

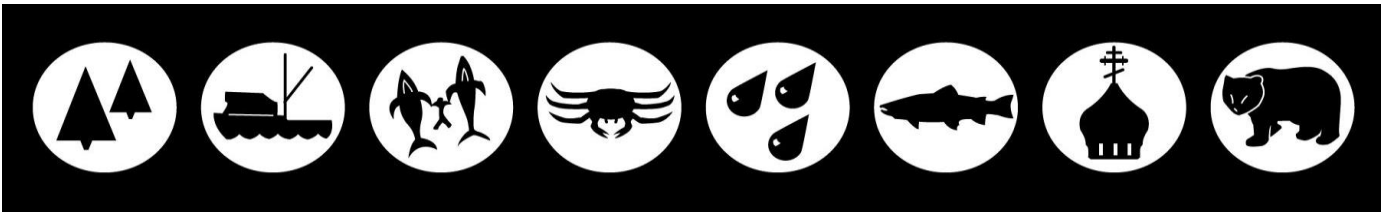
East Elementary Parent / Student Handbook

Kodiak Island Borough School District



2023-2024

Principal Melissa Griffin



Elementary School Compact

KIBSD Mission Statement

The Kodiak Island Borough School District, in close cooperation with our diverse island community, exists to provide an educational program of the highest standard that empowers all students to achieve personal and academic excellence while developing their full potential as responsible, productive citizens.

East Elementary Mission Statement

Acknowledging that each individual is unique, East Elementary is committed to providing a respectful, safe, and caring school environment in which life-long learning and academic excellence are fostered. Achievement of this goal is met by providing students opportunities that promote the development of responsibility, trustworthiness, fairness and citizenship.

Working Together

I (student) agree to do my jobs to the best of my ability:

- Be **O**n Time
- Be **R**espectful
- Be **C**aring
- Be **A**t My Best
- Be **S**afe

I (parent/adult) agree to do my jobs to the best of my ability:

- **Care:** Before going to class in the morning, my child will have been given a good night's sleep and breakfast.
- **Attendance:** My child will be on time every possible day.
- **Homework:** My child will have a quiet place to work at home, at the same time, every school night. They will know that I value education.
- **Reading:** My child will spend as much time reading or being read to as they spend watching TV/playing video or computer games each school night.

I (teacher) agree to do my jobs to the best of my ability:

- **Classroom:** My classroom will be a safe place where my students and I can ask questions, take risks, and learn from our mistakes. I will do my part to see that my students learn.
- **Knowledge and Skills:** I will work to keep current in the knowledge and skills that my students need me to have. I will always be a learner.
- **Behavior:** I will be respectful, responsible, and cooperative.
- **Lessons:** All of my students will know that their particular skills are valuable because my lessons and my grading system will allow for individual success.

I (principal) agree to do my jobs to the best of my ability:

- **Behavior:** I will be respectful, caring and at my best. I'll be consistent and fair with students, parents, and teachers.
- **Knowledge and Skills:** I will work to keep current in the knowledge and skills that my students need me to have.
- **School:** East will be a safe place where students, parents, and staff can ask questions, take risks, and learn.

Dear East Elementary School Community,



It is with great excitement that I write this letter of introduction to you--as the new Principal of East Elementary School. I am honored to have the opportunity to lead a school with such persevering students, an extremely caring and dedicated staff, and a supportive school community of parents and caregivers. I feel very fortunate to be a part of this school, and to support your student in this amazing community of learners.

I have worked at East Elementary School for thirteen years in various roles. I have served as a reading interventionist, Kindergarten teacher, Principal support, and now Principal. My own three children have also attended East Elementary from Kindergarten through Fifth grade-- so being here has always felt like home!

On a personal note, my husband and I have lived in Kodiak for 21 years and have 3 adult children. Our oldest son and his wife welcomed a brand-new baby this summer, and we are happy they live right here in Kodiak. My other two children, a son and daughter, are both attending college on the mainland. We will soon celebrate another wedding for my son in September. We love Kodiak and the special memories we have made here-- especially those made right here at East Elementary!

As the Principal of East Elementary I would like to welcome you to our school-- home of the Orca's! Here at East Elementary, we strive every day to do things the **ORCA** way. East Orcas follow daily guidelines for success:

- Be **O**n Time
- Be **R**espectful
- Be **C**aring
- Be **A**t our best
- Be **S**afe

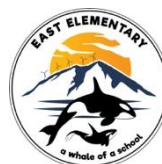
We all benefit from clear expectations and the belief that every child can succeed!

Please take time to read this handbook and discuss important points with your child(ren). It will provide you with useful information, answer questions, and address district policy.

Please also know that I am always available to help answer any questions or concerns that you may have. Together we will have a great year!

Sincerely,

Melissa Griffin
Principal East Elementary
907-486-7492





Kodiak Island Borough Board of Education

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Borough Assembly

Scott Arndt
2019-2022

Joseph Delgado
2021-2022

Geoffrey Smith
2020-2023

Aimee Williams
2020-2023

Jared Griffin
2021-2022

Scott Smiley
2021-2024

James Turner
2021-2024

Mayor Bill Roberts
2019-2022

Attendance and Absences

Regular attendance is very important for a child's success in school. Families are asked to send a note to the child's teacher or phone the school when they know their child will be absent. If a child is to be picked up during the school day for any reason, families are asked to contact the office by phone, writing, or in person. Children will not be released to individuals that have not been listed on the emergency student contact list. Phone authorizations for an individual not on the list will not be accepted unless the office staff recognizes the caller as the parent or guardian. While this is not convenient at times, it is necessary to protect children. A doctor's note is requested for any limitation of normal school routine.

The School Board Policy Compulsory Attendance BP 5112(a) reads: "Every child between seven (7) and sixteen (16) years of age shall attend school in the public school district in which the child resides during each school term. Every parent, guardian or other person have the responsibility for, or control of, a child between seven (7) and sixteen (16) years of age shall ensure that the child is not absent from attendance."

School Board Policy BP 5113(a) Absences and Excuses reads:

"A student may be excused from class for the following reasons:

- illness
- unavoidable emergencies at home
- death in the family
- doctor or dental appointments
- prearranged situations in which the educational interest may be equally well served by the student's absence from school
- religious instruction, participation in religious exercises, or religious holiday

A student's parent or guardian shall be required to provide an excuse for each instance a student is absent from school. Excuses may be written or phoned in to the school."

Class attendance is essential to the learning process. Excessive absences disrupt and hinders that process, not only for the absent student, but for their classmates as well. Students in kindergarten through grade eight may be retained in the same grade the following school year for violation of this policy.

Schedules

Kindergarten-Grade 1	Monday - Friday	7:50 - 1:50
Grades 2-5	Wednesday	7:50 - 1:50
	Monday, Tuesday, Thurs, Friday	7:50 - 2:50

Bad Weather Policy

Kodiak winter weather conditions sometimes cause our primary and/or secondary roads to become unsafe for travel. The superintendent of schools will make all decisions regarding the operation of schools based on reports from the U.S.

Weather Service, the Alaska Department of Highways, First Student Transit, City Police, and the Alaska State Troopers. Should there be a school closure the Districts' automated calling system will call student home phone numbers with that information. Announcements will also continue to be made regarding the operation of schools on Facebook, KMXT and KVOK.

Families are encouraged to use full discretion when considering whether their child(ren) should wait at a bus stop during severe weather. The continued operation of school does not assure that all roads are safe for children to walk or ride. Snow days are very rare.



Buses

Busing is provided by First Student Transit, Inc. If you have any questions concerning busing, please call First Student at **486-3600** or the East office at **486-7492**.

Cell Phones

Cell phones are not recommended at school. If they are brought to school, they must remain off (not on vibrate or silent) and in the child's backpack, not on their person.

Dress and Grooming

Students are expected to dress appropriately for school. In order to ensure that the daily clothing/attire be conducive to an educational environment and not disruptive of school operations and the educational process we ask that students adhere to the following guidelines:

- Clothing that is deemed offensive, promotes alcohol/drug use, and displays sexually explicit pictures or words, profanity or which is (or purports to be) gang affiliated is prohibited.
- Clothing with revealing holes, cuts or tears, and/or safety pins is considered inappropriate.
- Pants should be always worn at the waist. Belts must be worn appropriately with the belt and the ends in the belt loops. Undergarments should not be visible.
- Safe and appropriate footwear must be worn at all times.
- To ensure student safety, body piercing with rings should be limited. Spiked accessories, chains including those attached to wallets, belt loops, jewelry, or other accessories/items are not allowed.

Students who do not meet the dress guidelines will be asked to change clothing that is not in compliance. We hope these procedures will make your jobs as parents easier and will be easier for students to interpret and follow.

Email

All staff members maintain professional e-mail addresses. Please talk to your child's teacher or you can find e-mail addresses at www.kibsd.org.

Emergency Procedures during the School Day

Students have been instructed in the appropriate safety procedures should a natural disaster, such as an earthquake, tsunami or some other kind of emergency occur during the school day. Earthquake, Tsunami, Fire, and Safety drills are practiced on a regular basis. Please discuss and question your child about these safety steps.

Fire Drills

Schoolwide fire drills will be conducted once a month. Students are required to leave the building immediately when the alarm sounds and exit to a specific location clear of the school building. If parents are in the building during an alarm, they are asked to exit with the students. In a real fire emergency, students will be transferred to Kodiak College.

Safety Drills

Safety Drills are held periodically through the year to train teachers and staff to respond to unanticipated problems that may require an increased level of safety and security. During any kind of emergency, the first priority is to ensure that children are safe, comfortable, and feeling secure.

During a safety drill the following procedures apply:

- Students will sit quietly and listen to instructions from their teacher.
- Students will remain in their classroom until office staff calls off the drill.

Tsunami Alerts

If a Tsunami alert is sounded, East Elementary is a safe place to be.

If a Tsunami Alert is called, the following apply:

- Tsunami warnings are sounded when there is a danger of tsunami as the result of an earthquake
- A tsunami warning will be followed by information on expected arrival time.
- When the tsunami signal is sounded and announced, students, teachers, and staff are safe at East Elementary.
- Teachers take attendance to ensure they have all their students.
- Students will only be released to individuals listed on the student's emergency contact form. Parents/adults may pick up their child only after signing their child out. We will have parents in the parent pick up line. There will be a KIBSD employee that comes to pick up the student and escort them to their car.

Earthquake Drills

Earthquake procedures were developed to ensure that children are as safe as they can be during an earthquake. East students and staff practice earthquake drills on a regular basis. The first during the Great Alaska Shakeout in October. During an earthquake drill or real earthquake, students are directed to "Drop, Cover, Hold On."

Children and staff are expected to:

- Move under a desk, table, or heavy furniture
- Turn away from windows
- Assume a position where the head is protected by their arms
- Stay in this position until directed to move.

Students in the gym, library, hall, or commons areas are also given instruction regarding safe behavior. Following the earthquake, the class can return to their classroom.

Family Conferences

A formal meet and greet begins the school year; this is an opportunity to meet the teacher and establish an educational partnership and working relationship with your teacher. Two additional conferences are held during the school year, one in November following the first trimester, and one in March after the second trimester.

Family Trips

Student attendance at school is very important. When students are absent from school, they miss critical information and learning activities. For this reason, we encourage all families to plan their trips and vacations around the school calendar, so students do not have to miss school. If missing school is unavoidable, please consult with your child's teacher at least three days prior to leaving. Although your child will not be able to make up for all instruction missed, as worksheets and books represent only a small portion of instruction, the teacher will provide ideas on how you can support your child while absent from school.

Field Trips

Throughout the year teachers seek to enrich the school program by arranging trips to places of interest in the community. The number of field trips a class takes and the places to be visited is determined by the individual teacher and money available.

Parents who have signed the blanket field trip permission form will not receive a permission slip for field trips throughout the year. For each outing an information flyer will be sent home by the teacher. The following information will be included: date of the field trip, destination, time of departure from school, and time of arrival back at school. If you are interested

in attending field trips, please contact your child's teacher and the front office. We need you to fill out a Volunteer Agreement form before you can attend. The extra help is always welcome.

Health Services

A child needing medical attention receives care from teachers, the school nurse, secretary, or administrator. If your child becomes ill during school, you will be called to take them home. In the event of a more serious illness or injury, school officials will contact the parents/guardians or emergency contacts immediately. It is very important that families keep emergency contacts and phone numbers up to date.

Any illness or condition that is potentially contagious (chicken pox, head lice, impetigo, etc.) should be referred to the school nurse for evaluation. A student with head lice **MUST** be checked by the school nurse (or school personnel) before returning to the classroom.

Kodiak Island Borough School District policy:

A student should be kept at home, or will be sent home, if they have an oral temperature of 100 degrees or higher, have diarrhea, or are vomiting. They should remain at home until they are fever-free without medication for 24 hours, or the vomiting and/or diarrhea has ceased for 24 hours before returning to school.

The Kodiak Island Borough School District requires that all students who need to take medication during school hours comply with the following:

- Present a written consent form signed by the parent or legal guardian.
- Bring the medication in the original prescription bottle, properly labeled by a pharmacist.
- Long-term medication may be given by district personnel providing the prescribing physician completes the Medication Permission Request Form. This form is available at the school office.

Recess

We believe that fresh air and exercise are important for your child's physical and mental well-being. Unless severe weather conditions merit indoor activities, children are sent out each day, rain or shine. Please see that your child is dressed appropriately for the weather. A warm coat, boots, hat, gloves, and rain gear are a must.

Homework Policy

East Elementary School teachers may assign homework as a natural, independent extension of what has already been taught within the classroom. Homework assignments may be given on the basis of the child's grade level, skill level, and maturity.

Immunizations

All students enrolled at East must be fully immunized according to Alaska State Regulations, unless covered by a medical or religious exemption. Children must be immunized against diphtheria, pertussis, tetanus (DTaP/DT/Td/Tdap), polio (OPV/IPV), measles, mumps, rubella (MMR), hepatitis A, hepatitis B, and varicella. Students under 5 must also have their HIB vaccines. You can check vaccination requirements by visiting [the Alaska Department of Health & Social Services](#) or by downloading the [Child Care & Immunization Requirements Packet](#). Any remaining questions or concerns regarding immunizations in Alaska can be directed to the school nurse or your child's doctor.

Library

The East school library program emphasizes reading and the use of the library. Reading for recreation and educational enrichment is encouraged by teaching staff and our school librarian. Many of our books are leveled and color-coded so that your child can easily choose a book at their reading level. Your assistance in ensuring books are kept safe and returned on due dates will keep our library circulation efficient.

Lost and Found

All articles, which are found, will be collected and deposited in the school Lost & Found area. They will be held until someone claims them, or until winter break and the end of the year, when accumulated items are donated. If something is lost, please contact your teacher, or call the office to see if the item has been turned in to us. Every year shoes, coats, boots, and other unclaimed items are turned over to charitable agencies.

Lunch and Breakfast Program

Current lunch menus are available online, www.kibsd.org, at the beginning of each month. Students may order a hot lunch from the cafeteria or bring a lunch from home. Students sign up for a hot lunch with their class teacher in the morning.

A nutritious breakfast is available from 7:35 A.M. to 8:00 A.M.

Music

The program teaches the basic elements of music: rhythm, melody, harmony, form, dynamics, tempo, tone, and color through singing, playing rhythm instruments and bells, listening to a variety of music and through movement. Many of the songs and activities directly relate to the curriculum being taught in regular classrooms.

Intermediate music concentrates on the study of music basics: rhythm, notation, melody, and harmony. Students will play recorders, rhythm instruments, ukulele, and auto harps and sing. Students learn to identify composers and styles of music through guided listening.

Physical Education

Physical education is education of, by and through human movement. The physical education instruction at East is presented in such a way as to help each student acquire the ability to move effectively to enhance the achievement of their potential. The program focuses on exploration and creativity through problem solving and concept formation, all of which lead to self-confidence and a good self-image.

KIBSD does not have an elementary swimming program. We encourage parents to use the swimming instruction programs offered through the City of Kodiak's Parks and Recreation department to ensure that their children can swim. The city maintains a complete schedule of community swim times for families who wish to practice their skills or enjoy a family activity.

School Counselor

Through our counseling program we strive to teach students our Guidelines for Success

WE ARE EAST ORCAS!



Guidelines for Success

- Be **O**n Time
- Be **R**espectful
- Be **C**aring
- Be **A**t Our Best
- Be **S**afe

The program aims to teach students to get along with each other and challenge them to do their best learning. We seek to encourage students to get through and be strengthened by tough life situations.

Newsletters

It is a building priority to ensure that parents have the information necessary to maintain active involvement in their child's education program. Many teachers publish weekly newsletters, which include information specific to their class. Notes from the teacher, samples of student creativity, times of special class events, and even pictures of student work are often included.

East also publishes a Whale Watch Newsletter for parents. It includes pictures, lunch menus, notes from the principal, and information about school programs, along with other important information. This news bulletin is sent via e-mail and can be found on the East Facebook page. If you want to be informed about what is happening at East Elementary, please look for this newsletter in your email. All families should check their email address in their PowerSchool Parent Portal to ensure there is no delay in email communication.

Picking Up and Dropping Off Students

If you will be using a car to transport your child(ren) to and from school, there is an active loading/unloading area, yellow curb. Please **do not** drop off in the bus loading/unloading area, red curb. Please do not leave cars parked in the drop off zone. It can be dangerous when cars and children are gathered together in the same place so, please drive carefully. With your assistance, the danger of students being hurt will be greatly reduced.

Drivers can help by:

- Escorting your child through the parking lot
- Crossing at the pedestrian crosswalk zone
- Use the entrance and exits as marked
- Respecting the 5-mph speed limit

Before School

In order to provide adequate supervision and safety for children, students and parents should keep in mind the following:

- Students should not arrive at school prior to 7:40 A.M.
- Students will go directly to their designated areas. Teachers are not available to supervise students who are dropped off prior to 7:40 A.M.
- Children should be dressed in clothes appropriate for Kodiak's weather.
- Students who arrive after 8:05 A.M. will be counted as tardy. Parents of students who arrive tardy should check-in in the office to sign-in their student.

After School

Students are expected to depart school each day in a safe and respectful manner. Students will:

- Walk directly to the bus area or wait for parents/guardians in the pick up area.

Personal Property

Students are asked to leave valuables at home. East Elementary School cannot be responsible for any personal belongings and space is not available for storing items. All items of clothing that may be taken off at school should be clearly marked with the child's name. These items include hats, gloves, gym shoes, boots, lunch boxes, and backpacks.

The principal respectfully asks parents to monitor the personal property students take to school so the focus of the school day can remain aligned with teaching and learning, rather than storage and safe keeping of student valuables. Please do not send Pokémon/trading cards etc., toys, skateboards, snowboards, tablets, or similar items to school without permission from the teacher. When items are lost, it can be tragic for students and expensive for families.

Report Cards

Reports cards are shared during Student Conferences at the end of each trimester. Our report cards reflect your child's achievement of Grade-Level Alaska Content Standards. Please use your conference time to discuss your child's report card and the meaning of any assessments used to measure performance.

Registration

Kodiak schools open registration for students early in the spring for the upcoming school year. A child must be five years old on or before September 1 to enter kindergarten.

All students who will be entering Kodiak elementary schools must have the following information in hand for school officials:

- Up-to-date immunization records
- Birth certificate

School Pictures

East provides two opportunities for school pictures in mid-September, which are delivered in mid-October. Re-takes and make-up pictures are taken in mid-October. Spring pictures are sometimes offered in April, depending on travel conditions and availability of photographers. Watch for announcements with specific dates and information in news bulletins.

Special Education

Special Education teachers have the primary responsibility for assisting students who have challenges with learning. Some children have needs that are better served by a special learning program designed to meet these needs. There are state and federal guidelines that help determine who is eligible for special education assistance. Eligible students have an Individualized Education Plan (IEP) written for them. Learning disabled students benefit from small group instruction as well as placement in their regular classroom. The special education teacher may work in the regular classroom or hold small classes in the resource room.

Wellness Policy

The KIBSD School Board approved a “Wellness Policy”. The policy asks our school communities to provide procedures, activities and educational programs that encourage children to practice healthy nutrition and fitness choices in a school environment that models and supports healthy choices. The Wellness Committee provides schools, parents and children with specific guidelines that will support student health and fitness.

A portion of the Wellness Policy is included in the handbook. A complete copy of School Board Policy Student Nutrition and Physical Activity BP 5040 is available on the District’s website.

The Kodiak Island Borough School District is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

Healthy foods will be offered to students:

- Between the hours of 7 am and 4 pm, food and beverages served or sold at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*
- Students will have access to a variety of affordable, nutritious, and appealing food
- To the maximum extent practicable, all schools in our district will participate in available federal school meal programs, including the School Breakfast Program and National School Lunch Program
- The diversity of the student body be recognized in meal planning

Healthy eating habits will be encouraged:

- Students will be provided with clean, safe, and pleasant settings and adequate time to eat.

Physical Activity will be promoted:

- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Education regarding nutrition and exercise will be emphasized:

- Schools will provide nutrition and physical education to foster lifelong habits of healthy eating and physical activity.

The school district will monitor and review district-wide student health to assess the impact and guide the evolution of this policy.

Weapons and Dangerous Instruments Policy

School Board Policy: Weapons and Dangerous Instruments BP 5131.7(a) reads: “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.”

Drug & Alcohol Policy

School Board Policy: Alcohol and Other Drugs BP 5131.6(a) reads: “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 other drugs.”

Enforcement/Discipline BP5131.6(c) reads: “The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.”

Tobacco Policy

School Board Policy: Tobacco BP 5131.62 reads: “Smoking presents a health hazard which can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school.”

Child Abuse Reporting

All school employees are required by law to report within twenty-four hours any reasonable cause to suspect that a child has suffered harm as a result of abuse or neglect. Abuse and neglect are defined as physical injury, failure to care for a child, sexual abuse, or emotional abuse.

Suspension

Suspension is defined as removal from the school premises and school activities by the superintendent or designee for a specified period not to exceed ten (10) days with informal notice, hearing and due process rights accorded. A school-age child may be suspended from or denied admission to the school which they are otherwise entitled to attend only for reasons listed in Alaska State Law: (AS14.30.045)

Denial of Admission or Expulsion

Denial of admission is defined as administrative denial of a school-age student’s request for enrollment.

Expulsion is defined as removal from school premises and all school activities for a period of more than ten (10) school days.

No student shall be recommended for denial of admission or for expulsion unless this action is required by federal or state law, or unless other means of discipline have been unsuccessful or would be inadequate in bringing about proper conduct.

Disciplinary action for students receiving special education services must follow applicable special education statutes and regulations.

Notice of Nondiscrimination

It is the policy of the Kodiak Island Borough School District not to discriminate on the basis of race, color, religion, age, national origin, pregnancy, parenthood, marital status, changes in marital status, gender, disability, veteran's status, veteran disability, or political affiliation, in the admission/access to, or treatment/employment in its programs and activities.

This policy is in compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Chapter 18 of the School Laws of Alaska. Inquiries or complaints regarding compliance with these regulations may be directed to:

Title IX Coordinator	Section 504 Building Coordinator	Title II Coordinator
Kim Saunders	Melissa Griffin	Katrina Stewart
907-486-7550	907-486-7494	907-486-7478

The Kodiak Island Borough School District is committed to creating a safe and harassment free environment for all students. School Board policy concerning school-based harassment can be referenced under section 5.56 of the KIBSD board policy manual. The Board encourages students or staff to immediately report incidences of harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned.

Grievance Procedures for Students

A student shall be given an opportunity to contest any alleged facts leading to disciplinary action, the appropriateness of the sanction imposed by a disciplinary authority, or alleged prejudice or unfairness on the part of the school district official responsible for disciplinary action. Further, a student may file a grievance concerning harassment or discrimination by a school district employee on the basis of race, color national origin, gender age, disability religion, marital status, changes in marital status, pregnancy, parenthood, veteran’s status, veteran’s disability, or political affiliation.

The grievance/appeal procedure is as follows:

- **Level One:** A student with a grievance shall present a written grievance/complaint to the principal within five school days of when the student knew of the basis of the grievance. The principal shall make a decision known to the student in writing within five school days of receipt of the written grievance. If the grievance is not resolved at Level One, the grievance may proceed to Level Two.
- **Level Two:** Within five school days of receipt of the principal’s written decision, the student may appeal the grievance to the superintendent. The superintendent shall meet with the student with five school days of receipt of the written grievance. The superintendent shall render a written decision regarding the grievance within five school days of meeting with the student. If the grievance is not resolved at Level Two, the grievance may proceed to Level Three.
- **Level Three:** Within five school days of receipt of the superintendent’s written decision, the student may appeal the grievance to the School Board. The School Board or subcommittee of the School Board shall meet with interested parties within five school days. The School Board or subcommittee of the School Board shall render a written decision regarding the grievance within five school days.

The purpose of this grievance procedure is to provide students with a means of securing equitable solutions to problems resulting from disciplinary or other actions or apparent misunderstandings. Nothing contained herein shall be construed as limiting the right of any student having a grievance to discuss the matter informally with appropriate staff member or administration. (KIBSD School Board Policy, 5.39)