. If a student is suspended or expelled from school both a liberty interest in terms of reputation and a property interest in terms of an entitlement to an education would be involved.
3. Due Process (BP 5071.4)
Demonstrate that the denial of liberty or property rights is justified. Procedural due process refers to the procedures, which must be followed before the liberty or property right is deprived by the school. Three major components of procedural due process are notice, hearing and appeal.

Investigatory Chart

Assess the Incident

Names of individuals accused of violating the policy, procedure or rules; witnesses; what was observed or said; time; and location.

Communicate With Individuals Involved

Interview all participants and witnesses involved in the incident. (Students, Adults and/or Staff) The interviews are conducted in a fair, consistent and confidential manner. All interviews are conducted in a confidential location. Contact the Superintendent, or designee, as needed.

Document Incident in a Written Narrative

Documentation should always be written in narrative form as soon as possible following the incident and each interview. Ask yourself "who, what, when, where, why and how".

Research Participant Records

Research each student's school records. (Student discipline log, grades, attendance, school handbook signatures, code-of-conduct contract and/or extra-curricular activities)

Determine Consequences

Determine consequences based on each student's past history, school discipline plan and type of offense being investigated. All student discipline shall be applied in a fair and equitable manner.

Contact Parents

Contact parents after the completion of the interviews, research and determination of consequences. Be prepared to explain to the parents the rationale for the imposed discipline.

Follow Procedures and Policies

Follow the procedures established in the school handbook and policies or statutes adopted by the Board of Education, State of Alaska and Federal Government.