

Iditarod Area School District  
Parent and Student Handbook  
2017-2018

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Parent and Student Handbook  
Iditarod Area School District  
July 2017

Note: The Parent and Student Handbook must follow SCHOOL DISTRICT POLICY. Changes to policy are completed through policy revision with the District School Board. The handbook complements district policy. Local input can tighten the handbook but cannot reduce what is in place.

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**STUDENT POLICY GOALS:** The goals of student policies shall be:

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

### **SCHOOL ATTENDANCE AREAS**

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

### **SCHOOL CENSUS**

The Superintendent shall establish procedures by which an annual census of school-age and pre-school children shall be submitted from each community within the boundaries of the Iditarod Area School District.

### **SCHOOL AGE**

A person who is five (5) years of age, and who is under the age of twenty (20), before September 1, following the beginning of the school year, and has not completed the twelfth grade, is of school age and eligible for state school funding.

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.
2. No child under the age of five by September 1, may be admitted to Kindergarten without Board approval.
3. A person school age 20, and over may petition the Board for enrollment and may be charged tuition by the Board.

### **COMPULSORY SCHOOL AGE**

"Every child between seven and 16 years of age shall attend school... in the district in which the child resides... except as provided in (b) of Sec. 14.30.010 of *Alaska School Laws & Regulations*."

### **SCHOOL ADMISSION**

#### **INITIAL ELEMENTARY SCHOOL ADMISSIONS**

Proof of age shall be required of all enrolling students. The legal evidence of age shall consist of one of the following: birth certificate, baptismal certificate, passport, immigration certification, Bible record, or affidavit from the parent/guardian.

**HIGH SCHOOL ADMISSIONS**

- 1. Any person who has successfully completed the work of the elementary school shall be eligible to enroll in the high school serving the attendance area in which he/she resides.
- 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 and IASD School Board. Adult student tuition may be charged at the discretion of the Board.

**SCHOOL DAY**

Each day of school term shall be a day in session except Saturdays, Sundays, school holidays, vacation days and teacher in-service days. The board may approve Saturday as a day in session only for emergencies. Unless otherwise approved by the Board, the length of the school day shall meet the following requirements.

- K: Two hours daily for half-time students and four hours daily for full-time students excluding breaks.**
- 1-3: Four and one half hours, excluding breaks.**
- 4-8 Five and one half hours, excluding breaks.**
- 9-12: A six period day (or the equivalent) which consists of periods of 55 minutes or longer.**

**A break of 15 minutes in the morning and in the afternoon will be built into the elementary day. A minimum 30minute lunch will be scheduled between 11:00 a.m. and 1:00 p.m.**

**EMERGENCY CLOSURES**

The local administrator shall be authorized to close school in the event of hazardous weather, epidemics, or other emergencies that threaten the health and safety or students and staff. It is recommended that school be closed when the temperature reaches (-50) or more. All emergency closures shall be reported immediately to the Superintendent. It may be necessary to make up any days in session lost because 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 Iditarod Area School District Crisis Response Plan is located in Board Policy 6114. In addition, each site has a Crises Response Manual.

**TRUANCY**

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 (AS 14.30.020). The parents/guardians and local Tribal Organization shall be notified of any absence over five (5) days. The district, parents/guardians, student, and local Tribal Organization shall work together to develop an appropriate plan for improving school attendance.

### ATTENDANCE

IASD recognizes the importance of students attending school in order to gain full benefit from classroom instruction. It is the parent's responsibility to insure that their children keep regular attendance so that they may have every opportunity to succeed in school. It is the district's responsibility to provide a learning environment, which encourages students to attend.

#### **AR 5113 (b) ABSENCES AND EXCUSES**

The parent/guardian shall be notified of any unexcused absence of their child and informed of state compulsory attendance laws.

### TARDIES

Tardies occur when a secondary student is less than ten (10) minutes late; and when an elementary student is less than thirty minutes late. After these designated times the students are considered as unexcused absences. They may still complete the schoolwork for credit if they are in attendance. For eligibility only, every three tardies in a quarter equal one unexcused absence.

### ABSENCES

It is the responsibility of the student's legal guardian to inform the school that their child will be absent. When a guardian does not notify the school that their child will be absent at the parent's request, the absence will be considered "unexcused". If the school has not heard from the parent on the morning of the absence, the school secretary or designee shall call the home to verify the nature of the student's absence. Absences at the parent's request such as family travel, subsistence, sickness, or absences otherwise requested by the parents/guardians are considered "excused". Because an "unexcused absence" occurs when the guardian has not signed out or called the school to explain the student's absence, schoolwork cannot be made up from an "unexcused absence". An unexcused absence is considered "skipping class".

- One unexcused absence in the week prior renders a student ineligible for extracurricular activities including, but not limited to: open gym, sports, dances, etc. for the week. Refer to the Eligibility Requirements for Extracurricular Activities.

### ATTENDANCE

AS 14.30.020. (School Attendance Violations)

**A person who knowingly fails to comply with AS 14.30.010 is guilty of a violation.**

**Each five (5) days of unlawful absence under AS 14.30.010 is a separate violation.**

When a child is absent from school for any reason, it is the parent's responsibility to inform the school. If the school has not heard from the parent on the morning of the absence, the school secretary or designee shall call the home to verify the student's absence.

Any student absent from school for a period of ten (10) consecutive school days will be dropped from the attendance rolls of the school unless satisfactory arrangements are

made with the Site Administrator in advance. An alternative plan shall be offered to all students failing in this category.

If a student has accumulated five (5) or more absences in one school quarter in any class and has not maintained a grade of "C" (70%) or higher, or- Satisfactory (K), an intervention team shall be assembled to develop a plan that will help the student to improve in his/her performance. Whenever possible this 'team' shall consist of at least the following people: parent/guardian, site administrator, teacher, student. **If the problem persists, recommendation may be made that the family seek an alternative program for the child, not necessarily with IASD.**

(Such an intervention shall occur for all students regardless of their attendance, if their grade fails below 70% in any class at any time during the school year). At a minimum, monthly progress reports will be mailed to parents.

### **MAKE-UP WORK**

Students are required to make up all work missed during any absence. It is up to the student and/or his/her parent or guardian to contact the teacher(s) for this makeup work before the absence (when it is known in advance), or immediately upon the student's return to school. All makeup work shall be completed in the following time frame:

Students will be give two (2) days for the first day missed and one (1) day for each succeeding day missed, not to exceed 10 days. (This requirement may be modified at the discretion of the Site Administrator in the case of an unusual circumstance or hardship). Students failing to make up work missed for a class during the prescribed period shall be given 0's for those assignments. The teacher shall determine how these grades will impact the student's final grade in the shall in accordance with their grading policy.

### **PRE-ARRANGED ABSENCE**

When a parent knows that their child will miss school, the parent may request work in advance from the teacher(s). At a minimum, and whenever possible, this request shall be made by the parent or the student at least one (1) week in advance of the absence. IASD encourages teachers to make every effort to provide work for students when it is requested in the proper time frame. (Refer to Make-up work).

### **TRANSFER FROM WITHIN IASD**

A student must stay in attendance within the school in which he is registered for the full quarter in order to receive credit or an end of the quarter grade. The following exceptions shall be considered:

1. The child moves for reasons out of his/her control, (i.e. medical, family move, OCS placement, etc.).
2. Arrangements are made with the IASD teacher/school in advance to complete course work.

**STUDENT TRANSFERS FROM OUTSIDE OF IASD**

Students moving to an IASD school from out of the district, shall not be afforded an IASD diploma unless the following requirements are met:

- 1. All IASD Graduation Requirements are met, and
- 2. At least one full-time semester (four (4) classes minimum) is completed in the student’s senior year prior to graduation.
- 3. Exceptions may be considered on a case-by-case basis by the Superintendent.

**GRADING POLICY**

All teachers shall be required to submit a grading policy to students and parents during the first ten (10) days of school. The following grading *Guideline* is recommended:

Attendance	5% (not to exceed)
Homework	15%
Projects/labs	40%
Tests/Quizzes	40%

**STUDENT WELFARE**

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

**STUDENT INSURANCE**

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.

**PHYSICAL EXAMINATIONS**

Prior to initial admission to a District school, 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.

**IMMUNIZATIONS**

If in the judgement 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 as specified by the Commissioner.

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, rubella is not required in children twelve (12) years or older.

This section does not apply if the child:

- 1. Has a valid immunization certificate defined as an international 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 tenants 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 ninety (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.

### **ADMINISTERING MEDICINES TO STUDENTS**

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 as 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 students 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. This list will be kept in the principal's office.

### **STUDENT PSYCHOLOGICAL SERVICES**

The administration of psychological tests and the provision of psychological services shall only be 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 who 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 Iditarod Area School District.

### **STUDENT ACTIVITY TRAVEL**

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

1. All school activity travel by students shall be paid for with school funds including locally raised monies or funds that may be allocated for the purpose by the Board. All out of state travel must be approved by the IASD School 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 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 prior to the proposed travel, students, parents, or guardians must be sent a letter and a parental permission form. The letter must include at least the following: Purpose of trip, destination, departure date and time, return date and time, method of transportation, chaperone(s), name of person to contact for further information. 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. If changes in travel plans occur, the parents or guardian must be notified immediately.

For district events i.e. CTE week, Yukon/Innoko Days, District sports clinics, etc., the Chaperone: student ration shall be one (1) male chaperone for every ten (10) male students, and one (1) female chaperone for every ten (10) female students.

One week prior to the proposed travel or as soon as possible prior to travel, the local principal shall file with the Superintendent a statement of the travel plans. In addition, the following shall happen prior to travel for IASD events:

1. All chaperones will read, sign, and submit to IASD administrator the Chaperone Guidelines.
2. All students who travel and their parents or guardians will read and sign a Student Travel Contract.

3. For IASD district events, a VTC will be held before the event to discuss arrangements with all chaperones, teachers, principal teachers, and administrative staff who are involved in the event.

The following behavior will result in the student being sent home immediately and at the parent or student's expense.

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.

### **SOLICITATION OF FUNDS FORM AND BY STUDENTS**

The School Board recognizes that participation in fund-raising for worthwhile purposes can help students develop a sense of social responsibility and promote a sense of belonging. With the approval of the Superintendent or designees, school-related organizations may organize fund-raising events involving students. The Superintendent or designee shall inform parents-guardians of the purpose of fund-raisers sponsored by schools or school groups. These activities may be limited in order to prevent interference with the instructional program or to protect students from unsafe or dangerous situations. No student shall be barred from an activity at school because they did not participate in the fund-raising activities; however, for extracurricular travel, that necessitates students fundraising, students who participate in fundraising activities may be selected before students who abstain, based on funds made available by the group's efforts. All gifts of money to any student must be approved by the Board. All funds must be processed through the IASD business manager's office. If funds are not handled in accordance with this procedure, these activities will not be counted as school sponsored and students will not be covered by district insurance.

### **ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES**

For curriculum related trips the School Work section does not apply but the Attendance and Attitude Sections will apply.

#### **Grades**

1. passing grades in all current subjects areas (secondary); and passing grades in all assignments for the previous week (elementary).
2. No zeros on any homework and classroom work for the previous week.

#### **Behavior**

1. Students must display good attitudes and behavior in front of classmates and school staff.
2. Students who have one or more in-school detentions or out of school suspensions will be ineligible to compete, participate, or travel for one week.

### **STUDENT CONFERENCES**

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

### **COMMUNICATIONS WITH PARENTS**

Because parental involvement contributes greatly to student achievement and conduct, the School Board encourages frequent communication between parents/guardians and teachers by means of parent-teacher conferences, class newsletters, mail, telephone, and school visits by parents/guardians. Parent/teacher conferences shall be scheduled at least two times per year, close to the end of each Quarter or Semester; four times per year is encouraged. As part of this communication, teachers shall send progress reports to parents/guardians at least quarterly and encourage parents/guardians to communicate any concerns to the teacher.

### **HOMEWORK**

Teachers shall assign homework as is necessary and appropriate to supplement class work. Homework will be returned as quickly as possible to the student with feedback from the teacher.

### **CURRICULUM**

1. Instruction shall be based on a pre-planned curriculum, which has been adopted by the Iditarod Area School District. Any exceptions require approval by the Superintendent.
2. Upon approval of the local administrator, independent study, and distance delivered courses may be taken for credit, in order to meet the unique needs of students, which cannot be accommodated by the regularly scheduled course offerings of the school. (BP 6182)
3. Student 16 year of age and older may enroll in a "specialized work experience program" upon completion of the prerequisites in a vocational education program sequence.
4. Upon approval of the local administrator, students may be allowed to enroll in college courses not offered in their high school.

### **GRADES FOR ACHIEVEMENT**

Grades for achievement shall be reported each quarter as follows:

A	(90-100%)	Far Above Proficient	4.0 grade points
B	(80-89%)	Above Proficient	3.0 grade points
C	(70-79%)	Proficient	2.0 grade points
D	(60-69%)	Passing	1.0 grade points
F	(59% & below)	Below Proficient	0.0 grade points
I		Incomplete	0.0 grade points

Kindergarten-2<sup>nd</sup> Grade shall use a different grading system, which is explained on the student report card.

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

An incomplete (I) is given only when a student's work is not finished because of illness or other absences.

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

1. Preparation of assignment, including accuracy, legibility, and promptness.
2. Contribution to classroom discussion.
3. Demonstrated understanding of concepts on tests.
4. Application of skills and principles to new situations through projects and simulations.
5. Organization and presentation of written and oral reports.
6. Originality and reasoning ability when working through problems.
7. (See Grading Policy Section)

### **GRADUATION REQUIREMENTS FOR HIGH SCHOOL**

The IASD School Board has adopted the following requirements as the *minimum* for graduation. Students shall be encouraged to move beyond these minimum requirements to reach their greatest potential. The IASD has set following graduation requirements:

#### **LANGUAGE ARTS            4 CREDITS**

English I	1 credit
English II	1 credit
Speech	½ credit
Composition	½ credit
Language Arts Elective	1 credit

#### **SOCIAL STUDIES 3.5 CREDITS**

Unites States in Global Context (Late 1800's to present)	1. Credit
Alaska Studies/ Land Claims	1 Credit
World Studies	1 credit
US Government	½ credit

#### **MATH                            3 CREDITS**

Algebra	1 credit
Geometry	1 credit
Math Elective	1 credit

#### **SCIENCE                      3 CREDITS**

Biology	1 credit
Earth Science	1 credit
Science Elective	1 credit

#### **PE/ HEALTH                 2 CREDITS**

Health/ PE I	½ Health; ½ credit PE
Health/PE 2	½ Health; ½ credit PE

#### **VOCATIONAL EDUCATION 2 CREDITS**

Practical Living Skills	½ credit
Information Technology Core	½ credit
Vocational Elective	1 credit
Information Technology Core	½ credit
Vocational Education Elective	1 credit

**ELECTIVES** 4.5 CREDITS

**TOTAL CREDITS REQUIRED FOR GRADUATION 22 CREDITS**

If a student is enrolled in a .5 credit course and decides to drop it, they will not receive .25 credits. It is a drop = 0.

\*\*\* We do not issue .25 credits for a .5 core class

\*\*\* We do issue .25 for electives such as art, shop, beading, home ec., etc. based on time put in to the course.

**NOTE:** *The following section is meant to be informational for Parents and Students and is not policy*

**ALASKA PERFORMANCE SCHOLARSHIP (APS)**

The Alaska Performance Scholarship provides an opportunity for Alaska high school students to earn a scholarship to help cover the cost of an Alaska postsecondary education. Alaska high school students who take a more rigorous curriculum, get good grades, and score well on college placement or work ready exams, can earn an Alaska Performance Scholarship to qualified Alaska colleges, universities, or vocational/technical programs.

Students may work towards two paths to receive the benefits of the scholarship: 1) career and Technical path, or 2) college path. Both paths award students with the same financial assistance at three different levels dependent on their cumulative high school GPA and test scores.

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
Up to \$4,744 per year	Up to \$2,566 per year	Up to \$4,755 per year
GPA 3.5 or greater	GPA 3.0 or greater	GPA 2.5 or greater
Test scores (minimum)	Test scores (minimum)	Test Scores (minimum)
College path: ACT 25 SAT 1680	College Path: ACT 23 SAT 1560	College Path ACT 21 SAT 1450
Career Path:	Career Path:	Career Path:
Work Keys 13	Work Keys 13	Work Keys 13

All students need to choose a Math and Science Curriculum or a Social Studies and Language Curriculum for the Career and Technology path or the college path.

Math and Science Curriculum

- 4 credits math
- 4 credits science
- 4 credits Language arts
- 4 credits social studies
- 

Social Studies and Language Curriculum

- \* 2 credits world language
- \* 3 credits math
- \* 3 credits science
- \* 4 credits language arts
- \* 4 credits social studies

**HGIH SCHOOL CREDIT FOR 8<sup>TH</sup> GRADERS**

Eighth Grade students may receive high school credit for Algebra I at the student’s teacher’s and parent’s discretion. The student must have tested at the Proficient level on the SBA at their grade level in order to be considered for placement into Algebra I. (Exceptions to this policy may be considered on a case-by-case basis).

**HIGH SCHOOL STUDENT PLACEMENT**

Freshman	0-5 credits
Sophomore	6-10 credits
Junior	11-15 credits
Senior	16 credits and up

**HONOR ROLL**

Each school shall post an Honor Roll. All courses except Pass/Fail shall be counted in computing eligibility for the Honor Roll. To qualify for the Honor Roll, a student must receive no current grade below a C and have a grade point average of 3.5 or better. A student must be enrolled in a full day academic schedule to qualify for the Honor Roll.

**ACADEMIC HONESTY (BP 5131.9)**

The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work because of their own effort. The Board expects that students will not cheat, lie, or plagiarize. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

**STUDENT AWARDS AND SCHOLARSHIPS (BP 5126)**

Student awards may include verbal recognition, a letter, certificate, or Board resolution, a public ceremony, or a sum of money. All teachers may give student awards for grades, attendance, academic work, and other areas in which the student demonstrates success each quarter or semester. The Superintendent shall submit recommendations for monetary awards to the Board for approval.

**TEACHING ABOUT CONTROVERSIAL ISSUES (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 school.
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 individuals. 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 complaint may be appealed 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.

**STUDENT VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE**

The local administrator, upon written approval of the parents or guardian, may authorize limited absences from classes for students to participate in volunteer school and public service activities. This should not interfere with the student's academic achievement.

**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.



**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 shall receive training in sex discrimination and stereotyping in instruction, guidance, and supervision.

**RIGHT TO EXPRESSION** (BP 5145.2)

The school Board respects the students' right to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, and the printed materials they choose to post or distribute.

Students liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of member of the school community.

Students are prohibited from making any expressions or distributing or posting any materials which are obscene, libelous, or slanderous, or which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation.

All printed matter and petitions distributed, circulated or posted on school property shall bear the name and address or contact location of the sponsoring organization or individual.

**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 CONFIDENTIALITY AND ACCESS TO STUDENT RECORDS**

Confidentiality and access to student records shall be governed by the provisions of the "Family Education Right 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.

### **RIGHT TO DUE PROCESS**

The constitutional rights assured to individuals include 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:

1. Continued willful disobedience or open and persistent defiance or reasonable school authority
2. Behavior, which is inimical 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 inimical 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 inimical 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. Only the Superintendent, principal, local school administrator, or a professional staff member of the District may administer simple discipline. Before simple discipline is administered, 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. Simple disciplinary actions may be appealed through the complaint procedure.

### **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 informally at the lowest possible level. If this fails, the student may make a written request for a hearing. The local school administrator shall hold the hearing within five (5) days of the request and shall render a written decision within five (5) days of the hearing. The Superintendent's decision may be appealed to the IASD School Board. At complaint hearings, the student and/or his counsel may present evidence and witnesses and the student's parents or guardian may be present.

## **STUDENT DISCIPLINE PROCEDURES**

Teaching becomes a joy when students demonstrate behavior that is more responsible and become motivated to put more effort into their own learning. A classroom that has regular schedules, varied activities, teaches respect and responsibility, and stresses positive recognition is the ideal learning environment.

## **VANDALISM, THEFT, AND GRAFFITI**

Vandalism shall be defined as willful or malicious damage to IASD property.

1. **Class I Vandalism/Theft** shall be defined as any damage or loss resulting in less than one hundred dollars in material or labor.
  - \* First offense: student/ parent reimbursement, loss of student activities for 30 days, mandatory meeting with the ASB, principal, the student, and counseling when available.
  - \* Second offense: out of school suspension for two days pending action from the Superintendent of the District.
  
2. **Class II Vandalism/theft** shall be defined as any damage or loss in excess of one hundred dollars in materials and labor.
  - \*First offense: 1 and 2 under Class I Vandalism/Theft and file a report with nearest law enforcement agency.
  - \*Second offense: 1 and 2 under Class I Vandalism/Theft and mandatory out of school suspension as determined by the Principal, in compliance with District policy and procedures, and report to the nearest law enforcement agency.

Burglary shall be defined as the act of breaking into a building/classroom/IASD property illegally.

- Report to nearest law enforcement agency for appropriate action.
- Mandatory out of school suspension as determined by principal, in compliance with District policy and procedures
- Student responsible for all damages, loss of all student activities for 60 days.

## **THREATS (BULLYING)**

Alaska law defines 'harassment, intimidation, or bullying' to mean an intentional written (including electronic i.e. through e-mail, Bebo, or on any Internet Community), oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening, and

1. Physically harms the student, staff, visitors and anyone on school grounds or damages the property of students, staff, visitors or anyone on school grounds.
2. Has the effect of substantially interfering with the student's education, staff working, or any other school related business.
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of school.

IASD schools shall not tolerate any comments, body language, or gestures which are vulgar or obscene or which intimidate or denigrate others. Students shall be subject to disciplinary procedures for bullying other student or for using insults, slurs, or fighting words, which may disrupt school activities.

- First offense: principal, parents, teacher, student conference with one to five days out of school suspension, referred to counseling when available.
- Second offense: principal, parents, teacher, student conference with five day out of school suspension, counseling when available, law officials contacted.
- Third offense: same as second offense with seven days out of school suspension.
- After these steps have been attempted, recommendation may be made to the IASD Board for alternative in-district program placement or expulsion.

This policy is in effect while students are on property within the jurisdiction of the school district; while on school owned and /or school operated vehicles; and while attending or engaging in school sponsored activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion.

In case of bullying, a conference is required with the offending student, the parent (or designee), and the Principal Teacher before the student is allowed to return to school. A plan must be agreed upon by all parties in attendance to insure that the bullying does not continue. The consequences for further bullying must be clearly defined and signed off on by all parties.

### **FIGHTING**

- First offense: parent's contacted, principal conference, behavior contract, in school or out of school suspension for one full day.
- Second offense: Principal, parents, student conference, out of school suspension for three days, counseling when available.

### **TOBACCO POSSESSION OR USE (THIS INCLUDES SNUFF**

\***First offense:** parents contacted, principal conference, one day in school suspension.

\* **Second offense:** parents contacted, principal conference, two day in school suspension.

\*(State law requires the VPSO or other law enforcement officers be contacted)

\* Suspension out of school is always an option.

\* All instances by student athletes will be reported to ASAA throughout the year and not just during sport seasons that students participate in.

### **ALCOHOL OR DRUG POSSESSION OR USE**

- First offense: ten-day (10) mandatory out of school suspension. Refer to policy manual for other options.
- Second offense: The student shall not be re-admitted to school until the student has undergone an assessment by a counselor or agency approved by the school administration and has agreed upon a plan to meet the recommendations of such assessment.
- Third offense: see IASD policy manual.
- All instances by student athletes will be reported to ASAA throughout the year and not just during sport seasons that students participate in.

### **PHYSICAL TOWARD STAFF**

\*First Offense: a report given to law officer, seven day out of school suspension, counseling when available, superintendent contacted, parent-student-PT conference required before student returns to school.

- Second offense: follows above steps with ten (10) day out of school suspension, issue taken to IASD School Board.
- Third offense: recommendation made to the IASD Board for an alternative in-district program placement or expulsion.

This policy is in effect while student are on property within the jurisdiction of the school district; while on school owned and/or school operated vehicles; and while attending or engaged in school sponsored activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion.

### **PROGRESSIVE DISCIPLINE PLAN**

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of the particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The code of conduct has been adopted to protect and foster respect for the rights of IASD schools, students and staff. Infractions of this Code of Conduct are groups into four levels based on the severity of the infraction, and each violation of the code may have from one to three levels of consequences. Additional violations of four (4) or more will be addressed according to the discretion of the site administrator or designee.

These represent recommended guidelines in the disposition of discipline situation. Depending on the circumstances of the behavior or education status of the student, responses may vary from situation to situation.

In all cases, administrative discretion will be exercised.

#### **LEVEL I OFFENSES:**

Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.

These misbehaviors should be handled by an individual staff member but sometimes require the intervention of other school support personnel.

<b>Level I infractions</b>	<b>Primary/Elementary Grade 1-5</b>	<b>Middle/Secondary Grade 6-12</b>
<p><b>Disruptive Student Behavior</b> Disruptive behavior is student conduct that compromises students' safety and interferes with the educational process or with school sponsored activities. Running, shouting in the hallways, slamming lockers, hostile play, rough housing inappropriate language</p>	<p>First Offense: 1. Loss of Open gym for day 2. Parent notification 3. PowerSchool Documentation Second Offense: 1. Loss of Open Gym for two days 2. Parent notification 3. PowerSchool documentation Third Offense: 1. ½ day ISS, behavior contract 2. Parent Notification 3. PowerSchool Documentation</p>	<p>First Offense: 1. Loss of Open Gym for day 2. Parent notification 3. PowerSchool documentation Second Offense: 1. Loss of Open Gym for two days 2. Parent notification 3. PowerSchool Documentations Third Offense: 1. ½ day ISS, Behavior Contract 2. Parent Notification 3. PowerSchool Documentation</p>
<p><b>Dress Code</b> Clothing bearing inappropriate messages or depicting drugs, alcohol tobacco, obscenity, profanity, violence, words, or depictions demeaning to others are not allowed. Some clothing items considered inappropriate for school are: 1. Provocative clothing which may include, but is not limited to: spaghetti straps, low necklines, clothing which reveals underwear, halter tops, skirts, shorts and dresses of inappropriate length (above knee cap), bare midriffs, bare backs (to include boys without shirts). 2. Hats (exceptions will be made during</p>	<p>First/Subsequent Offense: 1. Parent Notifications 2. Student changes clothing 3. PowerSchool Documentations</p>	<p>First Offense: Parent Notification 2. Student changes clothing 3. PowerSchool Documentation Second Offense: 1. Parent Notification 2. Student changes clothing 3. PowerSchool documentation 4. One day ISS Third Offense: 1. Parent Notification 2. Student Changes clothing 3. PowerSchool documentation 4. 1-3 days OSS</p>

special occasions and activities) 3. Hoods		
<b>Willful Disobedience</b> Refusal to comply with a reasonable request by authorized school staff, non-defiant failure to compete or carry out directions.	First Offense: Parent notification 2. PowerSchool notification Second Offense: 1. Parent notification 2. Loss of Open Gym for two days 3. PowerSchool documentation Third Offense: 1. parent notification 2. parent conference 3. Behavior contract 4. ½ day ISS 5. PowerSchool documentation	First offense: 1. One day ISS 2. Parent Notification 3. PowerSchool documentation Second Offense: 1. 2-3 Days ISS 2. Parent notification 3. PowerSchool documentation Third Offense: 1. 1-3 Days OSS 2. Parent notification 3. PowerSchool Documentation 4. Behavior contract

**LEVEL II OFFENSES:**

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

<b>Level II Infractions</b>	<b>Primary/Elementary Grade 1-Grade 5</b>	<b>Middle/Secondary Grade 6-12</b>
Extreme Level I Misconduct, continuation of Level I conduct		
<b>Accessory to an act</b> This violation occurs when a person acts as an accomplice or in some way aids in the preparation	First and subsequent Offenses: Parent notification with consequences determined on a case-by-case basis	First and Subsequent Offenses: Parent notification with consequences determined on a case-by-case basis

	*referral to Local Tribal *Subject to arrest/liable for damages	*referral to Local Tribal *Subject t arrest/liable for damages
<b>Bus Conduct</b> Riding on the school bus is a privilege, not a right. All students are expected to behave on the busses in a calm, quiet safe manner and to abide by the bus driver’s rules.	1. warning, parent notification 2. Automatic revocation of bus privilege until conference with family, principal, student and bus driver. 3. Denial of bus privilege for remainder of school year. 4. Documentation in PowerSchool	1. Warning, student conference, parent notification 2. Automatic revocation of bus privilege for three (3) days, conference with family, principal, student, bus driver before return 3. Denial of bus privilege for remainder of school year. 4. Documentation in PowerSchool.
<b>Dangerous Actions Materials/Objects</b> Engaging in conduct that creates a risky situation through the misuse of materials and objects that might cause injury to another person, school property or oneself is prohibited.	First Offense: 1. Confiscation, 2-4 days loss of open gym time, 2. parent notification 3. PowerSchool documentation second offense: 1. confiscation 2. ½ day ISS 3. Parent notification 4. PowerSchool documentation Third Offense: 1. confiscation 2. 1 day ISS 3. Parent notification 4. PowerSchool documentation *subject to arrest/liable for damages	First offense: 1. confiscation 2 1-3 days ISS 3. Parent notification 4. PowerSchool documentation Second offense: 1. confiscation 2. 1-3 days ISS 3. Parent notification 4. PowerSchool documentation Third Offense: 1. confiscation 2. Parent notification 3. PowerSchool documentation 4. 1-5 days OSS *subject to arrest/liable for damages



<b>Lying/Cheating</b>	First Offense:	First Offense:
<p><b>Copying/ Plagiarism</b> The presentation of information or testimony (oral or written) that is misleading, or a misrepresentation of the facts, or an actual attempt to defraud.</p>	<p>1. Redo assignment 2. Parent notification 3. PowerSchool documentation Second Offense: 1. Loss of assignment credit 2. parent notification 3. Loss of recess/ gym time 4. PowerSchool documentation 5. Loss of assignment credit</p>	<p>1. Redo assignment 2. Parent notification 3. PowerSchool documentation Second Offense: 1. Loss of assignment credit 2. Parent notification 3. PowerSchool documentation 4. 1-3 days ISS Third Offense 1. Loss of assignment credit 2. Parent notification 3. PowerSchool documentation 4. 1-3 days ISS</p>
<p><b>False fire alarm/False 9-1-1 call</b> Activating or tampering with a fire alarm or making a false 9-1-1 call is against state and federal law.</p>	<p>First Offense: 1. 1-3 days ISS 2. Parent notification 3. PowerSchool documentation 4. Referral to AST Second Offense: 1. 4-10 days OSS 2. Parent notification 3. PowerSchool documentation 4. referral to AST *Subject to arrest/liable for damages</p>	<p>First Offense: 1. 1-3 days ISS 2. Parent notification 3. PowerSchool documentation 4. Referral to AST Second Offense: 1. 4-10 days OSS 2. Parent notification 3. PowerSchool documentation 4. referral to AST *Subject to arrest/liable for damages</p>
<p><b>Inappropriate use of Technology</b> Intentional unauthorized access to software accounts or files. Accessing inappropriate websites, transmitting and/or downloading inappropriate material.</p>	<p>First Offense: 1. Loss of computer time for one week. 2. Parent notification 3. PowerSchool documentation Second Offense: 1. Restricted computer access 2. Parent notification 3. PowerSchool documentation Third Offense: 1. Loss of computer for one year.</p>	<p>First Offense: 1. Loss of computer time for one week. 2. Parent notification 3. PowerSchool documentation Second Offense: 1. Restricted computer access 2. Parent notification 3. PowerSchool documentation Third Offense: 1. Loss of computer for one year.</p>

	<ul style="list-style-type: none"> <li>2. parent notification</li> <li>3. PowerSchool documentation</li> </ul>	<ul style="list-style-type: none"> <li>2. parent notification</li> <li>3. PowerSchool documentation</li> </ul>
<p><b>Insubordination</b> Open defiance of authority; willful refusal to do as ordered; or any form of insubordination</p>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>1. warning</li> <li>2. ISS for remainder of day</li> <li>3. Parent notification</li> <li>4. PowerSchool documentation</li> </ul> <p>second offense:</p> <ul style="list-style-type: none"> <li>1-3 days ISS</li> <li>2. parent notification</li> <li>3. PowerSchool documentation</li> </ul> <p>third offense:</p> <ul style="list-style-type: none"> <li>1. 3-5 days OSS</li> <li>2. parent notification</li> <li>3 PowerSchool documentation</li> </ul>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>1. warning</li> <li>2. ISS for remainder of day</li> <li>3. Parent notification</li> <li>4. PowerSchool documentation</li> </ul> <p>second offense:</p> <ul style="list-style-type: none"> <li>1-3 days ISS</li> <li>2. parent notification</li> <li>3. PowerSchool documentation</li> </ul> <p>third offense:</p> <ul style="list-style-type: none"> <li>1. 3-5 days OSS</li> <li>2. parent notification</li> <li>3 PowerSchool documentation</li> </ul>
<p><b>Reckless and Unsafe Behavior</b> Actions that jeopardize the safety / welfare of oneself, others or school property are prohibited, e.g. ignoring safety instructions in shop, lab, physical education classes.</p>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>1. Warning</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>1. 1-3 days ISS</li> <li>2. Parent notification</li> <li>3. PowerSchool Notification</li> </ul> <p>Third Offense:</p> <ul style="list-style-type: none"> <li>1. 3-5 day OSS</li> <li>2. Parent Notification</li> <li>3. PowerSchool documentation</li> </ul>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>1. Warning</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>1. 1-3 days ISS</li> <li>2. Parent notification</li> <li>3. PowerSchool Notification</li> </ul> <p>Third Offense:</p> <ul style="list-style-type: none"> <li>1. 3-5 day OSS</li> <li>2. Parent Notification</li> <li>3. PowerSchool documentation</li> </ul>
<p><b>Trespass</b> Unauthorized entry to school property or remaining on school property after being directed by authorized school personnel to leave is not allowed.</p>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>1. 1 day OSS</li> <li>2. Parent conference</li> <li>3. PowerSchool documentation</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>1. 1-3 day OSS</li> <li>2. Parent conference</li> <li>3. PowerSchool documentation</li> </ul> <p>third Offense:</p> <ul style="list-style-type: none"> <li>1. 3-5 day OSS</li> </ul>	<p>First Offense:</p> <ul style="list-style-type: none"> <li>1. 1 day OSS</li> <li>2. Parent conference</li> <li>3. PowerSchool documentation</li> </ul> <p>Second Offense:</p> <ul style="list-style-type: none"> <li>1. 1-3 day OSS</li> <li>2. Parent conference</li> <li>3. PowerSchool documentation</li> </ul> <p>third Offense:</p> <ul style="list-style-type: none"> <li>1. 3-5 day OSS</li> </ul>

	2. Parent conference 3. PowerSchool documentation	2. Parent conference 3. PowerSchool documentation
<b>Truancy</b> (e.g. leaving school property without permission, failure to attend school, cutting class) *for every five truancies, which need not be consecutive, a report will be filed with local tribal entity.	First Offense: 1. Loss of open gym for day 2. Parent notification 3. PowerSchool documentation Second Offense: 1. 1-3 days ISS 2. Parent notification 3. PowerSchool documentation third offense: 1. 3-5 days ISS or OSS 2. Parent notification 3. PowerSchool documentation	First Offense: 1. Loss of open gym for day 2. Parent notification 3. PowerSchool documentation Second Offense: 1. 1-3 days ISS 2. Parent notification 3. PowerSchool documentation third offense: 1. 3-5 days ISS or OSS 2. Parent notification 3. PowerSchool documentation

**LEVEL III OFFENSES**

Acts whose frequency or seriousness tends to disrupt the learning climate of the school and or acts directed against persons or properties and whose consequences could endanger the health or safety or others in the school.

<b>Level III Infractions</b>	<b>Primary/Elementary Grade 1-5</b>	<b>Middle/Secondary Grade 6-12</b>
Continuation of or extreme Level II misconduct		
<b>Fireworks/Explosives</b> A student is prohibited from possessing and or using any incendiary device on school property or during any sponsored activity or on school transportation. *Referral to Alaska State Troopers *Subject to arrest/liable for damages	First Offense: 1. 10 day OSS 2. Parent Conference 3. PowerSchool documentation Second/subsequent Offenses: 1. 10 day OSS 2. Parent conference 3. PowerSchool documentation 4. Expulsion recommended.	First Offense: 1. 10 day OSS 2. Parent Conference 3. PowerSchool documentation Second/subsequent Offenses: 1. 10 day OSS 2. Parent conference 3. PowerSchool documentation 4. Expulsion recommended.
<b>Bullying/Hazing/Initiations</b> There will be no hazing of students by anyone in any	First Offense: 1. ½ day ISS 2. Parent notification	First Offense: 1. ½ day ISS 2. Parent notification

<p>way. Hazing means a behavior or pattern of behavior directed at one or more specific individuals which persecutes, harasses, humiliates, degrades, or endangers the physical safety of an individual.</p>	<p>3. PowerSchool documentation                  second offense:                  1. 1-3 days OSS                  2. Parent notification                  3. PowerSchool notification                  third offense:                  1. 3-5 days OSS                  2. Parent notification                  3. PowerSchool documentation</p>	<p>3. PowerSchool documentation                  second offense:                  1. 1-3 days OSS                  2. Parent notification                  3. PowerSchool notification                  third offense:                  1. 3-5 days OSS                  2. Parent notification                  3. PowerSchool documentation</p>
<p><b>Lewd/Lascivious Behavior</b>                  Engaging in inappropriate sexual behavior, e.g. indecent exposure, entering an opposite sex locker or restroom, depantsing, or attempting depantsing, or other lewd conduct is not allowed.</p>	<p>First Offense:                  1. ½ day ISS                  2. Parent notification                  3. PowerSchool Documentation                  Second Offense:                  1. 3-5 days OSS                  2. Parent Notification                  3. PowerSchool Documentation                  Third Offense                  1. 4-10 days OSS                  2. Parent Notification                  3. PowerSchool Documentation</p>	<p>First Offense:                  1. ½ day ISS                  2. Parent notification                  3. PowerSchool Documentation                  Second Offense:                  1. 3-5 days OSS                  2. Parent Notification                  3. PowerSchool Documentation                  Third Offense                  1. 4-10 days OSS                  2. Parent Notification                  3. PowerSchool Documentation</p>
<p><b>Obscenity/Profanity directed at staff</b></p>	<p>First Offense:                  1. 1-3 day ISS                  2. Parent Notification                  3. PowerSchool Notification                  Second Offense:                  1. 1-3 days OSS                  2. Parent Notification                  3. PowerSchool Notification                  Third Offense:                  1. 4-7 days OSS                  2. Parent Notification                  3. PowerSchool Documentation</p>	<p>First Offense:                  1. 1-3 day ISS                  2. Parent Notification                  3. PowerSchool Notification                  Second Offense:                  1. 1-3 days OSS                  2. Parent Notification                  3. PowerSchool Notification                  Third Offense:                  1. 4-7 days OSS                  2. Parent Notification                  3. PowerSchool Documentation</p>

Accumulation of three or more Level II and Level III suspensions may result in administrative or School Board Hearing for further disciplinary action; possibly expulsion.

**LEVEL IV OFFENSES**

Acts whose frequency or seriousness tends to disrupt or disrupt the learning climate of the school. Acts directed against persons or property which could or do pose a threat to the health, safety or welfare of others in the school. Such acts will require administrative action, which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

<b>Level IV Infractions</b>	<b>Primary/Elementary Grade 1-5</b>	<b>Middle/Secondary grade 6-12</b>
<b>Continuation of or Extreme Level IV misconduct</b>	First Offense: 1. 10 day OSS 2. Parent conference 3. PowerSchool Documentation 4. Referral to AST 2 <sup>nd</sup> and Subsequent offenses: 10 days OSS, expulsion recommended *Referral to Alaska State Troopers	First Offense: 1. 10 day OSS 2. Parent conference 3. PowerSchool Documentation 4. Referral to AST 2 <sup>nd</sup> and Subsequent offenses: 10 days OSS, expulsion recommended *Referral to Alaska State Troopers
<b>Arson or attempted Arson</b> Maliciously, voluntarily and willfully setting fire to the building, buildings, or other property of another, or of burning one’s own property for an improper purpose.	First Offense: 1. 10 days OSS 2. Parent conference 3. PowerSchool documentation 4. Referral to AST 2 <sup>nd</sup> / Subsequent Offenses: 1. 10 Day OSS 2. Expulsion recommended *Referral to Alaska State Troopers	First Offense: 1. 10 days OSS 2. Parent conference 3. PowerSchool documentation 4. Referral to AST 2 <sup>nd</sup> / Subsequent Offenses: 1. 10 Day OSS 2. Expulsion recommended *Referral to Alaska State Troopers
<b>Assault</b> Assault is defined as a physical threat of violence where striking, kicking, pushing, and/ or other physical violence are used against another person. Students are encouraged to see staff help in preventing a fight or breaking one up.	First Offense: 1. 10 Days OSS 2. Parent Conference 3. PowerSchool Documentation 4. Referral to AST 2 <sup>nd</sup> /Subsequent Offenses: 1. 10 Day Oss Parent conference 3. PowerSchool Documentation 4. Expulsion Recommended	First Offense: 1. 10 Days OSS 2. Parent Conference 3. PowerSchool Documentation 4. Referral to AST 2 <sup>nd</sup> /Subsequent Offenses: 1. 10 Day Oss Parent conference 3. PowerSchool Documentation 4. Expulsion Recommended

	*Referral to Alaska State Troopers *Subject to arrest/liable for damages	*Referral to Alaska State Troopers *Subject to arrest/liable for damages
<b>Extortion</b> This involves obtaining money or property by actions of violence, threat of violence, including untrue accusations or public subject to arrest/liable for damages	First Offense: 1. 1-3 days ISS 2. Parent Conference 3. PowerSchool Documentation Second Offense: 1. 1-3 days OSS 2. Parent Conference 3. PowerSchool Documentation Third Offense: 1. 10 days OSS 2. Parent Conference 3. PowerSchool Documentation	First Offense: 1. 1-3 days ISS 2. Parent Conference 3. PowerSchool Documentation Second Offense: 1. 1-3 days OSS 2. Parent Conference 3. PowerSchool Documentation Third Offense: 1. 10 days OSS 2. Parent Conference 3. PowerSchool Documentation

A Level IV suspension may result in a School Board Hearing for further disciplinary action, possibly expulsion. As in all infractions, the Principal/Teacher has the discretion of out-of-school suspension if warranted with approval of either the Superintendent or designee.

**WEAPONS AND DANGEROUS INSTRUMENTS (BP 5131.7a)**

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Superintendent may, on a case-by-case basis recommend a modification of this expulsion.

**WEAPONS AND DANGEORUS INSTRUMENTS: SUPPLEMENT**

The Board believes that students and staff are entitled to a safe and secure learning and working environment free from the dangers presented by firearms and other weapons.

No one, including students, staff, or visitors (other than authorized law enforcement personnel), shall possess, use, or store a firearm, weapon, dangerous instrument, or imitation weapon on District property. For purposes of this policy, "District property" means school buildings, District buildings not being used as a school, vehicles used for District purposes, any school- or District- sponsored event whether or not on District property, and all school and District grounds.

Students and staff should promptly report the presence of weapons to school authorities. When a firearm or other dangerous instrument is found on school property, law enforcement shall be notified.

This policy applies to all employees and contractors of the District. Violations will result in disciplinary action. Student violators will be disciplined pursuant to policies and procedures governing student misconduct.

### **USE OF WEAPONS FOR EDUCATIONAL PURPOSES**

On a case-by-case basis, the Superintendent may grant permission for a staff member to utilize a weapon for a school-sponsored activity, a class, or as part of the educational program.

A staff member who desires to possess or transport a firearm or weapon on school property for an educational purpose shall request prior permission from the Superintendent. The written request must be made at least five (5) school days in advance of the planned possession. The request shall include an explanation of the planned use of the weapon, the duration of use, and the security measures in place to ensure student and staff safety.

When determining whether to grant permission, the Superintendent shall consider the following factors: The planned use of the weapon, the duration and location of the planned use, whether an audience is expected, any perceived adverse effects to the safety and well-being of students or staff, and any other factor deemed appropriate by the Superintendent. If permission is granted, any limitations on the use and the authorized duration of use shall be stated in writing.

A Principal and/or staff member with knowledge of firearm safety shall inspect the weapon to ensure that necessary safety precautions have been taken, including inspection to ensure that no live ammunition is present. The weapon shall be stored in a locked vehicle or in an appropriate locked container before and after the educational activity.

A staff member granted permission to possess a weapon under this policy will be subject to disciplinary action if the weapon is used inappropriately or the conditions for use are violated.

### **STUDENT TRIPS**

- Parent or guardian must complete and sign the IASD student travel permission form and the school must keep a copy.
- Emergency medical information should be available on all students who travel.
- Students must be under direct supervision of an authorized adult sponsor at all times.
- No tobacco, snuff, drugs or alcohol use at any time.
- If a student violates any of these rules, they may be sent home at their own expense.

### **RESPONSIBILITY OF STUDENTS**

#### **1. RESPONSIBILITY TO ATTEND SCHOOL**

Every resident of the Iditarod Area 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 TO 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 REGARDING THE USE OF ELECTRONIC DEVICES**

Electronic devices shall be allowed for use in the school during regular school hours only at times that are allowed by the Principal/Teacher and the classroom teacher. If students are non-compliant about their use of their PED's, the following consequences shall be followed:

- 1<sup>st</sup> Warning: the PED is taken away from the student until the parent comes to pick it up after school.
- 2<sup>nd</sup> Warning: The PED is taken away for two (2) weeks.
- 3<sup>rd</sup> Warning: student loses privilege to use PED's for the rest of the year.

**BP 5138 STUDENT POSSESSION AND USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES.**

The School Board recognizes that many students possess and use cell phones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and his or her family, as well as serving as tools to access electronic information. In the school setting, portable electronic devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security.

5. **RESPONSIBILITY TO 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.

**STUDENT SEARCH**

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

**STUDENT CHEMICAL ABUSE**

Students by their own actions/mannerisms, who are suspected of having consumed intoxicating beverages, toxic vapors, or using illegal drugs, will be reported to the site



administrator. If the site administrator determines the student's behavior and/or actions indicate possible chemical abuse or dependency, this student will be treated by the specific course 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.

### **INTERVENTION**

- 1) Designated site administrator will examine evidence against the student and will decide at that time whether to implement or not implement policy.
- 2) If policy is implemented, parent/guardians will be notified and student will be sent home.
- 3) A Parent/Administrator conference will be scheduled. Iditarod Area School District Official Drug and Alcohol Policy will be explained on the Parent Notification Form will be completed.

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 weapons and dangerous instruments. The Superintendent shall immediately proceed to expel any student in violation of this policy for a period not less than one (1) calendar year. 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.

### **REPORTING REQUIREMENTS:**

The Superintendent shall be responsible for reporting all violations of this policy to the School Board. In addition, the Superintendent shall provide to the Alaska Department of Education, 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.

### **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.

### **LEAVING SCHOOL GROUNDS OPEN/CLOSED CAMPUS**

The School Board establishes a "closed campus" at district schools. The requirement to keep student on campus is part of the Board's efforts to maintain a safe school climate. In addition, 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.

### **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.

The IASD Wellness Policy shall be followed during school hours in regards to food and drink in the school. Please refer to this policy at the end of this handbook.

### **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. Any changes should be given to all students and parents in advance.

### **STUDENT RECORDS**

#### **A. PREAMBLE**

During a student's school career, the Iditarod Area School District collects and records data concerning the student. The District recognizes that the collection, maintenance and limited dissemination of such data is essential to District operations, but also realizes that preserving the rights of privacy of the students and parents, providing access to the data by the student or parents, student's or parent's right to correct inaccurate data is equally essential. This policy complies with the provision of the "Family Education Right and Privacy Act of 1974" (P.L. 093-3380).

#### **B. DEFINITIONS**

##### **STUDENT RECORDS**

A "student record" consists of records, files, documents, and other materials which contain data directly related to a student and are maintained by the District or by a person acting for the District and are intended for District use. Such records encompass all the material incorporated in the student's cumulative record folder. This information includes, but is not necessarily limited to, identifying data, academic work completed, level or achievement (grades, standardized achievement test scores), daily attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports or serious or recurrent behavior patterns.

Such records shall be the property of the District, access to and correction and disposition of which shall be governed by their policy in conformity with the Family Educational Right and Privacy Act of 1974 (P.L. 93-380).

### **VIDEO CAMERAS IN SCHOOLS**

The use of video cameras in a classroom by the school district for educational purposes does not infringe upon the privacy rights of students in the classroom. Cameras that are observing behavior that could be observable by any district personnel are legitimately allowed in the classroom. The district does not consider videotapes or digital recordings to be public documents. Use of the videotapes or digital recordings are limited to legitimate school district purposes.

### **IASD WELLNESS POLICY**

The Iditarod Area School District is committed to promoting health and wellness in all aspects of school life. This commitment shall enhance the intellectual, social, emotional

and physical development of each student and help to foster lifelong habits of healthy eating, emotional wellness, and physical activity.

All students in grades K-8 shall participate in a sequential and age-appropriate combined Health/PE class each year. High School students shall participate, at a minimum, in 4 semesters of a combined Health/PE class, or one (1) full credit each of Health and PE.

All IASD instructional staff shall receive in-service training on IASD Health, Safety and Physical Education curriculum and resources as well as opportunities to maintain high personal health standards.

IASD Supports the following Wellness Goals for IASD students and communities:

Community Partnerships:

- IASD shall participate in community partnerships that promote family health seminars and clinics, social and recreational functions, fitness activities, and other events that encourage community health, fitness, and wellness.
- Teachers are encouraged to utilize elders and health clinic, South Central Foundation, YKHC, state trooper and other resource people as presenters in their health classes.
- IASD Staff shall work with local ASB's, Native Village Councils, and City Councils in each community to develop a plan to equip local playgrounds with developmentally appropriate equipment as outlined in NASPE Guidelines for Facilities.

Physical Activity:

- All elementary students (K-8) shall participate in a minimum of 150 minutes per week and all high school students complete before graduation, at least one full credit of health and one full credit of PE.
- All elementary school students shall have at least 20 minutes per day of supervised recess, preferably outdoors.
- All IASD schools shall take advantage of opportunities before, during and after school for physical activity by: encouraging students to walk or bicycle to school when living within reasonable proximity.
- Providing before school opportunities for outdoor recess (or, on rainy or cold days, indoor recess).
- Students shall not remain inactive for periods of two hours or more during school day.
- Teachers shall make every effort to incorporate physical activity concepts into core curriculum instruction.
- All students in K-8 and high school PE classes shall participate in *The Presidential Fitness Award Program* each year.
- Physical activity, such as push-ups and running laps shall not be used as punishment, unless chosen by the student.
- Physical Education shall not be withheld from students as punishment.
- All IASD schools shall publish a calendar of in-school and extra-curricular activities representing a range of in-school and extra-curricular activities, and

when appropriate, interscholastic sports programs, that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities and students with special health-care needs.

- All intermural programs, physical activity clubs, and athletic teams shall be supervised by qualified staff, which may or may not be certified teachers.

### **NUTRITION AND NUTRITION EDUCATION**

- All meals served at school shall conform to School Meals Initiative for Healthy Children requirements, and whenever possible, shall incorporate traditional foods.
- Schools shall make available for sale, healthy snack items. Schools shall not sell pop, candy, chips and other 'empty' calorie items during the school day.
- Teachers shall not reward students with candy and other empty calorie items during the school day.
- Nutrition education shall represent a sequential and age-appropriate curriculum and include healthy cooking methods, which honor traditional foods and recipes, nutritional analysis of foods, consumer awareness, and media literacy.
- Schools may only advertise items which meet the healthy food and beverage guidelines.

### **HEALTH AND WELLNESS**

Health curriculum shall address the development of Decision Making skills as well as activities that promote the development of improved interpersonal skills.

Health curriculum shall train students to keep up with a health 'maintenance' program, i.e. eye and dental exams, immunizations, etc.

Health curriculum shall represent a sequential and age appropriate program, which includes human development, safety education, nutrition education, sex education, and substance abuse and disease prevention education. Health class shall meet a minimum of two (2) times per week for all K-8.

Asset building activities such as community service, music, art, and peer mentoring may be incorporated into the health curriculum.